

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

Reorganizational Meeting
January 4, 2021

The Board of Supervisors met here in regular session at 7:34 pm.

Chairman	-	Matt Hetrick	Present/arrived at 7:51 pm.
Vice-Chairman	-	Edward Heagy	Present
Secretary/Treasurer	-	Dennis Grubb	Present

Sheila Seaman, Administrative Assistant opened the meeting and welcomed all the Supervisors back to the new year. Seaman said there was no newly elected Officials this year. Supervisor Matt Hetrick had left prior to the start of the meeting to assist on a fire call located on Ono Road. Supervisor Grubb, Supervisor Heagy and attorney Gallo agreed they could go ahead with the meeting since there was a quorum.

Nomination/Election of Chairman

Seaman asked for nominations for Chairman of the Board.

Supervisor Grubb nominated Matt Hetrick for Chairman. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Seaman continued with the nominations in the absence of Chairman Hetrick.

Nomination/Election of Vice Chairman

Sheila Seaman asked for nominations for Vice Chairman of the Board.

Supervisor Grubb nominated Ed Heagy for Vice Chairman of the Board. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Seaman turned the meeting over to Vice Chairman Heagy.

Nomination/Election of Secretary/Treasurer

Vice Chairman Heagy asked for nominations for Secretary/Treasurer

Supervisor Heagy nominated Dennis Grubb for Secretary/Treasurer. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Resident Forum

No resident comments.

Acknowledgement of 2021 Meeting Dates/Times (approved at the November 25, 2020 Township Meeting)

All meetings will be held at the Township Municipal Building.

Board of Supervisors Meeting Dates:

Mon., January 4 Organizational Meeting

Mon, January 25 **Mon, July 19**

Mon, February 22 Mon, August 30

Mon, March 29 Mon, September 27

Mon, April 26 Mon, October 25

Mon, May 24 (Memorial Day 31st) Mon, November 29

Mon, June 28 Mon, December 27

2021 Meeting Times:

6:45 pm caucus

7:30 pm meeting

Supervisor Grubb moved to approve the 2021 meeting dates and times. Seconded by Supervisor Heagy. All voted in favor; motion carried.

2021 Planning Commission Meeting Dates:
(All meetings will be held at the Township Municipal Building.)

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

2021 Planning Commission Meeting Time:

7:30 pm meeting

Supervisor Grubb moved to approve the Planning Commission dates and time. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Name 2021 Depository – Jonestown Bank & Trust Co.

Supervisor Heagy moved to name Jonestown Bank & Trust as the depository for 2021. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Name 2021 Solicitor – Attorney Colleen Gallo, Reilly Wolfson Attorney at Law

Supervisor Heagy moved to name Attorney Colleen Gallo, Reilly Wolfson Attorney at Law as Solicitor for the Township. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Name 2021 Public Sewer/Township Engineer – Hanover Engineering Associates

Supervisor Heagy moved to name Hanover Engineering as the Public Sewer/Traffic/Township Engineer. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Name Subdivision and Land Development Review/Zoning and Property Maintenance Code Enforcement – Light-Heigel & Associates

Supervisor Grubb moved to name Light-Heigel & Associates for Subdivision and Land Development Review/Zoning and Property Maintenance Code Enforcement. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Name Sewer Administration and Enforcement – Lebanon County Planning Department

Supervisor Grubb moved to name Lebanon County Planning as Sewer Administration and Enforcement. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Name Auditing Firm for 2021 – SEK CPA's and Advisors

Supervisor Grubb moved to name SEK CPA's and Advisors as auditing firm for 2021. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Name 2021 Vacancy Board member – Jay Wenger (1-year term)

Supervisor Grubb moved to appoint Jay Wenger as Vacancy Board member for 2021. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Name Zoning Hearing Board Solicitor – Attorney Keith Kilgore

Supervisor Grubb moved to name Keith Kilgore the Zoning Hearing Board Solicitor for 2021. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Supervisor Grubb stated he would contact Ken Hebel, Zoning Hearing Board Chairman regarding the Solicitor.

Name Zoning Hearing Board – Lee Shuey (3-year term; 2021-2023)

Supervisor Grubb moved to appoint Lee Shuey to a 3-year term on the Zoning Hearing Board. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Acknowledgement of Zoning Hearing Board Alternate Member – James Kline (3-year term begins; 2021-2023)

Supervisor Grubb moved to acknowledgement the start of Zoning Hearing Board Alternate Member, James Kline 3-year term. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Planning Commission – Tom Ehrhart (5-year term; 2021-2025)

Supervisor Grubb moved to appoint Tom Ehrhart to a 5-year term on the Planning Commission Board. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Name UCC Appeals Board – Lee Shuey and Andy Martin (2-year term; 2020-2021)

Supervisor Grubb moved to name Lee Shuey and Andy Martin as the UCC Appeals Board. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Acknowledge Agricultural Security Area Board (5 members) - Supervisor Ed Heagy, Howard Lerch, Daniel Seaman, Lawanda Hostetter, Jeff Wenger

Supervisor Grubb and Supervisor Heagy acknowledged the Agricultural Security Board Members: Ed Heagy, Howard Lerch, Daniel Seaman, Lawanda Hostetter and Jeff Wenger as the Agricultural Security Area Board.

Agricultural Security Area Chairman Ed Heagy stated the Board activity would be tabled until the COVID pandemic has passed.

Name 2021 Dog Pound – Mike Zeigler, State Dog Warden, Lebanon County

Supervisor Grubb moved to name Mike Zeigler, State Dog Warden as the 2021 Township dog warden. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Tax Collection Committee Board (TCC) – James Sholtzberger (indefinite term)

Supervisor Grubb moved to appoint James Sholtzberger to the TCC Board. Seconded by Supervisor Heagy. All voted in favor; motion carried.

EMA Coordinator Acknowledgement – Brent Hostetter

Supervisor Grubb moved to acknowledge Brent Hostetter as the EMA Coordinator. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Greater Lebanon Refuse Authority representative acknowledgement (2018-2022) – Frankleen Gibson

Supervisor Grubb moved to acknowledge Frankleen Gibson as the GLRA representative. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Open Records Representative – Mickey Gartlan Alternate – Sheila Seaman

Supervisor Grubb moved to name Mickey Gartlan as Open Records Representative and Sheila Seaman as Alternate. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Chairman Matt Hetrick arrived from the fire call at 7:51 pm and continued with the meeting.

Treasurer's Bond – Renewal for \$2,000,000 in 2021

Sheila Seaman stated the renewal came for \$2,000,000. A discussion took place whether to increase the bond amount. It was agreed the \$2,000,000 bond amount was sufficient.

Supervisor Grubb moved to renew the \$2,000,000 bond amount. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Set 2021 Employee Wages:

After a discussion regarding wages:

Supervisor Grubb moved to approve a 3% increase for full time, part-time and administrative assistants. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Set 2021 Employee Wages:

Full-time –

Howard Lerch, Road Foreman	\$23.51/hr
Bryan Blatt, Operator	\$20.35/hr

Part-time –

Joshua Kreiser, Operator	\$19.80/hr
Larry Shuey, Operator	\$19.48/hr
Daryl Emrich, Operator	\$19.48/hr

Administrative Assistant –

Sheila Seaman	\$19.48/hr
Mickey Gartlan	\$17.43/hr

Certified Sewage Pump Station Operator –

Joshua Kreiser	\$28.52/hr	and monthly license fee of \$140 per month
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No action was taken.

Set 2021 Employee Wages continued:

H. M. Levitz Park Caretaker

Ross Henderson

\$896.88/month

And 20% of park rentals

No action was taken.

Pension:

- For any employee working more than 500 hours/year
- 9% of base pay & overtime
- R. J. Hall Company, Inc., Carlisle, PA

Approval of Pension Package

Supervisor Heagy moved to approve the pension package. Seconded by Supervisor Grubb. All voted in favor; motion carried.

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

Supervisor Grubb moved to name R. J. Hall Company as the Pension Administrators. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Resolution #2021-01 - Escalator Clause for all bituminous and oil products

Supervisor Heagy moved to approve Resolution #2021-01 Escalator Clause for all bituminous and oil products. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Resolution #2021-02 – Disposition of Records

Supervisor Heagy moved to approve Resolution #2021-02. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Northern Lebanon Fire and Emergency Services – Fire Police for 2021

Supervisor Grubb moved to name Northern Lebanon Fire and Emergency Services as the Fire Police for 2021 and approve the 2021 roster list provided by NLFES for 2021 Workers Compensation. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Name Life Lion – Ambulance Service Provider – Contract term 2020-2025

Supervisor Grubb moved to name Life Lion as the Ambulance Service Provider for 2021. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Acknowledge Township Elected Auditors: Kelly McFeaters (6-year term; 2020-2025), Jenny Arnold (4-year term; 2020-2023) Fred Herring (2-year term; 2020-2021)

The Supervisors acknowledged the Elected Auditors: Kelly McFeaters, Jenny Arnold and Fred Herring. Sheila Seaman said the Audit's Meeting is Tuesday, January 5, 2021 at 7:00 pm.

Request to Receive Bids for Fuel for 2021

Supervisor Heagy moved to approve the request to receive bids for fuel for 2021. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Winter Workshop for Committee Members/Employees – Set Date and Time

Tabled due to COVID-19 pandemic.

Insurance Package

Supervisor Heagy moved to grant permission to begin looking at insurance for 2021. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Approval to pay normal and customary bills as needed prior to final approval at Board of Supervisors monthly meeting.

Supervisor Heagy moved to approve to pay normal and customary bills as needed prior to final approval. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Name Voting Delegate – 2021 PSATS Annual Conference April 18-21, 2021

Registration opens January 12th.

Supervisor Heagy moved to table the agenda item until the February Board of Supervisors Meeting. Seconded by Supervisor Grubb. All voted in favor; motion carried.

Other Business:

William Kelly, 10473 Jonestown Road – Property blight enforcement update

Supervisor Grubb was contacted by Kelly and based on their conversation Grubb recommended to table property enforcement until the end on January. Supervisor Grubb will follow up with Kelly prior to the January Board of Supervisors meeting.

H. M Levitz Memorial Trust Fund

Attorney Gallo stated after reviewing the Trust Fund the monies can be used toward purchasing additional land, a children's play area and a bank stand. The Trust Fund monies may not be used for additional baseball, football or soccer fields. Supervisor Grubb recommended to set up a meeting with the Trustees.

Upcoming Meeting Dates:

Auditor's Meeting

Tuesday, January 5, 2021 @ 7:00 p.m.

Planning Commission Meeting

Thursday, January 21, 2021 @ 7:30 p.m.

Board of Supervisors

Monday, January 25, 2021 @ 7:30 p.m.

Masyo Mesler, 55 Appalachian Dr. 180-day extension expires Monday, March 30, 2021

Adjourn:

With no further discussion or comments, the meeting was adjourned at 8:20 p.m.

Supervisor Grubb moved to adjourn the meeting. Seconded by Supervisor Heagy. All voted in favor; motion carried.

Respectfully Submitted,

Mickey Gartlan

Administrative Assistant

Sheila Seaman

Administrative Assistant