

EAST BUFFALO TOWNSHIP
BOARD OF SUPERVISORS
ANNUAL ORGANIZATION MEETING MINUTES
January 3, 2017
589 Fairground Rd.
Lewisburg Pa. 17837

Annual Organizational Meeting was called to order by Chairman Daniloff at 6:02 PM.

Those present; Supervisor Michael Daniloff; Supervisor Henry M. Baylor Jr.; Supervisor Matt Schumacher; Township Manager Stacey Kifolo; Township Secretary/Treasurer Elizabeth Paige.

Visitors: see List

MOTION by Supervisor Daniloff and Seconded by Supervisor Schumacher to appoint Supervisor Schumacher as temporary Chairman.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Schumacher and Seconded by Supervisor Baylor to appoint Elizabeth Paige as Township Board Secretary.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Baylor to appoint Supervisor Schumacher as Township Chairman. Supervisor Schumacher declined the appointment and motion died due to a lack of second.

MOTION by Supervisor Schumacher and Seconded by Supervisor Baylor to appoint Supervisor Daniloff as Township Chairman.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

The meeting was turned over to Chairman Daniloff

MOTION by Supervisor Daniloff and Seconded by Supervisor Baylor to appoint Supervisor Schumacher as Township Vice-Chairman.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Daniloff to accept the following reappointments:

- Township Manager, Stacey Kifolo
- Roadmaster, Lawson Fetterman
- Assistant Roadmaster, Steve Mohr
- Planning Director, Ralph Hess, Jr.
- Assistant Board Secretary, Stacey Kifolo
- Open Records Officer, Stacey Kifolo
- Assistant Open Records Officer, Elizabeth Paige
- Treasurer, Elizabeth Paige
- Assistant Treasurer, Stacey Kifolo

One Year Term

- Animal Enforcement Officer, Wayne Hoover
- Board of Auditors Member, William Bollinger
- Board of Auditors Member, Jodie Bryant
- Board of Auditors Member, Linda Treese

- Deputy Tax Collector, Linda Moyer
- Emergency Management Coordinator, Lawson Fetterman
- Pension Advisory Committee, Citizen Representative, Ted Meixell
- Pension Advisory Committee, Employee Representative, Steve Mohr
- Pension Plan Consultant, Jill Shambach, West Milton State Bank
- Planning Commission Engineer, Larson Design Group
- Sewage Enforcement Officer, James Sanders
- Sewage Enforcement Officer Alternate, Kenneth Young
- Solicitor, Peter L. Matson
- Union County Tax Collection Committee, Voting Delegate, Stacey Kifolo
- Union County Tax Collection Committee, Alternate, Elizabeth Paige
- Zoning Hearing Board Solicitor, Martin Wilson

Three Year Term

- Central Keystone Council of Governments, Maurice R. Brubaker
- Zoning Hearing Board Member, James Dieffenderfer

Five Year Term Expires

- Buffalo Valley Recreation Authority, Sandra Cook

Motion was seconded by Supervisor Schumacher.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Schumacher and Seconded by Supervisor Baylor for Supervisor Daniloff to represent East Buffalo Township as a Member of the Buffalo Valley Regional Police Commission for a two year term.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Schumacher and Seconded by Supervisor Daniloff for John “Jack” Malloy to represent East Buffalo Township as an At-Large Member of the Buffalo Valley Regional Police Commission for a one year term.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Daniloff and Seconded by Supervisor Schumacher for Stacey Kifolo to represent East Buffalo Township as an Alternate Member of the Buffalo Valley Regional Police Commission for a one year term.

Daniloff – y; Schumacher – y; Baylor – n; Motion Carried

MOTION by Supervisor Daniloff and Seconded by Supervisor Baylor for Matt Schumacher to represent East Buffalo Township as a Member of the William Cameron Engine Company Municipal and Community Advisory Committee for a one year term.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Daniloff and Seconded by Supervisor Schumacher for Supervisor Baylor to represent East Buffalo Township as an Alternate Member of the William Cameron Engine Company Municipal and Community Advisory Committee for a one year term.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Schumacher and Seconded by Supervisor Daniloff to appoint Curtis Barrick to serve on the East Buffalo Township Planning Commission for a four year term.

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Schumacher and Seconded by Supervisor Baylor to appoint Jon Allocca to serve on the East Buffalo Township Planning Commission for a four year term.
Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Schumacher and Seconded by Supervisor Baylor to appoint Steve Trimble to serve on the Lewisburg Area Joint Sewer Authority for a five year term.
Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Schumacher for Supervisor Baylor to attend the April 23-26 2017 PSATS Annual Educational Conference & Trade Show. The Township will be financially responsible for the \$150 Conference registration fee only for Supervisor Baylor to represent East Buffalo Township as the Voting Delegate at the 2017 PSATS Conference, with Resolutions Voting scheduled to take place at a session on Tuesday, April 25, 2017 from 8:30AM to 11:30AM.
Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Daniloff to approve the following matters related to Township operations:

- Name Herring, Roll and Solomon, P.C., Certified Public Accountants as the auditing firm for the 2016 Township Financial Records.
- Authorize the Township Solicitor to represent East Buffalo Township at all Board, Authority, Committee and Planning Commission meetings and hearings.
- Establish Treasurer and Assistant Treasurer Bonds for 2017 in the amount of \$2,000,000.
- Name West Milton State Bank as the depository for 2017.
- Accept the IRS Mileage rate of \$0.535 effective January 1, 2017 for Township authorized travel.
- Accept the 2016 maximum Per Diem Rates published by the U.S. General Services Administration (GSA) for meals as follows: Breakfast \$11; Lunch \$12; Dinner \$23.
- Pay each member of the Planning Commission \$25 per meeting attended in 2017, with payment to be made quarterly.
- Continue participation in the Animal Enforcement Program with the Borough of Lewisburg and Bucknell University for 2017.
- Continue participation in the Planning and Zoning Department agreement with Kelly Township for 2017.
- Appoint Herbert, Rowland & Grubic, Inc. as the Planning Commission Alternate Engineer for 2017.
- Continue the Code Enforcement Program with the Central Keystone COG for 2017.
- 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.

Motion was Seconded by Supervisor Baylor.
Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Schumacher and Seconded by Supervisor Baylor to establish the 2017-2018 holidays for Township employees as follows:

- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- New Year's Day 2018

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Baylor and Seconded by Supervisor Daniloff to establish the Board of Supervisors 2017 Meeting Schedule. Meetings to be held on the second Monday of each month at 6PM in the East Buffalo Township Municipal Building, 589 Fairground Road, Lewisburg, PA, Union County. Meeting dates are as follows:

- February 13, 2017
- March 13, 2017
- April 10, 2017
- May 8, 2017
- June 12, 2017
- July 10, 2017
- August 14, 2017
- September 11, 2017
- October 9, 2017
- November 13, 2017
- December 11, 2017

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Baylor and Seconded by Supervisor Daniloff to establish the Board of Supervisors 2017 Work Session Schedule. Work Session Meetings to be held on the fourth Monday of each month, with the exception of December, at 6PM in the East Buffalo Township Municipal Building, 589 Fairground Road, Lewisburg, PA, Union County. Meeting dates are as follows:

- January 23, 2017
- February 27, 2017
- March 27, 2017
- April 24, 2017
- May 22, 2017
- June 26, 2017
- July 24, 2017
- August 28, 2017
- September 25, 2017
- October 23, 2017
- November 27, 2017

Daniloff – y; Baylor – y; Schumacher – y; Motion Carried

MOTION by Supervisor Baylor and Seconded by Supervisor Schumacher to adjourn the Annual Organizational Meeting at 7:39 PM

Michael Daniloff

Matt Schumacher

Henry M. Baylor Jr.