

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

**Reorganizational Meeting
January 3, 2022**

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

Sheila Seaman, Administrative Assistant, opened the meeting and welcomed the two returning Supervisors, Dennis Grubb and Ed Heagy, back to service for the new year.

Announcement of Newly Elected Officials – Stefan Wentling

Seaman welcomed newly elected Supervisor, Stefan Wentling, to service for the start of his 6-year term and provided him with his official election certification.

Nominate/Elect Chairman

Seaman asked for nominations for Chairman of the Board. Grubb nominated Heagy as Chairman. Hearing no other nominations, Wentling 2nd the nomination. With all three Supervisors voting in favor, Heagy was approved as Chairman of the Board.

Seaman then turned the facilitation of the meeting over to Chairman Heagy.

Nominate/Elect Vice-Chairman

Heagy asked for nominations for Vice-Chairman of the Board. Grubb nominated Wentling as Vice-Chairman. Hearing no other nominations, Heagy 2nd the nomination. With all three Supervisors voting in favor, Wentling was approved as Vice-Chairman of the Board.

Nominate/Elect Secretary/Treasurer

Heagy asked for nominations for Secretary/Treasurer of the Board. Wentling nominated Grubb as Secretary/Treasurer. Hearing no other nominations, Heagy 2nd the nomination. With all three Supervisors voting in favor, Grubb was approved as Secretary/Treasurer of the Board.

Public Forum

No comments/concerns were heard.

Acknowledgement of 2022 Meeting Dates/Times (*previously approved at the November 29th BOS Meeting)

2022 Meeting Dates:

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

Mon., January 3 Reorganization Meeting @ 8:00 pm

Mon, January 31 **Mon, July 18 (Fair Week July 25th)**

Mon, February 28 Mon, August 29

Mon, March 28 Mon, September 26

Mon, April 25 Mon, October 31

Mon, May 23 (Memorial Day 30th) Mon, November 28

Mon, June 27 Mon, December 19

2022 Meeting Times:

6:15 pm caucus **(NOTE – This is a change for 2022...an earlier caucus start than in the past.)**

7:30 pm meeting

~~~~~

**2022 Planning Commission Meeting Dates:**  
(All meetings will be held at the Township Municipal Building.)

|                    |                       |
|--------------------|-----------------------|
| Thurs, January 20  | <b>Thurs, July 14</b> |
| Thurs, February 17 | Thurs, August 18      |
| Thurs, March 17    | Thurs, September 15   |
| Thurs, April 21    | Thurs, October 20     |
| Thurs, May 19      | Thurs, November 17    |
| Thurs, Jun 16      | Thurs, December 15    |

**2022 Planning Commission Meeting Time:**

7:30 pm meeting

The Board of Supervisors unanimously acknowledged the above-named meeting dates and times as approved and accurate for 2022.

**Name 2022 Depository – *Jonestown Bank & Trust Co.***

Grubb motioned to name the Jonestown Bank & Trust Co. as the depository for the Township for the year 2022. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name 2022 Solicitor – *Attorney Colleen Gallo, of Reilly Wolfson Attorneys at Law***

Wentling motioned to name Attorney Colleen Gallo, of Reilly Wolfson Attorneys at Law, as solicitor for the Township for the year 2022. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name 2022 Public Sewer/Township Engineer – *Hanover Engineering Associates***

Hanover Engineering provided the Township with a copy of their 2022 Fee Schedule.

Heagy indicated that he was somewhat disappointed with service from Jim Milot surrounding the Indiantown Gap Road Culvert project. He stated that in his opinion he felt the Township “paid a lot, but didn’t get much.” He expressed that he hoped the addition of a Township Manager to our staff will help to steer that situation in the future.

Grubb motioned to name Hanover Engineering Associates as the Public Sewer/Township Engineer for the Township for the year 2022. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name 2022 Zoning Officer – *Erik Harmon***

***Alternate Zoning Officer – Light-Heigel & Associates***

Wentling motioned to name Township Manager, Erik Harmon, as the Zoning Officer for the Township for the year 2022, with Light-Heigel & Associates serving as the alternate Zoning Officer. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name 2022:**

***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***

Light-Heigel & Associates provided their 2022 Fee Schedule for the Board’s consideration.

Grubb motioned to name Light-Heigel & Associates as the Subdivision and Land Development Review Authority, Property Maintenance Code Enforcement Official, Building Code Enforcement Officer and Floodplain Administrator for the Township for the year 2022. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name 2022 On-Lot Sewer Administration and Enforcement**

***- Lebanon County Planning Department***

Wentling motioned to name the Lebanon County Planning Department as the On-Lot Sewer Administration and Enforcement Agency for the Township for the year 2022. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name Auditing Firm – *SEK CPA’s and Advisors***

Grubb motioned to name SEK CPA’s and Advisors (Bill Oyster – Our Managing CPA) as the Auditing Firm for the Township for 2022. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name 2022 Vacancy Board Member – *Jay Wenger (1 year term)***

Wentling motioned to name Jay Wenger to a 1 year term as the Township’s Vacancy Board Member for the year 2022. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name Zoning Hearing Board Solicitor – *Keith Kilgore***

Grubb motioned to postpone the appointment of this position until the March 28, 2022 Board of Supervisors’ Meeting. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Zoning Hearing Board - *Nathan Erdman (3-year term, 2022-2024)***

Grubb motioned to appoint Nathan Erdman to a 3-year term on the Zoning Hearing Board. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Zoning Hearing Board First Alternate Member - *Michael Long (3-year term, 2022-2024)***

Wentling motioned to appoint Michael Long to a 3-year term as the First Alternate Member to the Zoning Hearing Board. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Planning Commission - *Justin Beamesderfer (5-year term, 2022-2026)***

Grubb motioned to appoint Justin Beamesderfer to a 5-year term on the Planning Commission. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name UCC Appeals Board – *Lee Shuey and Andy Martin (2-year terms, 2022-2023)***

Wentling motioned to appoint Lee Shuey and Andy Martin to each serve a 2-year term on the UCC Appeals Board for East Hanover Township. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor the motion passed.

**Name Agricultural Security Area Board (5 members)**

**Supervisor *Ed Heagy, Howard Lerch, Daniel Seaman, Lawanda Hostetter, Jeff Wenger***

Wentling motioned to retain the following members to the Township’s Ag Security Area Board: Ed Heagy, Howard Lerch, Daniel Seaman, Lawanda Hostetter and Jeff Wenger. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

Heagy advised that, after taking a break due to the Covid-19 Pandemic, the Ag Security Area Board will look to reconvene in 2022 and facilitate an open enrollment period into this program.

**Name 2022 Dog Pound**

***PA Dept. of Agriculture – Aaron Rahn, State Dog Warden, Lebanon County***

Grubb motioned to name Aaron Rahn, PA State Dog Warden, as the Dog Pound Officer for the Township for the year 2022. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Tax Collection Committee Board (TCC) – *James Shotzberger (indefinite term)***

Grubb motioned to name James Shotzberger as the TCC Representative for East Hanover Township. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**EMA Coordinator Acknowledgement – *Brent Hostetter***

Wentling motioned to name Brent Hostetter as the EMA Coordinator for East Hanover Township for the year 2022. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Appoint GLRA Representative – *Frankleen Gibson (5-year term, 2022-2026)***

Grubb motioned to appoint Frankleen Gibson as the Township’s representative to the Greater Lebanon Refuse Authority for a 5-year term beginning January 1, 2022 and concluding on December 31, 2027. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Open Records Representative – Erik Harmon**

**Alternate – Sheila Seaman**

Wentling motioned to appoint Erik Harmon as the Township's Open Records Representative, with Sheila Seaman serving as the alternate to this position for the year 2022. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Treasurer's Bond - \$2,000,000, covering Dennis Grubb**

After a brief review of the Township's Fund Balances and anticipated 2022 Income and Expenses, the Board of Supervisor unanimously agreed that the amount of the Treasurer's Bond for 2022 should be increased to \$2,500,000. In light of this, Wentling motioned to approve the paperwork that was received for the \$2,000,000 Treasurer Bond and increase the Bond coverage an additional \$500,000 for 2022. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor the motion passed.

Seaman will contact the provider to request the additional bonding.

**Set 2022 Employee Wages**

Township Manager, Erik Harmon, worked with the Supervisors to determine appropriate salary matters for the Township's employees in 2022. After their discussions, the following was moved and voted upon:

- Grubb motioned to apply a 6% increase to all hourly paid wages for employees in the year 2022. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.
  
- Heagy advised that the Board of Supervisors is looking to enlist some new, seasonal, temporary part-time workers with CDL abilities to aid with snow plowing or grass mowing. While the Supervisors are not looking to replace any of the current road crew staff, they are looking to have a back up plan ready should there be a need due to illness/Covid protocols or other matters. Grubb motioned that such temporary employees, as previously stated, would be paid a salary of \$19.00 per hour. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.
  
- In light of the afore-mentioned need to enlist temporary workers, Supervisor Heagy advised that he could possibly be available to assist with roadside mowing, traffic control during projects, etc. Salary for Heagy, should he assist in this manner, would have to be set by the Township's elected auditors. Grubb motioned to recommend a salary of \$19.00 per hour be paid to Heagy, should he serve in this capacity. Wentling 2<sup>nd</sup> the motion. With all three Supervisors in agreement, the recommendation will be made to the Auditors to set salary for Heagy at \$19.00 per hour, should he assist with road crew matters.
  
- Harmon suggested that the Supervisors consider updating their Employee Handbook to offer Regular, Part-time Employees (employees who regularly work 20 hrs. per week) some paid time off during a work year. After discussion, Grubb motioned to allow Regular, Part-time Employees the ability to utilize 6 paid days off during a given calendar year, with the ability to carry no more than 2 of those days to a following year. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

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

Approval of Pension Package:

- For any employee working more than 500 hours/year
- 9% of base pay & overtime

Grubb motioned to name R.J. Hall Company, Inc. as the Pension Administrators for the Township for the year 2022, with pension benefits being available to employees working more than 500 hours per year. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Resolution #2022-01 - Escalator Clause for all bituminous and oil products**

Grubb motioned to approve Resolution #2022-01 allowing an escalator clause for all bituminous and oil products. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, Resolution #2022-01 was approved.

**Resolution #2022-02 – Disposition of Records**

Wentling motioned to approve Resolution #2022-02 directing the disposition of records in 2022. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, Resolution #2022-02 was approved.

**Name Northern Lebanon Fire and Emergency Services - Fire Police for 2022**

The Northern Lebanon Fire and Emergency Services Personnel Roster for 2022 has been provided. Grubb motioned to approve the individuals list on the personnel list as possible Fire Police for 2022. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

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

The Board of Supervisors acknowledged that they are contracted through 2025 with Life Lion Services for Ambulance Service within our Township.

**Acknowledge Elected Auditors:**

Heagy acknowledged that the following individuals will continue in the position of Auditor for the Township in 2022:

Kelly McFeaters – 6 year term (2020-2025)

Jenny Arnold – 4 year term (2020-2023)

Heagy advised that Fred Herring was elected Auditor by write-in vote in the election, however, he declined the position. Therefore, the Supervisors will need to appoint one auditor. Kelly Hetrick has indicated her willingness to serve in this position. Grubb motioned to appoint Kelly Hetrick to the position of Auditor. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed and Hetrick was appointed to a 2-year term as Auditor.

Heagy advised that the Auditors will meet on Tuesday, January 4, 2022 at 7:00 pm at the Township’s Municipal Building.

**Request to Receive Bids for Fuel for 2022**

Seaman advised that prior year’s expenditures for fuel would indicate that there would not be a need to request bids for fuel in 2022. All three Supervisors unanimously agreed that no bid would be necessary.

**Winter Workshop for Committee Members/Employees**

The Board felt that they would plan for the annual workshop to be held sometime in March. They will talk with Planning Commission members to see what date may work for them and then discuss again at the January BOS meeting. (Note – a Thursday evening is preferred by most.)

**Insurance Package**

Wentling motioned to grant permission to begin looking at insurance renewals for the new year. Grubb 2<sup>nd</sup> the motion. 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 approve payment of normal and customary bills as needed prior to final approval at Board of Supervisors’ monthly meetings each month. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Name Voting Delegate – 2022 PSATS Annual Conference April 24-27, 2022**

Registration for the PSATS Annual Conference opens January 11<sup>th</sup>.

Grubb motioned to approve registration for the conference for any Supervisor who chooses to attend, as well as for Erik Harmon, Township Manager. As part of that motion, Grubb named himself as the Voting Delegate for the Township, with Erik Harmon as the alternate Voting Delegate. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

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

Grubb motioned to increase all active Financial Securities with our Township by 10% as permitted by the MPC. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**2022 Mileage Rate - Current IRS Rate**

Wentling motioned to accept the current IRS rate as the 2022 Mileage Rate for Township purposes. Grubb 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Other Business:**

**Ono Pump Station – Switch from CW Sales to Pumping Solutions Inc. for routine maintenance**

Grubb motioned to begin utilizing Pumping Solutions Inc. for routine maintenance at the Ono Pump Station as they were recommended by Pump Station Operator, Josh Kreiser, and Township Engineer, J. Bradley Youst. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the motion passed.

**Comcast Broadband Expansion Quotes**

Seaman advised that a resident who lives along Picnic Woods Road was in today to add their name to the list of interested property owners in relation to the Broadband Expansion possibilities. There is nothing new to report from Comcast regarding the quotes they are working on.

**Upcoming Meeting Dates:**

|                      |                                        |
|----------------------|----------------------------------------|
| Auditor Meeting      | Tuesday, January 4, 2022 @ 7:00 p.m.   |
| Planning Commission  | Thursday, January 20, 2022 @ 7:30 p.m. |
| Board of Supervisors | Monday, January 31, 2022 @ 7:30 p.m.   |

With no further business to discuss, Grubb motioned to adjourn the meeting. Wentling 2<sup>nd</sup> the motion. With all three Supervisors voting in favor, the meeting was adjourned at 8:49 pm.

Respectfully Submitted,

Sheila Seaman  
Administrative Assistant