

**East Hanover Township, Lebanon County
Municipal Building
1117 School House Road
Annville, PA 17003**

**Reorganizational Meeting
January 6, 2025**

The Board of Supervisors met here in regular session at 8:00 pm.

Chairman	-	Edward Heagy	Present
Vice-Chairman	-	Stefan Wentling	Present
Secretary/Treasurer	-	Dennis Grubb	Present

The meeting was called to order by Ed Heagy. Heagy led the group in the Pledge of Allegiance to the American Flag. Heagy advised the group that the meeting was being recorded in order to aid with minute preparation.

Announcement of Newly Elected Officials – There are no newly elected officials for this Township for this year.

Election of Officers – Heagy turned over leadership of the meeting to Sheila Seaman, Administrative Assistant.

Nominate/Elect Chairman – Seaman called for nominations for the Chairman of the Board of Supervisors.

Wentling nominated Edward Heagy for Chairman of the Board of Supervisors for the year, 2025. Grubb 2nd the nomination. With all three Supervisors voting in favor, Heagy was elected Chairman of the Board of Supervisors for 2025.

Seaman then passed the leadership of the meeting over to Chairman Heagy.

Nominate/Elect Vice-Chairman – Heagy called for nominations for Vice-Chairman of the Board of Supervisors.

Grubb nominated Stefan Wentling for Vice-Chairman of the Board of Supervisors for the year, 2025. Heagy 2nd the nomination. With all three Supervisors voting in favor, Wentling was elected Vice-Chairman of the Board of Supervisors for 2025.

Nominate/Elect Secretary/Treasurer – Heagy called for nominations for Secretary/Treasurer of the Board of Supervisors.

Wentling nominated Dennis Grubb for Secretary/Treasurer of the Board of Supervisors for the year, 2025. Heagy 2nd the nomination. With all three Supervisors voting in favor, Grubb was elected Secretary/Treasurer of the Board of Supervisors for 2025.

Public Forum – Heagy open the floor for questions/comments from those in attendance. No questions or comments were raised.

Acknowledgement of 2025 Meeting Dates/Times
(*approved at the December 30, 2024 BOS Meeting)

2025 Meeting Dates:

(All meetings will be held at the Township Municipal Building)

Mon, January 6, Reorganization Meeting @ 8:00 pm	
Mon, January 27	Mon, July 28
Mon, February 24	Mon, August 25
Mon, March 31	Mon, September 29
Mon, April 28	Mon, October 27
Tue, May 27 (Memorial Day 26 th)	Mon, November 24
Mon, June 23	Mon, December 29

2025 Meeting Times:

6:15 pm caucus
7:30 pm meeting

Thurs, January 16	Thurs, July 17
Thurs, February 20	Thurs, August 21
Thurs, March 20	Thurs, September 18
Thurs, April 17	Thurs, October 16
Thurs, May 15	Thurs, November 20
Thurs, June 19	Thurs, December 18

2025 Planning Commission Meeting Time:

7:30 pm meeting

***Highlighted dates are out of the ordinary routine of meeting days**

The Board of Supervisors acknowledged all of the above-named meeting dates as the official schedule for 2025.

Name 2025 Depositories – Wentling moved to approve Jonestown Bank & Trust Co. as the depository for the Township for the year 2025. Grubb then motioned to add Fulton Bank and PLGIT as depositories for the Township in 2025 in addition to the Jonestown Bank & Trust Co. Wentling 2nd the motion to add Fulton Bank and PLGIT as depositories for 2025. With all three Supervisors voting in favor, Jonestown Bank & Trust Co., Fulton Bank and PLGIT will all be utilized as depositories for the year 2025.

Name 2025 Solicitor – Wentling moved to approve Attorney Colleen Gallo, from Barley Snyder LLP as Solicitor for the Township for the year, 2025. Gallo’s fee schedule has been provided to the Township Manager. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name 2025 Public Sewer Engineer & Township Planning Consultant – Wentling motioned to approve Hanover Engineering Associates as the Public Sewer Engineer and Township Planning Consultant for the year, 2025. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

The Hanover Engineering 2025 Fee Schedule has been provided.

Name 2025 Traffic Engineer –Rettew

Wentling motioned to approve Rettew as the Traffic Engineer for the Township for the year, 2025. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

The 2025 Fee Schedule was received for Rettew.

Name 2025 Zoning Officer – Wentling moved to approve Erik Harmon as the Township’s Zoning Officer for the year, 2025 and to approve Light-Heigel & Associates as the Alternate Zoning Officer for the year, 2025. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name 2025:

Subdivision and Land Development Review -Light-Heigel & Associates

Property Maintenance Code Enforcement – Light-Heigel & Associates

Building Code Enforcement Officer - Light -Heigel & Associates

Floodplain Administrator – Light-Heigel & Associates

Wentling motioned to approve Light-Heigel & Associates to fill the positions/roles of Subdivision and Land Development Review, Property Maintenance Code Enforcement, Building Code Enforcement Officer and Floodplain Administrator (as listed above) in the year, 2025. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

The Light-Heigel & Associates 2025 Fee Schedule has been provided.

Name 2025 On-Lot Sewer Administration and Enforcement – Grubb motioned to maintain Lebanon County Planning Department as the 2025 On-Lot Sewer Administration and Enforcement Agent for the Township. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Auditing Firm – Grubb motioned to approve SEK CPAs and Advisors as the professional auditing firm for the year, 2025, for the Township. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name 2025 Vacancy Board Member – Grubb motioned to approve Jay Wenger to a 1 year term as Vacancy Board Member in 2025. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Zoning Hearing Board Solicitor – Grubb moved to approve Attorney Amy Leonard as the Zoning Hearing Board Solicitor for the year, 2025. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Zoning Hearing Board Member and Alternate Members (3-year terms) – Wentling motioned to appoint Nate Erdman for a 3-year term (2025-2027) on the Zoning Hearing Board and to appoint as alternates to the Zoning Hearing Board: Matt Hossler (3-year term, 2024-2026) and Delton Sensenig (3-year term, 2025-2027). Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Planning Commission Member - Wentling motioned to re-appoint Dennis Grubb to a 5-year term (2025-2029) on the Planning Commission. Heagy 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name UCC Appeals Board – Cory Bomgardner (2-year term)
(2025-2026)

Wentling motioned to appoint Cory Bomgardner to a 2-year term on the UCC Appeals Board. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Agricultural Security Area Board (5 members)

Supervisor Ed Heagy, Erik Harmon, Daniel Seaman, Lawanda Hostetter, and Jeff Wenger
Grubb moved to maintain the above-named members of the Ag. Security Area Board for the year, 2025. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Discuss 2025 Open Enrollment Period – Harmon confirmed that any interested property owners should contact the Township to request evaluation for the program.

Name 2025 Dog Pound – Grubb motioned to approve *PA Dept. of Agriculture – Lauren Vincent, State Dog Warden, Lebanon County*, as the authority for East Hanover Township concerning dogs in 2025. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Tax Collection Committee Board (TCC) – Wentling motioned to approve the following persons to serve on the TCC:

James Shotzberger (indefinite term)

Alternate: Jennifer Harding

Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

EMA Coordinator – Brent Hostetter – Grubb motioned to appoint Brent Hostetter as the EMA Coordinator. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

GLRA Representative – Frankleen Gibson (5-year term, 2022-2026) – Wentling moved to affirm Frankleen Gibson in the position of GLRA Representative through 2026. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Open Records Representative – Erik Harmon

Alternate – Sheila Seaman

Wentling moved to appoint Erik Harmon as the Township's Open Records Representative and to appoint Sheila Seaman as the alternate Open Records Representative. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Treasurer's Bond - Wentling motioned to authorize the \$2,500,000 Security Bond covering Treasurer, Dennis Grubb. Heagy 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Set 2025 Employee Wages – Heagy advised that employee wages were reviewed during the 2025 Budget Meetings and a \$.75/hour wage increase was proposed for all employees. Wentling motioned to approve a .75/hour wage increase for Township employees in 2025 based on the approved 2025 Budget. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

It was noted that the Township Manager's salary was not included in the above motion. It will be dealt with at next month's Board of Supervisors meeting, as a resolution is need to change his salary and that was not prepared for this meeting.

Name Pension Administrators - R.J. Hall Company, Inc. Carlisle, PA

Approval of Pension Package:

- For any employee working more than 500 hours/year
- 11% of base pay & overtime

Grubb moved to retain R.J. Hall Company, Inc. as the pension administrator for 2025. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Resolution #2025-01 - Escalator Clause for all bituminous and oil products

Grubb moved to adopt Resolution #2025-01 relating to the escalator clause for all bituminous and oil products. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Resolution #2025-02 - Disposition of Records

Wentling moved to adopt Resolution #2025-02 related to the Disposition of Records. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Northern Lebanon Fire and Emergency Services - Fire Police for 2025

Harmon advised that the 2025 NLFES Personnel List was provided. Grubb motioned to approve the list as provided. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Acknowledge Life Lion – Ambulance Service Provider - Contract term 2020-2024

Grubb moved to continue with the contract for Ambulance Service with Life Lion for the year 2025. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

The current contract automatically renews unless either party terminates it.

All three Supervisors were in favor of starting the negotiations for a new contract with Life Lion in the near future.

Acknowledge Elected Auditors:

The Supervisors acknowledged the following as auditors for the Township:

Kelly McFeaters – 6-year term (2020-2025)

Jenny Arnold – 4-year term (2024-2027)

Appointing Auditor to Fill Vacancy:

Grubb motioned to appoint Wyatt Beakler to a 1-year term as auditor. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

The Auditors will meet Tuesday, January 7, 2025, at 7:00 pm at the Township Municipal Building to set salaries for the year 2025.

Winter Workshop for Committee Members/Employees – The Board of Supervisors unanimously agreed to discontinue holding an annual workshop for committee members. In the future, workshops will be scheduled on an as needed basis.

Insurance Package Renewal – Wentling moved to grant permission to begin process of looking into insurance for the new year. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Approval to Pay Normal and Customary Bills as Needed Prior to Final Approval at Board of Supervisors' Monthly Meeting – Grubb motioned to grant approval to pay normal and customary bills as needed prior to final approval at Board of Supervisors' monthly meeting. Wentling 2nd the motion and with all three Supervisors voting in favor the motion passed.

Name Voting Delegate – 2025 PSATS Annual Conference May 4-7, 2025 - Harmon advised that Registration opens January 14th for the 2025 PSATS Annual Conference. The Board of Supervisors unanimously agreed to continue this matter until it is decided if/who will attend the conference and be willing to serve as the voting delegate.

Financial Securities – Increase all active Financial Securities 10% as permitted by MPC

Wentling motioned to increase all active Financial Securities by 10% as permitted by MPC. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

2025 Mileage Rate - Wentling motioned to approve the IRS Mileage Rate as the Township's mileage reimbursement rate for 2025. (The IRS Mileage Rate is currently 70 cents per mile). Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Other Business:

Re. Sympathy Bouquet – The Board of Supervisors unanimously agreed to send a sympathy bouquet to the family of employee, Josh Kreiser, on the passing of Josh's mother.

Upcoming Meeting Dates:

Auditor Meeting	Tuesday, January 7, 2025 @ 7:00 p.m.
Planning Commission	Thursday, January 16, 2025 @ 7:30 p.m.
Board of Supervisors	Monday, January 27, 2025 @ 7:30 p.m.

With no further business to discuss, Grubb motioned to adjourn the meeting. Wentling 2nd the motion and with all three Supervisors voting in favor, the meeting was adjourned at 8:38 p.m.

Respectfully Submitted,

Sheila M. Seaman
Administrative Assistant