

EAST BUFFALO TOWNSHIP
BOARD OF SUPERVISORS ANNUAL ORGANIZATION MEETING
589 Fairground Road, Lewisburg, PA, 17837
January 05, 2026

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

Those presents: Supervisors James Knight; Supervisors Tom Zorn; Supervisor Katie Evans; Manager/Treasurer Jolene Helwig; Assistant Roadmaster Jeff Oberdorf; Secretary Aleigh Heckman; Township Solicitor Peter Matson; and Planning/Zoning Tom MacDonald.

Members of the public in attendance: Jane Hunselman; James Keefer; Tina Prowant; Sue and Lamar Henise; Justin Madaus and Gawhara Abouzeid (Standard Journal).

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 Knight to appoint Aleigh Heckman 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 2026.

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 2026.

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
- Assistant Secretary, Jeff Oberdorf
- Assistant Secretary, Jolene Helwig
- Treasurer, Jolene Helwig
- Assistant Treasurer, Jeff Oberdorf
- Open Records Officer, Jolene Helwig
- Emergency Management Coordinator, Matthew Exley
- Pension Advisory Committee, Employee Representative, Steve Mohr and Charles Funk
- 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
- 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.

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Maggie Waggoner to serve as the East Buffalo Township Tax Collector for the next four-year term.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Treasurer of Union County to serve as the East Buffalo Township Deputy Tax Collector for the 2026 calendar year.
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 01-2026** appointing Klacik & Associates, PC., Certified Public Accountants, as the auditing firm for the 2025 Township Financial Records.
Knight-y; Zorn-y; Evans-y; Motion Carried.

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 2026.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Vice Chairman Zorn to serve as the Board of Supervisor of the East Buffalo Township Investment Committee for calendar year 2026.
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 Primary Engineer for calendar year 2026.
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 Secondary Engineer for calendar year 2026.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Dominic Silvers to serve on the East Buffalo Township Zoning Hearing Board for a three-year term expiring December 2028.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Mary Beth Griffith to serve on the East Buffalo Township Planning Commission for a four-year term expiring December 2029.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Ryan Maxwell to serve on the East Buffalo Township Planning Commission for a four-year term expiring December 2029.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Christine Buffington to serve on the East Buffalo Township Planning Commission for a four-year term expiring December 2029.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Mike Glazer to serve on the Buffalo Valley Recreation Authority Board for a five-year term.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Justin Madaus to represent East Buffalo Township as a Primary Commissioner of the Buffalo Valley Regional Police Commission for a three-year term (2028).

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Katie Evans to represent East Buffalo Township on Board of the Keystone Council of Governments for a three-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 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 Vice Chairman Zorn to appoint Jim Knight 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 Supervisor Evans to appoint Lawson Fetterman to serve on the Lewisburg Area Joint Sewer Authority for a five-year term expiring December 2030.

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 19-22, 2026, 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 2026 PSATs Conference, with Resolutions Voting scheduled to take place at a session on Tuesday, April 21, 2026.

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

Motion by Chairman Knight 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 C & N Bank (Susquehanna Community Bank) as the depository for 2026.
- Accept the IRS Mileage rate of \$0.72.5 effective January 1, 2026, for Township authorized travel. *(NOTE: The 2026 rate is increasing from \$0.70.)*
- Accept the 2026 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 2026 rate will stay the same as the 2025 rates).*
- Pay each member of the Planning Commission \$25 per meeting attended in 2026, with payment to be made quarterly.
- Continue the Planning and Zoning Administration and Code Enforcement Program with the Central Keystone Council of Governments for 2026.

- 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 Supervisor Evans to establish the Board of Supervisors 2026 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 9 th	Monday, May 11 th	Monday, August 10 th	Monday, November 9 th
Monday, March 9 th	Monday, June 8 th	Monday, September 14 th	Monday, December 14 th
Monday, April 13 th	Monday, July 13 th	Monday, October 12 th	Monday, January 4th, 2027

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. 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, January 26 th	Monday, April 27 th	Monday, July 27 th	Monday, October 26 th
Monday, February 23 rd	Tuesday, May 26th	Monday, August 24 th	Monday, November 23 rd
Monday, March 23 rd	Monday, June 22 nd	Monday, September 28 th	Monday, December 28 th

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to establish the 2026-2027 holidays for the Township employees as follows:

Martin Luther King Day (1/19/26)	Independence Day (7/3/26)	Thanksgiving Day (11/26/26)	Christmas (12/25/26)
Good Friday (4/3/26)	Labor Day (9/7/26)	Day After Thanksgiving (11/27/26)	New Year's (1/1/27)
Memorial Day (5/25/26)	Veterans Day (11/11/26)	First Day of Buck (11/30/26)	

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

Public Comment:

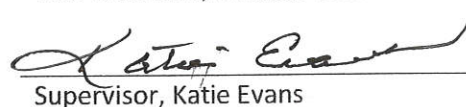
- Tina Prowant asked for clarification on why HRG was not voted as the Planning Commission Primary Engineer.

Motion by Chairman Knight seconded by Vice Chairman Zorn to adjourn the Annual Organizational Meeting at 5:21 PM.


Secretary


Chairman, James Knight

Vice Chairman, Thomas Zorn


Supervisor, Katie Evans