

EAST BUFFALO TOWNSHIP
BOARD OF SUPERVISORS
PUBLIC BUSINESS MEETING
589 Fairground Road, Lewisburg, PA, 17837
March 10, 2025

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 Jason Brudecki; Planning/Zoning Tom MacDonald; and Secretary/Treasurer Gayle Boudman.

Members of the public in attendance: Shawm Sassman; Chief James Blount (William Cameron Engine Company); Josh VonKick; Greg Zeh; Justin Strawser (Daily Item); Gawhara Abou-Eid (Standard Journal); and Tina Prowant.

Chairman Knight announced an Executive meeting was held on March 7, 2025, to discuss legal issues.

Hearing of Visitors:

- Chief Blount (William Cameron Engine Company) gave an update on the fire company activities.
- Josh VonKick had questions concerning a violation letter he received from CKCOG Property Maintenance.
- Tina Prowant asked when the street sweeping would begin.

Report of Officials:

- Chairman Knight
 - February 19, 2025; attended the Planning Commission meeting and gave an overview of the Market Street Streetscape Project.
 - February 27, 2025, attended the CSFES meeting.
- Vice Chairman Zorn
 - February 27, 2025, attended the CSFES meeting.
 - March 5, 2025, attended a Webinar on Emergency Management Coordinator responsibilities.
 - March 5, 2025, had a meeting with Township Manager Helwig to go over his thoughts on the township's annual report.
 - Contacted the Standard Journal on the status of the community guide map; should be available for mailing by the end of the month.
- Supervisor Evans
 - February 19, 2025, attended the Planning Commission meeting.
 - February 25, 2025, attended the Police Commission Sub-committee meeting.

- March 8, 2025, attended the PSATS Mini-Boot Camp meeting in Williamsport with Township Manager Helwig and Township Secretary/Treasurer Boudman.
- Township Manager Helwig
 - February 11, 2025, had discussion with DCNR representative on the Turtle Creek Park Phase I Grant.
 - February 20, 2025, attended a Webinar on the Duties of a Zoning Hearing Board.
 - February 24, 2025, Paving Bid opening at the township building.
 - February 25, 2025, attended a PSATS training with Township Secretary/Treasurer Boudman in State College.
 - February 27, 2025, attended a meeting with Roadmaster Mohr and Assistant Roadmaster Oberdorf at HRG's office on GIS services that will be able to map the township's infrastructure.
 - March 3, 2025, Klacik & Associates were at the office gathering more information on the 2024 audit, scheduled to be filed by April 1, 2025.
 - March 4, 2025, meet with Steve Stanko, Susquehanna Community Bank, to discuss our bank accounts and need of the township.
 - March 5, 2025, attended a Webinar on Emergency Management Coordinator responsibilities.
 - March 5, 2025, had a meeting with Supervisor Zorn to go over his thoughts on the township's annual report.
 - March 7, 2025, attended a Citizen's Electric training on How to Properly Trim Trees.
 - March 7, 2025, Executive meeting to discuss legal issues.
 - March 8, 2025, attended the PSATS Mini-Boot Camp meeting in Williamsport with Supervisor Evans and Township Secretary/Treasurer Boudman.
 - 2025 Spring Newsletter has been mailed out and extra copies are available at the township office and on the township website. April 14, 2025, will be the first day of curbside collection as well as the opening of the Brush & Yard Waste Dump Site on Pheasant Ridge Road.
 - Permits are now available at the township office for those wishing to use the Brush & Yard Waste Dump Site.
 - Received notification that Siemens will be here on March 24, 2025, to install the new fire alarm system.
 - Received notification that the WCEC was awarded the Fire & Emergency EMS Grant in the amounts of \$14,600 to the fire company and \$15,000 to the EMS.
 - Received notification that Intrada will be doing the yearly computer maintenance as part of their contract with the township on Tuesday March 11, 2025.
 - Posted the Seal Coating Bid request in the Standard Journal for a bid opening on April 22, 2025.
 - Posted the Turtle Creek Bridge Superstructure request in the Standard Journal for a bid opening on March 24, 2025. The project will need to be awarded at the March 24th Work Session in order to keep with the project time frame.
 - Received notification from PennDOT that the Liquid Fuels money has been released, and the township will receive \$301,645.95.

- Reported that one of the Public Works crew turned in their two-week notice and will be done as of Friday, March 14, 2025.
- Assistant Roadmaster Oberdorf (as reported by Township Manager Helwig)
 - River Road and College Park East are the last areas to be completed for brush cutting and tree trimming.
 - Meet with Roadmaster Mohr and PennDOT at the intersection of Rt. 15 and Supplee Mill Road for issues with the inlet at that intersection.
 - Preparing the equipment for the start of the Brush and Yard Waste curbside pickup scheduled to begin on April 14, 2025.
 - The Brush & Yard Waste Dump Site on Pheasant Ridge Road is ready to receive the Grinder which is scheduled to be delivered in the next two weeks.
 - Preparing for the removal of the Turtle Creek Bridge to get ready for the start of the new bridge construction, which will begin after the July 4th holiday.
 - Street sweeping will begin once the brush cutting, and tree trimming has been completed.
- Township Secretary/Treasurer Boudman highlighted the major expenses and major income received last month as noted on the expenditures report for February 2025.

Chairman Knight acknowledged Board receipt of the January 2025 Buffalo Valley Regional Police Departments (BVRPD) Reports.

Chairman Knight acknowledged Board receipt of the February 2025 Central Keystone Council of Governments (CKCOG) Report.

Motion by Chairman Knight seconded by Vice Chairman Zorn to approve the Norman Martin plans for two chicken barns at 4367 Furnace Rd, conditioned upon receipt of the NPDS permit and execution of the stormwater maintenance and financial guarantee agreements.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to approve the February 10, 2025, supervisor business meeting minutes as distributed.

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

Motion by Chairman Knight seconded by Supervisor Evans to approve the expenditures for February 2025 as presented.

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

Motion by Chairman Knight seconded by Supervisor Evans to authorize Solicitor Matson's office to prepare the Chapter 27 Zoning Ordinance for East Buffalo Township to adopt at the next Board of Supervisors meeting schedule for Monday, April 14th with minor revisions to Section 403.6.

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

No action taken by Township Supervisors on the Grant Writing Services.

Motion by Chairman Knight seconded by Vice Chairman Zorn to authorize Solicitor Matson's office to make the recommended changes and to prepare amended Chapter 13, Part 2 Defining Transient Retail Merchant, and Establishing Regulations for Transient Retail Merchant.

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

Motion by Chairman Knight seconded by Supervisor Evans to accept the bid from New Enterprise Stone for the 2025 Paving project with the initial anticipated cost of \$1,140,584.60 with East Buffalo Township anticipated cost to be \$427,306.

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

Motion by Chairman Knight seconded by Supervisor Evans to approve **Resolution 11-2025**, adopting the Union County 2025 Hazard Mitigation Plan Update as the official Hazard Mitigation Plan of East Buffalo Township, and directing respective officials and agencies identified to implement the recommended activities assigned to them.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to authorize Solicitor Matson's office to prepare the easements/right-of-way agreements for the Epler's, the Fessler's and the Robbins.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to authorize Solicitor Matson's office to amend the agreement as discussed and issue a revised agreement to Comcast for their review and approval.

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, April 26, 2025.

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

Motion by Chairman Knight seconded by Supervisor Evans to approve the annual insurance renewals with Penn National, Greenwich and Cowbell Cyber companies totaling \$93,371.00 for policies renewing April 1, 2025.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to accept the bid from D.E. Gemmill for the 2025 Line Painting bid with the initial total anticipated cost of \$40,037.70.

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

For the Good of the Order:

- Township Managers asked that Chairman Knight and Supervisor Evans review the townships Annual Report and get any suggestions or changes to her so she can incorporate them with Vice Chairman Zorn's and make them all at one time.

- Township Manager Helwig asked the board to consider budgeting money toward the township building to replace the carpeting in the office suite, making repairs to both the Community Room Kitchen and office suite kitchen area, and replacing the heating/cooling system in the building.
- Vice Chairman Zorn asked Township Manager to put together a list of items in need of repair and/or replacing as well as a wish list.
- Vice Chairman Zorn suggested that William Cameron Fire Company provide the board with a monthly report to be acknowledged.
- Treasurer Boudman reminded the board that the PLGIT Term Investment would be maturing on March 25, 2025, and would be rolled over into the Capital Reserve Fund.
- Chairman Knight stated that there will be a group of students from Bucknell Environmental Studies Class doing a tree planting event at Turtle Creek Park in early April to transplant some of the seedlings from the nursery out into the park.
- Chairman Knight announced that he will be running for reelection in the Primary.

Press Time:

- Justin Strawser (Daily Item) asked for clarification on the land easements needed for the Turtle Creek Bridge Project.
- Justin Strawser (Daily Item) asked for clarification on issues with Transient Retail Merchants within the township.

Township Manager Helwig called for an executive session to discuss personnel matters.

Motion by Chairman Knight seconded by Vice Chairman Zorn to enter an Executive Session at 7:36 PM.


Motion by Vice Chairman Zorn seconded by Chairman Knight to exit the Executive Session at 7:49 PM.

Motion by Vice Chairman Zorn seconded by Chairman Knight to adjourn at 7:49 PM.


Gayle Boudman, Secretary


James Knight, Chairman


Tom Zorn, Vice Chairman


Katie Evans, Supervisor