

EAST BUFFALO TOWNSHIP  
BOARD OF SUPERVISORS ANNUAL ORGANIZATION MEETING  
589 Fairground Road, Lewisburg, PA, 17837  
January 6, 2020

Chairman Char Gray called the Annual Board of Supervisors Organization Meeting to order at 5:30 PM.

Those present: Supervisor Matt Schumacher; Supervisor Charmaine Gray; Supervisor James Knight; Township Manager Stacey Kifolo; and Secretary/Treasurer Jolene Helwig. Solicitor Peter Matson was absent from meeting.

Visitors: See list.

Motion by Supervisor Gray and seconded by Supervisor Schumacher to appoint Supervisor Schumacher as Temporary Board Chairman.

Gray-y; Schumacher-y; Knight-y; Motion Carried

The meeting was turned over to Temporary Chairman Schumacher.

Motion by Supervisor Schumacher and seconded by Supervisor Gray to appoint Jolene Helwig as Township Board Secretary.

Gray-y; Schumacher-y; Knight-y; Motion Carried

Motion by Supervisor Gray and seconded by Supervisor Schumacher to appoint Supervisor Schumacher as the Township Board Chairman.

Gray-y; Schumacher-y; Knight-y; Motion Carried

Motion by Chairman Schumacher and seconded by Supervisor Gray to appoint Supervisor Gray as the Township Board Vice Chairman.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray to accept the following reappointments:

- Township Manager, Stacey Kifolo
- Roadmaster, Steve Mohr
- Assistant Roadmaster, Nate Fisher
- Treasurer, Jolene Helwig
- Open Records Officer, Jolene Helwig
- Animal Enforcement Officer, Wayne Hoover
- Emergency Management Coordinator, Lawson Fetterman
- Pension Advisory Committee, Employee Representative, Steve Mohr
- Pension Plan Consultant, Jill Shambach, Susquehanna Community Bank
- Sewage Enforcement Officer, James Sanders
- Sewage Enforcement Officer Alternate, Kenneth Young
- Solicitor, Peter L. Matson
- Vacancy Board, Jack Malloy
- Zoning Hearing Board Solicitor, Martin Wilson

Motion was seconded by Chairman Schumacher.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray and seconded by Chairman Schumacher to appoint Stacey Kifolo as the East Buffalo Township Board of Supervisors Assistant Secretary.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray and seconded by Supervisor Knight to appoint Union County to serve as East Buffalo Township Tax Collector for the calendar year 2020.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Supervisor Knight and seconded by Chairman Schumacher to appoint Marilyn Murphy to serve the 4-year unexpired term on the East Buffalo township Board of Auditors. Said appointment shall be through December 2021.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray and seconded by Supervisor Knight to appoint Jean Warren to serve the 6-year unexpired term on the East Buffalo township Board of Auditors. Said appointment shall be through December 2021.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Chairman Schumacher and seconded by Vice Chairman Gray to appoint Jean Warren to serve as the Citizen Representative of the East Buffalo Township Pension Advisory Committee for calendar year 2020.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray and seconded by Supervisor Knight to appoint Stahl Sheaffer Engineering to serve as the East Buffalo Township Planning Commission Primary Engineer for calendar year 2020.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Supervisor Knight and seconded by Vice Chairman Gray to appoint Mid-Penn Engineering to serve as the East Buffalo Township Planning Commission Secondary Engineer for calendar year 2020.

Schumacher-n; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray to appoint Steve Trimble to the East Buffalo Township Planning Commission Board until December 31, 2022. Motion died due to a lack of second. Action was tabled. The Supervisors agreed to extend the deadline for volunteer applications to be submitted at the township office. The Board will consider action during their Monday, February 10, 2020 meeting.

Motion by Chairman Schumacher and seconded by Vice Chairman Gray to appoint Dominic Silvers to serve on the East Buffalo Township Zoning Hearing Board for a three-year term.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Chairman Schumacher and seconded by Vice Chairman Gray to appoint Patricia Musselman to serve on the Buffalo Valley Recreation Authority Board for a five-year term.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Chairman Schumacher and seconded by Vice Chairman Gray to appoint Dr. John "Jack" Malloy to represent East Buffalo Township as a Commissioner on the Buffalo Valley Regional Police Commission for a two-year term.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray and seconded by Chairman Schumacher to appoint Chairman Matt Schumacher to represent East Buffalo Township as an Alternate Member of the Buffalo Valley Regional Police Commission for a one-year term.

Schumacher-y; Gray-y; Knight-n; Motion Carried

Motion by Chairman Schumacher and seconded by Supervisor Knight to appoint Supervisor James Knight to represent East Buffalo Township on the Board of the Keystone Council of Governments for a three-year term.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray and seconded by Chairman Schumacher to appoint Chairman Matt Schumacher to represent East Buffalo Township as a Board Member to the Central Susquehanna Fire and Emergency Services Department for a one-year term.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Chairman Schumacher and seconded by Vice Chairman to appoint Supervisor James 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.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Chairman Schumacher and seconded by Vice Chairman Gray to appoint David Goodhart to serve on the Lewisburg Area Joint Sewer Authority for a five-year term.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Chairman Schumacher and seconded by Supervisor Knight to appoint Jolene Helwig to serve the East Buffalo Township Voting Delegate to the Union County Tax Collection Committee (UCTCC) for the calendar year 2020.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Supervisor Knight and seconded by Chairman Schumacher to appoint Vice Chairman Char Gray to serve the East Buffalo Township Alternate Voting Delegate to the Union County Tax Collection Committee (UCTCC) for the calendar year 2020.

Schumacher-y; Gray-y; Knight-y; Motion Carried

The Board tabled the PSATS Conference delegation, action will to be consider during the planned Monday, February 10, 2020 Supervisor meeting.

Motion by Vice Chairman Gray to approve the following matters related to 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 2020.
- Accept the IRS Mileage rate of \$0.58 effective January 1, 2020 for Township authorized travel.
- Accept the 2020 maximum Per Diem Rates published by the U.S. General Services Administration (GSA) for meals as follows: Breakfast \$13; Lunch \$14; Dinner \$23.
- Pay each member of the Planning Commission \$25 per meeting attended in 2020, with payment to be made quarterly.
- Continue participation in the Animal Enforcement Program with the Borough of Lewisburg and Bucknell University for 2020.
- Continue the Code Enforcement Program with the Central Keystone COG for 2020.
- 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 Knight.

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Supervisor Knight and seconded by Vice Chairman Gray to establish the Board of Supervisors 2020 Meeting Schedule. Meetings to be held at 5:30 PM in the East Buffalo Township Municipal Building, 589 Fairground Road, Lewisburg, PA, Union County, as follows:

- |                                     |                                      |                                     |
|-------------------------------------|--------------------------------------|-------------------------------------|
| • Monday, February 10 <sup>th</sup> | • Monday, June 8 <sup>th</sup>       | • Monday, October 12 <sup>th</sup>  |
| • Monday, March 9 <sup>th</sup>     | • Monday, July 13 <sup>th</sup>      | • Monday, November 9 <sup>th</sup>  |
| • Monday, April 13 <sup>th</sup>    | • Monday, August 10 <sup>th</sup>    | • Monday, December 14 <sup>th</sup> |
| • Monday, May 11 <sup>th</sup>      | • Monday, September 14 <sup>th</sup> |                                     |

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Vice Chairman Gray and seconded by Chairman Schumacher to establish the Board of Supervisors 2020 Public Work Session Schedule. Meetings to be held 5:30 PM in the East Buffalo Township Municipal Building, 589 Fairground Road, Lewisburg, PA, Union County, as follows:

- Monday, January 27<sup>th</sup>
- Monday, February 24<sup>th</sup>
- Monday, March 23<sup>rd</sup>
- Monday, April 27<sup>th</sup>
- Tuesday, May 26<sup>h</sup>
- Monday, June 22<sup>nd</sup>
- Monday, July 27<sup>th</sup>
- Monday, August 24<sup>th</sup>
- Monday, September 28<sup>th</sup>
- Monday, October 26<sup>th</sup>
- Monday, November 16<sup>th</sup>
- Monday, December 28<sup>th</sup>

Schumacher-y; Gray-y; Knight-y; Motion Carried

Motion by Chairman Schumacher and seconded by Vice Chairman Gray to adjourn the Annual Organizational Meeting at 6:40 PM.

Submitted by Jolene D. Helwig, Secretary