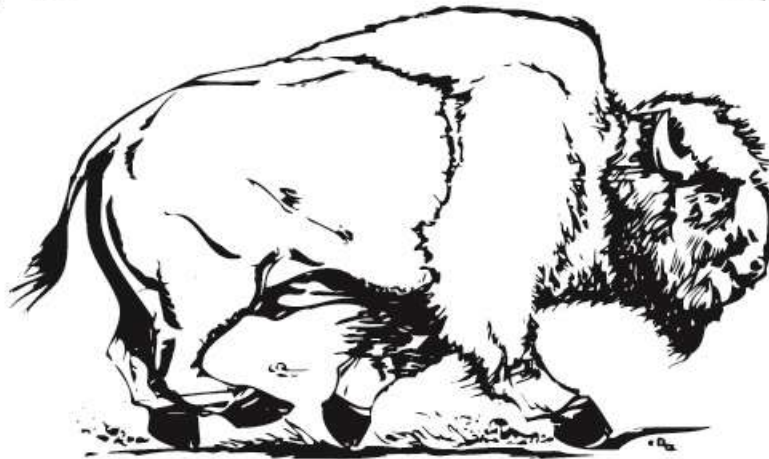


2017 ANNUAL REPORT

EAST BUFFALO



TOWNSHIP

589 FAIRGROUND ROAD
LEWISBURG, PA 17837
UNION COUNTY, PA
570-523-6320
www.ebtwp.org

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The information contained in the following pages is a summary of municipal activity occurring in East Buffalo Township in 2017. The purpose of this report is to highlight noteworthy events during the past year. This is not intended to be an all-inclusive report. The details of the monthly business of the Board of Supervisors, its appointed boards, commissions and committees and the daily activities of township staff can be examined through their respective meeting minutes, annual budgets, financial statements and other reports.

The Annual Report is presented by Stacey Kifolo, Township Manager to the Township Board of Supervisors on April 9, 2018.

ORGANIZATION & ADMINISTRATION

Address:

589 Fairground Road, Suite 1
Lewisburg, PA 17837

Phone:

570.523.6320
570.523.9151 (Fax)

Office Hours:

Monday through Friday
7:30 AM to 4:00 PM

Website: ebtwp.org

Email: ebtmanager@ptd.net
ebto@ptd.net

TOWNSHIP STATISTICS

Total Area:

15.273 square miles (9,774.6 acres)

Located in Union County, Pennsylvania.

East Buffalo Township is bordered by Buffalo Township to the west and north; Borough of Lewisburg to the northeast; West Branch Susquehanna River to the east; Union Township to the south.

Land by Percentage:

Agricultural Preservation (31.21%)

Agricultural Residential (11.32%)

General Commercial (1.37%)

Highway Commercial (0.5%)

Industrial (1.31%)

Low Density Residential (27.14%)

Medium Density Residential (1.78%)

Urban Residential (1.4%)

Woodland Preservation (19.74 %)

Bucknell University (4.23%)

Demographics (2010 Census):

Population: 6,414

Population Density: 414 per square mile

Housing Units: 2,283

Average Household Income: \$62,000

Roads:

51.71 miles of Township roads*

16.55 miles of state roads

*Includes: 4.13 miles of Act 32 Turnback Road and 1.56 miles of Dirt & Gravel Road

2017 Municipal Taxes:

Real Estate: 4.5 mills [▫]

Fire Protection: 0.46 mills [▫]

Fire Hydrant: 0.08 mills [▫]

Street Lights: 0.07 mills [▫]

Earned Income: 0.5% [◊]

Local Service: \$52 per person [◊]

(\$12,000 low income exemption)

Other Taxes:

Lewisburg Area School RE: 17.03 mills

Lewisburg Area School EIT: 1.5%

Union County: 4.56 mills

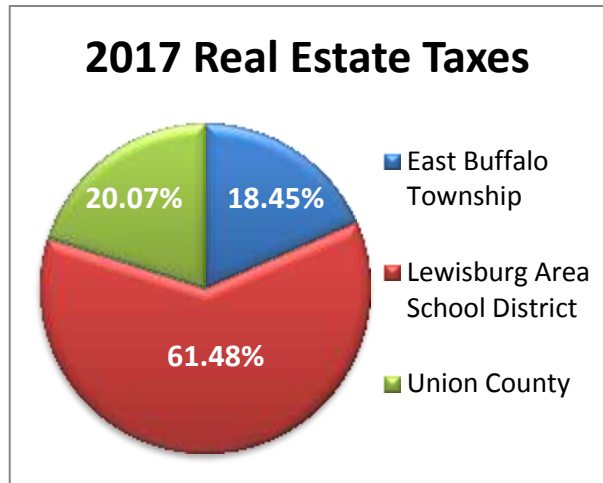
Union County Library: 0.16 mills

Union County Debt Service: 0.84 mills

Tax Collection:

[▫] Gary Kleppinger, Elected Tax Collector

[◊] Berkheimer Tax Administrators



The following individuals comprised the Township Staff for 2016:

BOARD OF SUPERVISORS

Michael Daniloff

Mr. Daniloff served as Chairman. His Supervisor term expires on January 6, 2020.

Matt Schumacher

Mr. Schumacher served as Vice-Chairman. His Supervisor term expires on January 2, 2022.

Henry M. Baylor, Jr.,

Mr. Baylor served as Supervisor. His Supervisor term shall expire on January 2, 2018

TOWNSHIP MANAGER

Stacey L. Kifolo

Ms. Kifolo was responsible for the day-to-day operation of the business of the Township, including human resources, public works, financial management and public information. She served as the Township's Open Records Officer. She also served as the Assistant Treasurer and Assistant Secretary until November 2017, when she was appointed as the Township Treasurer and Secretary.

TOWNSHIP CLERK

Elizabeth Paige

Mrs. Paige, an Administrative Assistant until November 2017, was appointed Treasurer, Secretary and Assistant Open Records Officer. Mrs. Paige reported directly to the Township Manager and was responsible for day-to-day financial operations.

PUBLIC WORKS DIRECTOR

Lawson D. Fetterman

Mr. Fetterman was responsible for Public Works operations, direct supervision of a five-member Public Works Crew and the Township recycling program. Mr. Fetterman, who is also a Township resident, serves as the Township's Emergency Management Coordinator.

PLANNING & ZONING DIRECTOR

Ralph T. Hess, Jr.

Mr. Hess was an employee of East Buffalo Township until his retirement in September. He provided oversight of planning and zoning activities for East Buffalo and Kelly Townships.

SOLICITOR

Peter L. Matson

Mr. Matson, a resident and long-term legal counsel for the Township, was re-appointed for 2017.

AUTHORITIES, BOARDS, COMMISSIONS & OFFICERS

East Buffalo Township is fortunate to have knowledgeable, talented and enthusiastic residents willing to give time to serve their community. The following residents or Township representatives were newly appointed (☆) or re-appointed (◻) to applicable Authorities, Boards, Commissions or Offices.

BOARD OF AUDITORS

- ◻ **William Bollinger**, Chairman; Term expires December 31, 2017.
- ◻ **Barbara (Jodie) Bryant**, Secretary; Term expires December 31, 2017.
- ☆ **Linda Treese**; Term expires December 31, 2017.

BUFFALO VALLEY RECREATION AUTHORITY

- ◻ **Sandra Cook**; Term expires December 31, 2021.

BUFFALO VALLEY REGIONAL POLICE COMMISSION

- ◻ **Matt Schumacher**, Commissioner; Term expires December 31, 2018.
- ☆ **Dr. John Malloy**; At-Large Commission Member; Term expires December 31, 2017.
- ◻ **Stacey Kifolo**; Alternate Commission Member; Term expires December 31, 2017.

LEWISBURG AREA JOINT SEWER AUTHORITY

- ☆ **Steve Trimble**; Term expires December 31, 2021. Mr. Trimble served until May 2017.
- ☆ **Philip Tharp** was appointed in July 2017; Term expires December 31, 2021.

PENSION ADVISORY COMMITTEE

- ◻ **Jill Shambach**, West Milton State Bank, Plan Consultant; Term expires December 31, 2017.
- ◻ **Stephen Mohr**, Employee Representative; Term expires December 31, 2017.
- ◻ **Ted Meixell**, Citizen Representative; Term expires December 31, 2017.

PLANNING COMMISSION

- ◻ **Curtis Barrick**; Term expires December 31, 2020.
- ☆ **Jon Allocca**; Term expires December 31, 2020.

SEWAGE ENFORCEMENT OFFICERS

- ◻ **James Sanders**, Enforcement Officer, SEO# 02153; Term expires December 31, 2017.
- ◻ **Kenneth Young**, Alternate Officer, SEO# 03553; Term expires December 31, 2017.

OPEN RECORDS OFFICERS

- ◻ **Stacey Kifolo**

RESOLUTIONS

The following resolutions were approved by the Board of Supervisors in 2017:

-
- | | |
|---------|--|
| 01-2017 | Procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, as amended July 23, 2009.
January 3, 2017 |
| 02-2017 | Dedication of Lowe Street in the Paris Meadows Estates Subdivision.
February 13, 2017 |
| 03-2017 | Appointment of a liaison with Berkheimer, the duly appointed collector of local taxes, for the express purpose of sharing confidential tax information.
February 13, 2017 |
| 04-2017 | PennDOT TE-160, Application for Traffic Signal Approval, Adaptive Traffic Signal for US15/SR45.
March 13, 2017 |
| 05-2017 | PennDOT TE-160, Application for Traffic Signal Approval, Adaptive Traffic Signal for US15/Saint Mary Street (T396).
March 13, 2017 |
| 06-2017 | Name Chief Administration Officer (CAO) for Non-Uniformed Pension Plan.
April 10, 2017 |
| 07-2017 | Approve Automated Red Light Enforcement (ARLE) Grant Application for traffic signal upgrades at SR45/SR2007 & SR45 School Speed Zone Signs.
June 12, 2017 |
| 08-2017 | Approve Automated Red Light Enforcement (ARLE) Grant Application for traffic signal upgrades at US15/ Saint Mary Street (T396) & US15/SR45.
June 12, 2017 |
| 09-2017 | 2018 Minimum Municipal Non-Uniform Pension Plan Obligation.
August 14, 2017 |
| 10-2017 | Adoption of Volunteer Service Tax Credit Program annual qualifying criteria.
September 11, 2017 |
| 11-2017 | Request for a Commonwealth of Pennsylvania Green Light Go Program Grant for the modernization of the existing signalized intersection of US15/Moore Avenue (T361) & Smoketown Road (T355).
September 11, 2017 |
| 12-2017 | Approval of private street names in East Buffalo Township on the campus of Bucknell University.
October 9, 2017 |
-

13-2017 Adoption of 2018 Annual Budget & Tax Rates.
December 11, 2017

14-2017 Prohibit the location of a Category 4 licensed facility ("mini-casinos") within the boundaries of East Buffalo Township pursuant to Act 42 of 2017 {4 Pa. C.S. § 1305.1(a.1)}.
December 11, 2017

ORDINANCES

Utilizing a public hearing process, the following ordinances were approved by the Board of Supervisors in 2017:

Ordinance 385 Amending Chapter 22 (Subdivision and Land Development) by providing for signature blocks on plans and traffic studies.
January 3, 2017

Ordinance 386 Amending Chapter 26 (Storm Water Drainage) by regulating stormwater management plans and procedures.
January 3, 2017

Ordinance 387 Amending Chapter 27 (Zoning Ordinances), Part 4, Section 407.7, by reducing the front yard setback from 50 feet to 20 feet from the edge of any public right-of-way; and deleting the setback distance of 75 feet from the centerline of any public roadway; said amendment to only apply within the Bucknell University zoning district and specifically along South 7th Street between River Road and Moore Avenue.
February 13, 2017

Ordinance 388 Amending Chapter 27 (Zoning Ordinance) and Chapter 22 (Subdivision and Land Development) by adding medical marijuana growers/processors and medical marijuana dispensaries to Section 410.1 of Chapter 27 as permitted uses; by adding Section 508 to Chapter 27, medical marijuana growers/processors and medical marijuana dispensaries regulation and standard; by adding definitions of medical marijuana, medical marijuana growers/processors and medical marijuana dispensaries to Section 201 of Chapter 27; and by amending Section 402.2 of Chapter 22 dealing with traffic studies.
August 14, 2017

Ordinance 389 Establishing a Volunteer Tax Credit Program for volunteer members of volunteer fire companies and non-profit emergency medical services agencies.
September 11, 2017

PUBLIC WORKS

The Public Works Department provides a wide variety of services including maintenance of over 51 miles of roadway and right-of-ways, which require paving & patching, shoulder maintenance & grading, snow removal & de-icing, storm sewer & ditch maintenance, street sweeping, sign installation & maintenance, clearing of grass, trees, tree limbs and other vegetation, and recycling. It is important to note that the majority of equipment repairs and maintenance are performed in-house, which greatly assists in the Township's ability to control these expenses. Other major activities are described in detail in this section.

Snow Removal and De-Icing

Snow removal and de-icing of Township Roads, including plowing and the application of a mixture of road salt and AS2 aggregate, was performed as needed.

During the January through March 2017 winter season, the Public Works Crew handled twenty-seven (27) snow/ice events requiring plowing and/or winter road treatment. In December the crew tackled six (6) more events. The winter road treatment required the use of approximately 450 tons of salt and 450 tons of AS2.

The Township continued contracting for the purchase of Sodium Chloride through the Pennsylvania Department of General Services COSTARS program. The sodium chloride tonnage purchased was within the allowable parameters under the annual purchase contract.

Street Sweeping

Street sweeping of all Township streets was completed in the Spring. Street cleanup also includes the clean out of stormwater inlets and pothole patching.

Weed and Brush Removal

The main goals of vegetation control through roadside mowing includes: keeping signs visible to drivers; improving visibility for motorists, bicyclists and pedestrians; improving winter road maintenance in snow and ice areas; helping drainage systems function; and preserving pavements through daylighting and root system control. Rural mowing activities are completed three times each growing season and include Township roads and two rural State Routes.

The crew performs tree and brush trimming along roads to maintain clear visibility and to provide for clear passage under the tree canopy for buses and trucks. At times, complete removal of a tree along a roadway is necessary to eliminate a roadside hazard. Vegetation removal from signs, guardrails, and other roadside obstructions, is also part of this program. The Township uses a process which identifies four sectors of the Township and rotates the yearly focus for tree and brush trimming.

Problems such as broken limbs and fallen trees are common throughout the year. Unusual weather events such as windstorms or heavy rain can cause extensive damage to roadside vegetation and at times require emergency response to allow for clearing of the public roadway.

Stormwater Maintenance

Stormwater facilities maintenance includes cleaning and reshaping drainage ditches, culvert and inlet cleaning, headwall maintenance, pipe installation and replacement and roadside grading. Annual maintenance is essential to roadway safety and extending the life of the pavement.

Replacement of failing pipes required projects on Smoketown Road across the intersection of Old Schoolhouse Road (State Route 2007); and the repair of a failing inlet on North Meadow Court.

Replacement of stormwater boxes and pipes that transect Township roadways are typically performed during the year prior to a planned roadway surface treatment. As such, numerous pipes and inlets were replaced in the East College Park development for anticipated surface treatment in 2018.

In 2017, the Township contracted with Herbert, Rowland & Grubic, Inc. (HRG) to assist with scoping and planning for stormwater upgrades for North 10th Street (from Saint Mary Street to the Municipal Line); and for Brook Drive, Belair Drive, Fairsome Court and Keila Avenue in the Fairfield Development. Conceptual designs were reviewed by the project engineers with Township management and members of the Public Works Department. Both projects will be included in planning for future street reconstruction and/or resurfacing.

Traffic Control and Safety

Traffic control maintenance includes sign installation and maintenance, traffic signal maintenance and repairs, safety marker placement, guardrail repair and replacement, and other maintenance. The Public Works Director continued to replace and install signage as outlined in the Township Sign Management Program.

Signalized intersection design and permitting is administered by the Pennsylvania Department of Transportation. The Township is the primary permittee for three traffic signals on State roads (the intersections of State Route 45 & 15th Street; State Route 45 & Fairground Road; US Route 15 & Moore /Smoketown). Electrical service, routine and emergency maintenance is the responsibility of the Township. The Township is the secondary permittee for two traffic signals on State roads (intersections of US Route 15 & Saint Mary Street, US Route 15 & State Route 45). The Borough of Lewisburg is the primary permittee on these signals. Through an agreement between the two municipalities, East Buffalo Township is responsible for the electric supply and maintenance of the traffic signal at the intersection of US Route 15 & State Route 45. The Township maintains a maintenance agreement with TRA Electric for each traffic signal. TRA provides routine maintenance, as well as emergency response to malfunctions.

The Township continued to work with the Borough of Lewisburg, PennDOT District 3, Union County Planning, SEDA-COG and McCormick Taylor to advance the US Route 15 adaptive traffic signal project. The impacted intersections include State Route 45, Saint Mary Street and State Route 192. In July 2017, PennDOT awarded the publicly advertised bid contract for the installation of the InSync[®] ASCT manufactured by RHYTHM Engineering to Kuharchik

Construction, Inc. at \$369,876.30. There was only one other bidder, Merrilees Electric Company at \$434, 824. Kuharchik completed the installation of the underground conduits and replacement of the signal cabinets in December 2017, with the remaining components and activation scheduled for early 2018.

In June 2017, East Buffalo Township submitted two PennDOT Automated Red Light Enforcement (ARLE) Program applications. The first application proposed various improvements for State Route 45, a Critical Corridor, specifically addressing the signalized intersection of State Route 45 (West Market Street/Old Turnpike Road) and State Route 2007 (Fairground Road), as well as the Reduced Speed School Zone approximately 300 yards to the east of the SR45/SR2007 intersection. The second application focused on various improvements, but primarily pedestrian accommodations for US15 at the signalized intersections of State Route 45 and Saint Mary Street (T396). Enhancements include the installation of Accessible Pedestrian Signs (APS) at all crosswalks. The installation of pedestrian countdowns and the replacement of regulatory, advance traffic control and pedestrian signage. Announcement for ARLE grant awards is expected in 2018.

In August 2017, East Buffalo Township joined with Union Township, our neighbors to the south, to secure the services of McCormick Taylor. Engineers from McCormick Taylor were tasked with signal design, cost estimation and grant writing support for a PennDOT Green Light Go application. For Union Township, the proposal was for upgrades to the traffic signal at the intersection of US15 and State Route 304. East Buffalo Township's application included a full signal upgrade for the traffic light at the intersection of US15 and Moore Avenue/Smoketown Road. This would be a complete upgrade, removing the in-pavement loop detection system and signal head span wires. Announcement for Green Light Go grant awards is expected in 2018.

Bridge & Culvert Maintenance

In April 2017, Larson Design Group (LDG) completed the biennial safety inspections for the five (5) Township controlled bridges that are 20 feet or more in length. The Public Works Crew performed essential maintenance as recommended in the inspection reports. During storms or other disaster events, Public Works investigates and assesses road and bridge conditions to ensure public safety.

In 2017, the Township contracted with Herbert, Rowland & Grubic, Inc. (HRG) for a Bridge Capital Improvement Program (CIP) for all bridge structures under 20 feet in length and other large pipes or culverts that are not included in the LDG biennial safety inspections. The inspections and resulting report for the seven applicable structures was intended to provide a proactive approach to identifying and prioritizing projects to maintain, replace, improve or upgrade infrastructure and to assist with budgeting for the same. HRG engineers provided short-term and long-term maintenance recommendations with estimated rehabilitation costs, as well as estimated remaining life for each structure and projected replacement costs. The Township Public Works Department was able to complete many of the short-term maintenance recommendations.

Since 2015, the Township has been working with the owner of the Lewisburg & Buffalo Creek Railroad (LBCX) for the repair of a twin cell stone culvert that is beneath River Road, a Township road, and the railroad. In 2016, LBCX was able to obtain a 30% matching grant through the Rail Freight Assistance Program; and the Township and LBCX worked through necessary agreements to establish the relationship of the parties and the financial responsibilities for the grant match. LBCX, as the sole grantee, will be the grant administrator. Project bidding and completion is expected to transpire in 2018.

Equipment

In 2017, there were four major purchases for the replacement of equipment.

- A 2017 Bobcat S740 Skid-Steer replaced a 1999 Ingersol Rand 863 Skid-Steer. Purchase price was \$45,969.
- A 2017 Tenco 11' power angle snow plow replaced a 2007 Flink snowplow. Purchase price was \$9,885.
- A 2017 Volvo DD25B vibratory compactor roller replaced a 1998 Stone Wolfpack 6400B vibratory roller. Purchase price was \$37,779.
- A 2017 Landa hot water power washer to replace an older model. Purchase price was \$5,895.57.

With the exception of the compactor roller, the Township utilized the Commonwealth of Pennsylvania's COSTARS cooperative purchasing program. In 2017, the Township became a member of the National Joint Powers Alliance (NJPA). The vibratory roller was purchased through an approved NJPA at a price that was even more favorable than COSTARS pricing for the same equipment.

In 2017, the Township continued to utilize Municibid.com to sell equipment. This option continued to provide the Township with greater exposure to potential buyers and a higher sale price than anticipated. Successful sales were completed for each replacement item noted above, as well as a 1980 Mack dump truck. A total of \$22,400 was received through the sale of used equipment; meaning, the Township recuperated 22.5% of the total purchase costs noted above.

Road Dedications

In February, the Township accepted dedication of approximately 0.32 miles of Lowe Street from Fairfield Road to Ridge Road in the Paris Meadows Estates Subdivision. The street was officially added to the official Township inventory with the State Department of Transportation and became eligible for State Liquid Fuels funding.

RECYCLING

Act 101, Pennsylvania's Municipal Waste Planning, Recycling and Waste Reduction Act of July 1988, mandates recycling in all municipalities with a population of 5,000 or more. Under the Act, East Buffalo Township is required to implement a once per month collection curbside program to collect at least three (3) recyclable materials. For East Buffalo Township, those three recyclables

are clear glass, colored glass and aluminum cans. Residents must also separate leaf waste from other municipal waste.

Commercial, municipal and/or institutional establishments must separate high grade office paper, aluminum, corrugated paper and leaf waste and other materials deemed appropriate by the municipality generated at commercial, municipal or institutional establishments and from community activities.

Although not required under Act 101, East Buffalo Township serves as a drop-off recycling facility for the County.

The Public Works Crew is responsible for all curbside and drop-off center recycling activities.

Brush, Yard Waste & Christmas Trees

Christmas tree collection was completed in January 2017. The crew collected over 490 trees from throughout the Township.

Brush and yard waste collection was performed in April, May, June, September and October 2017. The Township continued to utilize the U.S. Penitentiary Public Works and Community Service Program to aid in staffing during collection. The program provided three to four participants, which allowed Township Public Works Crew members to remain available to perform other maintenance projects and/or provide sufficient man-hours to cover for vacation days of the Crew.

Collection in 2017 resulted in processing of approximately 1,172 cubic yards of brush and Christmas trees. An additional 1,347 cubic yards of yard waste was collected.

Collection of Leaves

Curbside leaves collection, performed using a driver-controlled vacuum, began in October and the last round of collection throughout the Township was completed by the middle of December. An additional two weeks of vacuuming of leaves continued with the clearing of ditches and inlets. Collection in 2017 was approximately 2,935 cubic yards.

Curbside & Drop-Off Center Recycling

Curbside collection was completed once per month during 2017. Collection included clear, brown and green glass, as well as aluminum cans.

The Township Drop-Off Center was open Monday of each week, except for Township holidays, which shifted the opening day to Tuesday. The Center was also open on the second Saturday of each month. The facility is manned by one member of the Public Works Crew during hours of operation to assist users and to ensure that materials are source separated. Individual bins for source separated materials are provided for clear glass, green glass, brown glass, PETE plastic, HDPE plastic, aluminum, bi-metal, paperboard, magazines, corrugated cardboard, office paper and newspaper.

Lycoming County Resource Management Services (LCRMS) provides transport services for the bins filled with materials from the drop-off and curbside collection. In 2017, the County of Union continued to pay to LCRMS the \$75 per transport service fee.

The recyclables collected by the Township, either curbside or at the drop-off center, must be source-separated; prohibiting the Township from providing on-site Single Stream Recycling. However, since 2012 private haulers have been providing Single Stream Recycling service for Township residents and businesses. This has proven to be a popular option for residents, presumably due to the high convenience factor and a relatively low service cost.

East Buffalo Township recycling collection and private single-stream recyclers tonnage amounts for 2017 indicate an increase in overall collection volume from 2016.

	2016	2017	Change
Municipal Collection Tonnage	113.89	112.22	-1.49%
Private Hauler Single-Stream Tonnage	358.18	392.04	8.64%
Total	472.071	504.26	6.38%

902 Grant

The Township was awarded an Act 101, Section 902, Round 56 grant, with a program and spending window of November 2016 through November 2018. This grant program provides a 90% reimbursement for expenses related to the operations of a recycling program.

Utilizing the 902 Grant funds, in 2017, the Township published a Spring and a Fall newsletter, which were mailed directly to residents and commercial businesses. Surplus copies were available at the municipal building. Eighteen (18) gallon recycling bins were purchased and were made available to residents for use with curbside or drop-off collections. Additional security cameras were added to the Township facility to assist in the prevention of unsupervised depositing and unauthorized removal of recyclable materials. New to the recycling offerings were paper shredding events. One Saturday in April and one Saturday in October, a vendor was contracted to be on-site at the Township facility to provide residents with an opportunity to have paper documents securely shredded.

This grant funding round was also utilized to recoup previous expenses for a leaf vacuum truck. As part of Round 54 of DEP's 902 grant funding, the Township was awarded funds to assist with the purchase of a leaf vacuum truck. The price of the selected leaf vacuum was higher than originally anticipated, thereby requiring the Township to contribute funds in an amount that was greater than anticipated at the time of the application. Section 902 grant funding provides for requests for reimbursement of previous incurred recycling program expenses that were not already included in grant funding. The amount of the leaf vacuum truck that was in excess of the original application was approved under Round 56 funding as an eligible reimbursement.

The Township also joined with Union County Recycling for an Act 101, Section 902, Round 56 grant. In conjunction with the other County recycling drop-off facilities supported by municipalities, the County grant award includes funds to repair and/or replace drop-off center dumpsters. The spending window for the County grant closes in August 2018. Under this funding stream, in 2017 the Township was able to replace one 44 yard recycling roll-off container and have five (5) of the seven (7) slated containers refurbished. The remaining container refurbishments are set to be completed in 2018.

CONTRACTED ROAD PROJECTS

In 2017, 2.0 miles of Township roads were included in contracted road construction projects and 0.29 miles of roads were included in contracted road maintenance projects. East Buffalo Township utilized services provided through PennDOT District 3 Municipal Services for preparation of road project bid documents. Bids were publicly advertised and Township staff ensured that known potential bidders were aware of the competitive road project availability. Awards were made to the lowest responsible bidding contractor during public meetings of the Board of Supervisors.

Hammaker East Ltd., based in Fayetteville, PA, was awarded the bid for Bituminous Fiber Reinforced Seal Coat w/CRS-2PM Oil. The final maintenance cost was \$35,295, which was expended from the General Fund account.

New Enterprise Stone & Lime Co., Inc., based in Winfield, PA, was awarded the contract for construction paving projects. The project included portions of Stein Lane, North 12th Street and Wilson Alley. Final construction cost was \$317,756.85, which was expended from funds specifically earmarked for road maintenance and construction in the Liquid Fuels and General Fund accounts.

Once road projects were awarded, postcards were mailed to residences directly impacted, and some indirectly impacted. Notifications were also posted on the Township website.

Maintenance Projects

Approximately 0.29 miles of Township streets were included in the contracted Bituminous Fiber Reinforced Seal Coat maintenance project. Streets included: Cambridge Lane (T713), Crossings Lane and Primavera Circle.

Construction Projects

In 2016, 1.76 miles of Stein Lane (T432) from Furnace Road (SR2004) to Smoketown Road (T355), full-depth left and right edge repairs were completed in anticipation for paving the same in 2017. The complete edge to edge resurfacing of this portion of Stein Lane, as well as paving tie-ins a minimum of 10 feet into each intersecting street, was completed in August 2017. Street re-builds were completed for North 12th Street (T468) from SR45 to the BVRT parking lot, and Wilson Alley from North 15th to North 12th Street. The re-builds included excavation of existing roadway materials, installation and compaction of stone subbase, subbase paving and wearing course paving.

Miscellaneous

Various paving contractors were also hired to perform smaller projects, including a mill and pave of Wheat Alley from North 10th Street to Buffalo Alley and portions of Timberwood Drive (T357) and Wedgewood Gardens (T302).

STREET MARKINGS

Alpha Space Control performed painting of street markings, which included double yellow center lines, white road fog lines and crosswalks.

MUNICIPAL COMPLEX

BUILDING CONSTRUCTION

In October 2017, the Board of Supervisors awarded Hepco Construction, Inc. with the contract to construct a 50' X 50' pole building with a trussed roof system within the Public Works fenced yard. The structure will be used for the storage of stockpiled stone, which will aid in keeping stone dry for mixing with sodium chloride for winter snow and de-icing needs. High Density Polyethylene (HDPE) pipe will also be stockpiled under the structure. Construction commenced in November, but was not completely finished by December 31st.

LOT PAVING

In October 2017, the Board of Supervisors awarded New Enterprise Stone & Lime Co., Inc. for paving an area approximately 70' x 100' in the public works yard. The paved area was an extension of the existing pavement to the west of the garage and the existing pavement to the north of the salt shed.

RECREATION

In 2017, the Township contracted with Creative Landscapes for the restoration of the infield of the John Smith baseball field.

RENTAL SPACE

With the relocation of the Buffalo Valley Recreation Authority (BVRA) office to the repurposed Lewisburg High School and the Planning & Zoning Department transitioning to Central Keystone COG, the Township office building had 2,200 square feet of office space available for rent.

However, rental to the general public is restricted due to the Township's qualified tax-exempt status of the loan. A "qualified renter" would be a governmental and/or quasi-governmental entity. The bonds of state and local governments are tax-exempt because they finance facilities vested with a public interest that are designed to serve the needs of the entire community rather than a narrowly defined private interest. The same principles apply to community hall guidelines establishing limited usage and the no cost policy.

Risking the qualified tax-exempt status of the loan could be costly to the East Buffalo Township taxpayers. The Township is paying interest rate of 2.1% because of the qualified tax-exempt status.

The loan agreement provides that should the loan be determined to not be qualified tax-exempt, the interest rate could be adjusted to as high as 5.25%. Over the remaining 16 years of the loan term, the increased interest cost would exceed \$500,000.

Given the rental restrictions, the Township contacted the Leasing Coordinator with the State's Department of General Services, Bureau of Real Estate to be placed on a list of potential rental sites when a State agency is looking for space.

MUNICIPAL SERVICES

PUBLIC SAFETY

Animal Control: In 2017, the Township continued participation in the joint Animal Enforcement Program with the Borough of Lewisburg and Bucknell University. Appointed annually by the East Buffalo Township Board of Supervisors, the Animal Enforcement Officer (AEO) is an employee of the Township who enforces the provisions of Chapter 2 of the Township Ordinances. In 2017, all entities agreed to change the payment structure for the AEO.

Emergency Management: Lawson Fetterman, EBT resident and current Public Works Director, was appointed on April 13, 2015 to the position of Emergency Management Coordinator. Throughout the 2017 calendar year, he and Township Manager, Stacey Kifolo, remained active with the Union County Emergency Operations Center. The Emergency Operations Center, located at the Union County Government Center, located in the Township consists of computers, communications and other equipment used in the event of an emergency that may affect the residents of the township.

Fire Companies and Ambulance Services: The Township is served by William Cameron Engine Company (WCEC), a combined career staff and volunteer department. WCEC oversight is provided by a strictly volunteer board. Each of the five municipalities served, East Buffalo Township, Buffalo Township, Kelly Township, East Chillisquaque Township and the Borough of Lewisburg, appoint a representative and an alternate to the Municipal and Community Advisory Committee. In 2017, the members of the Municipal and Community Advisory Committee (MACAC) continued to work on an Intergovernmental Cooperation Agreement (IGA), which would change the current department oversight structure and the municipal contribution formulary.

Police Services: East Buffalo Township is served by the Buffalo Valley Regional Police Department, which was formed in March, 2011, through an Intergovernmental Agreement with the Township and the Lewisburg Borough. In December 2016 and again in 2017, the Township Board took action to, as the IGA provides, request 50% of the budgeted Police Protection Units (PPUs) for the following year, instead of the long standing and indeterminate 52% that the Township had been paying since the Department's inception.

RECREATION

Recreation Authority: East Buffalo Township is served by the Buffalo Valley Recreation Authority (BVRA), which was formed through an Intergovernmental Agreement (IGA) with the Township and the Lewisburg Borough to organize year round programs and services to help sustain better health

and wellness. In May, the administrative offices of BVRA were relocated from the Township municipal building to the repurposed Lewisburg High School.

Discussions began in May with members of the BVRA Board to review options for the Authority to use and/or manage recreation fields on the Township owned Fairground Road property. In October, the Township executed a Recreation Fields Use Agreement with BVRA. The agreement outlines parameters for use of the fields, but the Township retained management of the facilities.

Following months of discussion by the Board regarding the funding discrepancy between the Township and the Lewisburg Borough for BVRA, during the August 14, 2017 BOS public meeting, the Board instructed Solicitor Matson to provide guidance concerning the Recreation Authority and the Township's participation. In November, the Township requested a meeting with the Lewisburg Borough to discuss the current terms and potential changes to the aging Buffalo Valley Recreation Authority IGA. The Borough Council did not agree to a meeting. This resistance did not provide the Township Supervisors with sufficient feedback regarding a future funding agreement. Any withdraw from the IGA would require notice to be given by the end of 2017, for the action to be effective at the end of 2018. As such, in December East Buffalo Township withdrew from the Recreation IGA with Lewisburg Borough, effective December 31, 2018. The Township remained expressly committed to funding for 2018. It was the intention of East Buffalo Township to remain an active participant of the Buffalo Valley Recreation Authority, both by the appointing of representatives and by the contribution of funding.

BUILDING CODES ENFORCEMENT

Codes Enforcement: Central Keystone Council of Governments (CK-COG) was utilized by the Township for Uniform Construction Code Enforcement Plan Review and Permitting, Residential & Commercial UCC Building Inspections and International Property Maintenance Code Enforcement.

UTILITIES

The Township continued to enjoy working closely with utility companies providing services within its boundaries.

Public Water: For those areas served by public water, East Buffalo Township is served by Pennsylvania American Water.

Public Sewer: For those areas served by public sewer, East Buffalo Township is served by the Lewisburg Area Joint Sewer Authority (LAJSA).

Electric Utilities: The Township is served by Citizens' Electric, which is based within the Township.

Natural Gas: For those areas with connection to natural gas in East Buffalo Township are served by UGI Utilities. Expansion of service in the Township is expected in the coming years.

OTHER POST-EMPLOYMENT BENEFITS (OPEB)

All Township non-union employees, and their spouses, are eligible for OPEB medical, dental and vision coverage provided the employee meets all three criteria: 1.) They were hired on or before November 30, 2013; 2.) They have been employed by the Township continuously as a full-time employee for twenty (20) years immediately prior to retirement; and 3.) They are sixty-five (65) years of age or older at the time of retirement. In addition, the Township is financially responsible for OPEB medical, dental and vision coverage for Buffalo Valley Regional Police Officers who were employed by the Township prior to department regionalization, provided they meet the applicable eligibility requirements. The Township has been providing this OPEB since the 1980s, but until 2013 there was no financial planning for future costs.

Since 2013, the Township has utilized Conrad Siegel Actuaries, the Township's non-uniform pension plan actuarial firm, to perform a GASB 45 for the Township's Other Post-Employment Benefits (OPEB) liabilities. The actuarial not only factors into the overall fiscal health of the Township, but aids the Township in financial planning in such a way that will allow the Township to be prepared for future spikes in obligations, without putting excess strain on the Township's annual operating budget.

In September 2016, the Township opened its OPEB investment account with Cetera Investment Services via West Milton State Bank. The initial investment was \$900,000. The goal at the time of investment was to not withdraw from the account for at least five to six years. Given the future projected costs and growing number of retirees, the Township will most likely need to pay for these expenses from the general operating fund, with the investment fund being available to lessen the financial burden on the general fund in future years. In September 2017, the Board invested an additional \$50,000 to the investment fund. The fund's total value as of December 31, 2017 was \$1,135,063.26. In less than a sixteen (16) month period, the fund has grown approximately 19.5%.

PLANNING & ZONING

The joint East buffalo Township and Kelly Township Planning and Zoning Department was disbanded at the end of September when the long-term Director, Ralph Hess, retired.

In September 2017, the Board of Supervisors entered into an agreement with the Central Keystone Council of Governments (CKCOG). Beginning October 1, 2017, the CKCOG became the Township's administrator for all zoning and subdivision and land development ordinances.

2016 AUDITING

The Board of Supervisors appointed Herring, Roll and Solomon, P.C. to perform the 2016 Annual Audit. This firm performed a comprehensive audit of all township accounts and prepared the Department of Community & Economic Development (DCED) Municipal Annual Audit and Financial

Report, filed with the state. The Audit was publicized in the Standard Journal and copies of the Financial Statement and the DCED report are on file for public inspection at the Township building.

2017 BUDGET

The East Buffalo Township Board of Supervisors approved the 2017 budget during a December 12, 2016 public meeting. The 2017 budget consisted of seven distinct funds: General, Liquid Fuels, Capital Reserves, Street Lights, Fire Hydrants, Fire Protection, and Planning & Zoning.

GENERAL FUND

The General Fund represents the principal operating fund for the Township, including general government administration, facilities maintenance, public works, public safety, professional services, planning & zoning, health & welfare, culture & recreation, and debt service.

The 2017 real estate millage rate was 4.5, which was unchanged from 2016.

In September 2017, the Board of Supervisors approved a revision of 2017 General Fund budget, adjusting for anticipated revenue and expense projections. At the same time, the Board approved a transfer of \$400,000 from the General Fund to the Capital Reserve account.

Actual revenues exceeded expenses to end the 2017 fiscal year.

STATE LIQUID FUELS

Funds are provided by the Commonwealth of Pennsylvania from gas taxes disbursed annually to all municipalities in the state. The receipts are based upon Township road miles and population. Use of the fund is limited to road maintenance/construction and related equipment purchases. In 2017, State Liquid Fuels funds were utilized for contracted road maintenance projects, street paving markings and winter road maintenance materials.

CAPITAL RESERVES

There were no expenditures from the Capital Reserve account during the 2017 fiscal year.

In September 2017, transfers from the General Fund to Capital Reserves were as follows: \$100,000 for equipment, \$150,000 for streets and bridges, \$100,000 for the municipal complex and \$50,000 for parks and recreation. This was the first significant funding allocation to parks and recreation in anticipation of future development.

STREET LIGHTS FUND

Following four (4) years of suspension of this taxation, the street light fund was reinstated in 2017. The millage rate for all real property within the Township was 0.07. This funding provided for installation and maintenance of street lights.

FIRE HYDRANT FUND

Following four (4) years of suspension of this taxation, the fire hydrant fund was reinstated in 2017. Any property within 780 feet of a hydrant was assessed a millage of 0.08. This fund is utilized for maintenance and rental of fire hydrants.

FIRE PROTECTION FUND

A real estate tax assessment millage of 0.46 was assessed for all taxable properties. The funding provides an annual contribution to the William Cameron Engine Company for fire protection services, as well as payment of the Township's share of Workers' Compensation Insurance for the Department.

PLANNING & ZONING DEPARTMENT FUND

This account is specific to services being provided in the partnering townships of East Buffalo and Kelly. Each municipality provided 50% of the funding needed to operate the joint Planning and Zoning Department. This account was closed in October 2017, following final processing of all department related costs.

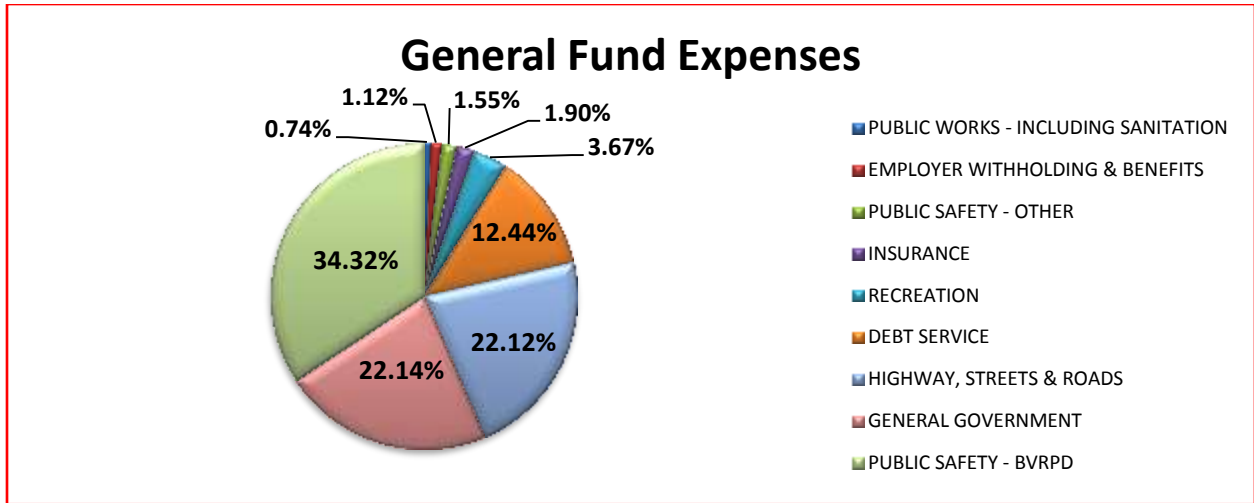
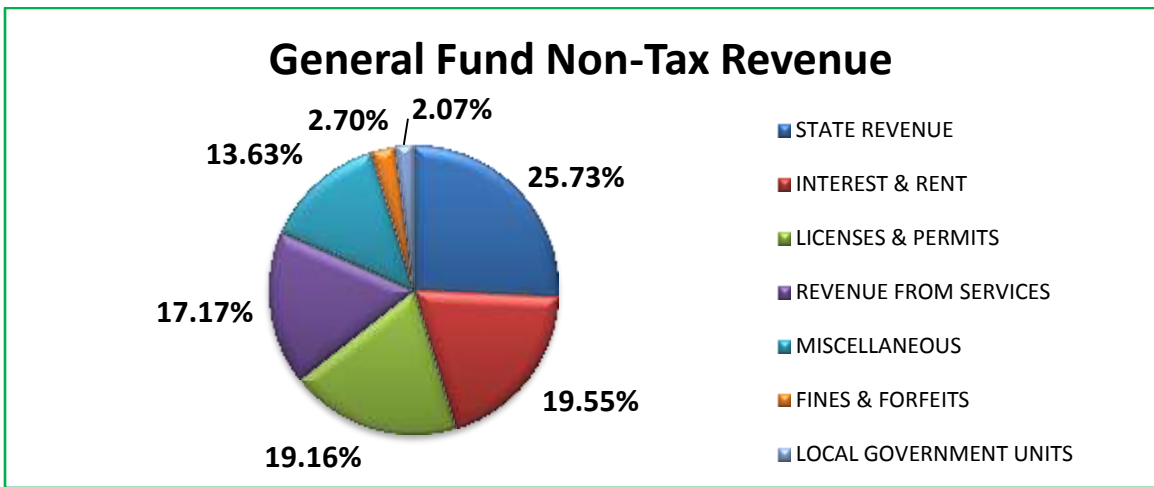
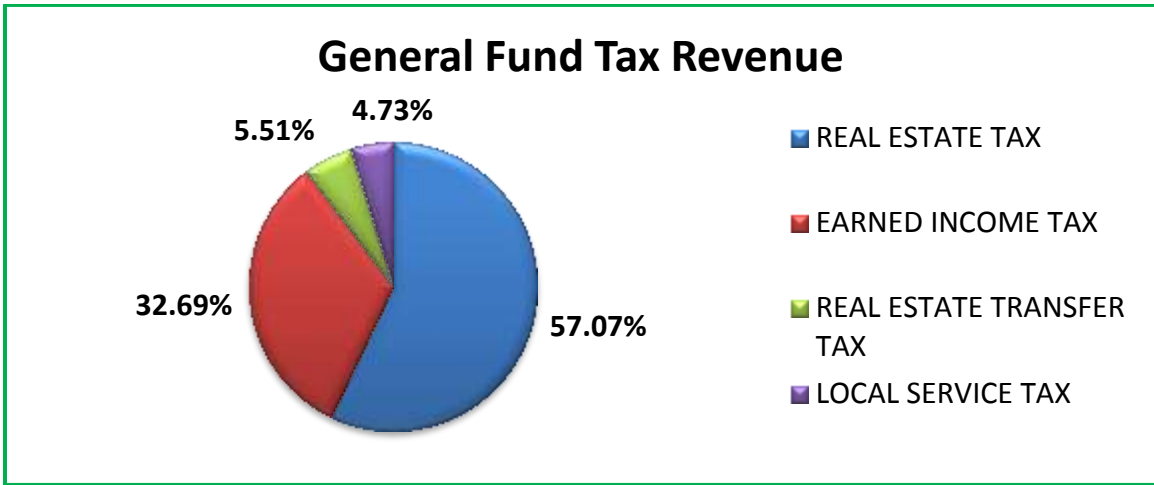
PENSION FUND

The fund required \$0 municipal contribution in 2017. The annual Pension Advisory Committee meeting was held on March 7, 2017. Based on the Committee's review of the fund, a recommendation was made to the Board of Supervisors to reallocate pension assets to be more closely aligned with a 60% equity/40% bonds/stability portfolio. During the March Board of Supervisors meeting, the Manager was authorized to work with the Township's VOYA Pension Investment Advisor to develop a proposal for the reallocate of pension assets. In May, the Board approved the proposed reallocation and the transfer of assets in equities, over the 60% level, to the Voya Fixed Account, which had a guaranteed 3% rate of return for the balance in that specific fund as of May 15, 2017.

In April, the Board accepted Conrad Siegel Actuaries' actuarial assumption recommendations, which included using the IRS 2017 Static Combined Table for Small Plans for the Mortality Table and a 6.0% Interest Rate for the January 1st actuarial validation report.

In August, following receipt of Conrad Siegel Actuaries' 2018 Minimum Municipal Obligation (MMO) worksheet, which determined the 2018 funding needed for the pension fund, the Board approved an allocation of \$22,836 to be invested in the pension fund prior to December 31, 2018. The Township has not made a contribution to the pension fund since 2012. With the annual MMO being \$0, the Township has also not received Municipal Pension Aid Funds. The Township will be eligible for Municipal Pension Aid Funds, which should be enough to cover the required annual contribution obligation for 2018.

GENERAL FUND CHARTS FOR 2017



Note: Percentages are based on pre-audit general fund revenues and expenditures. Transfers to and from the Capital Reserve Account have been excluded from the calculations. Expense categories are generally consistent with those utilized by DCED for municipal reporting.