

January 5, 2026

The Union Township Board of Supervisors' Organization Meeting was held on January 5, 2026, at the Municipal Building, 3111 State Route 72, Jonestown, PA.

CALL THE MEETING TO ORDER

Chairman Kerry McCrary called the meeting to order at 1:01 PM.

Present:

Kerry McCrary, Chairman

Gary Longenecker, Vice-Chairman

Stephen Lum, Secretary

Brent McFeaters, Township Manager

Zero (0) residents

APPOINT A TEMPORARY CHAIRMAN

Kerry McCrary made a motion, seconded by Gary Longenecker to appoint Brent McFeaters as Temporary Chairman. All Supervisors voted in favor. Motion carried.

APPOINT A TEMPORARY SECRETARY

Kerry McCrary moved to appoint Brent McFeaters as the Temporary Secretary to record the nominations. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

NOMINATE AND ELECT A CHAIRMAN

Gary Longenecker made a motion to appoint Kerry McCrary as Chairman. Stephen Lum seconded the motion. All Supervisors voted in favor. Motion carried.

NOMINATE AND ELECT A VICE CHAIRMAN AND SECRETARY

Kerry McCrary made a motion to appoint Gary Longenecker as Vice Chairman and Stephen Lum as Secretary. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

NOMINATE AND ELECT A RECORDING SECRETARY

Kerry McCrary made a motion seconded by Stephen Lum to appoint Brent McFeaters as Recording Secretary. All Supervisors voted in favor. Motion carried.

NOMINATE AND ELECT A TREASURER

Kerry McCrary made a motion seconded by Stephen Lum to appoint Brent McFeaters, Township Manager, as Treasurer. All Supervisors voted in favor. Motion carried.

TRAFFIC AND PARKING COMMISSION

Gary Longenecker made a motion seconded by Stephen Lum to appoint Kerry McCrary as the Supervisor to serve on the Traffic and Parking Commission for 2026. All Supervisors voted in favor. Motion carried. It was noted that Brent McFeaters, Township Manager and Bryan Michael Road Crew Supervisor will also serve on the Traffic and Parking Commission.

REAPPOINT TOWNSHIP EMPLOYEES

Kerry McCrary moved to reappoint the following employees: Brent McFeaters, Township Manager, Kristin Zimmerman, Administrative Assistant, Bryan Michael, Road Foreman, Samuel Yeagley, Road Crew and Herb Eckert, part-time Road Crew/Recycling. Gary Longenecker seconded the motion. All supervisors voted in favor. Motion carried.

APPROVE 2026 MANAGER'S COMPENSATION

Kerry McCrary made a motion seconded by Stephen Lum to approve the 2026 Manager's Compensation as per the salary wage sheet. All approved.

APPROVE THE 2026 EMPLOYEE WAGES

Kerry McCrary made a motion seconded by Gary Longenecker to approve the 2026 Employee Wages as per the salary wage sheet. All approved.

ESTABLISH A TREASURER'S BOND

Kerry McCrary moved to establish the amount of the Treasurer's Bond of \$4,000,000.00 at a cost of \$3,030.00 per year. Stephen Lum seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINT LEGAL COUNSEL

Kerry McCrary moved to appoint Barley Snyder Attorneys at Law as Legal Counsel for the Township. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried

APPOINT ZONING HEARING BOARD LEGAL COUNSEL

Kerry McCrary moved to appoint Spittler, Kilgore, & Enck, PC as the Zoning Hearing Board Legal Counsel for the Township. Stephen Lum seconded the motion. All Supervisors voted in favor. Motion carried

APPOINT A TOWNSHIP ENGINEER

Kerry McCrary moved to appoint Steckbeck Engineering & Surveying, Inc. as Township Engineer. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINT A SEWER ENFORCEMENT OFFICER

Kerry McCrary moved to appoint Lebanon County Planning as Sewer Enforcement Officer (Alternate SEO is Jeremy Bentz). Gary Longenecker seconded the motion. All Supervisors voted in favor.

APPOINT ZONING OFFICER AND ENFORCEMENT OFFICER

Kerry McCrary moved to appoint Steckbeck Engineering and Surveying, Inc. as Zoning and Enforcement Officer (Sheri Flowers). Gary Longenecker seconded the motion. All Supervisors voted in favor.

APPOINT SEWER ENGINEER

Kerry McCrary moved to appoint Steckbeck Engineering & Surveying, Inc. as the Sewer Engineer. Stephen Lum seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINT TAX COLLECTORS

Kerry McCrary moved to appoint Keystone Collection Group, the Lebanon County Treasurer, and Lebanon County Recorder of Deeds as Tax Collector of all Union Township taxes. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINT A DELINQUENT TAX COLLECTOR

Kerry McCrary moved to appoint Keystone Collection Group as the Delinquent Tax Collector for Union Township. Stephen Lum seconded the motion. All approved.

APPOINT SEWER OPERATOR

Kerry McCrary moved to appoint the Fredericksburg Sewer/Water Authority as the Sewer Operator. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINTMENTS TO BOARDS/COMMISSIONS

VACANCY CHAIRMAN, AND OTHER BOARD APPOINTMENTS NEEDED

Kerry McCrary moved to appoint Sallie Neuin to a one-year term as vacancy chairman expiring 12/31/26, to appoint Karl Hinkle and Herb Eckert to a four-year term to the Planning Commission, expiring 12/31/29, and to appoint Jim Darkes to a three-year term to the Zoning Hearing Board expiring 12/31/28, and to appoint Larry Herr to a five year term to the GLRA expiring 12/31/2030 . Gary Longecker seconded the motion. All Supervisors voted in favor. Motion carried. A vote was carried out for a new Planning Commission member; first vote was a 1-1 tie, for each proposed member and one recused vote. Second vote was a 1-1 tie, and the tie breaking was made for Nathaniel Lum. Nathaniel Lum was appointed to a four-year term to the Planning Commission, expiring 12/31/2029. Larry Herr was designated as the alternate member for the Planning Commission.

APPOINT A CPA (Resolution # 1-2026)

Kerry McCrary moved to appoint Garcia, Garmen & Shea to conduct the year end audit for 2025 and adopt Resolution #1-2026. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINT DEPOSITORIES

Kerry McCrary moved to appoint Jonestown Bank & Trust Company and PLGIT as the Township depositories. Stephen Lum seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINT ELECTRICAL CONTRACTOR

Kerry McCrary made a motion to appoint C. M. High, Inc. as the Township's electrical contractor to service the traffic signals. Stephen Lum seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINT A BUILDING CODE OFFICIAL

Kerry McCrary moved to appoint Commonwealth Code Inspection Services as the Township Building Code Official. Gary Longenecker seconded the motion. All approved. Motion carried

ESTABLISH MEETING DATES

Kerry McCrary moved that the Planning Commission Meetings be held at the Township Building on the first Wednesday of each month starting at 7:00 p.m., the Lickdale Sewer Plant/Board of Supervisors meetings be held at the Township Building on the second Wednesday of each month at 6:30 p.m., and the Annual Traffic & Parking Commission shall meet on January 14, 2026, following the regular Lickdale Sewer Plant/Board of Supervisors meeting. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

DELEGATE TO VOTE AT STATE CONVENTION (APRIL 23RD THRU APRIL 26TH)

Kerry McCrary moved to nominate Brent McFeaters as the voting delegate at the State Convention which will be held May 4th to May 7th at the Hershey Lodge & Convention Center. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

APPROVE HOLIDAYS FOR EMPLOYEES

Kerry McCrary moved to set the following holidays for the employees:

New Year's Day	President's Day	Good Friday
Election Days (2)	Memorial Day	4 th of July
Labor Day	Veteran's Day	Thanksgiving Day
Black Friday	Christmas Eve	Christmas Day

Stephen Lum seconded the motion. All Supervisors voted in favor. Motion carried.

SET MILEAGE RATE AS PER THE CURRENT IRS SCHEDULE

Kerry McCrary moved to set the mileage rate \$0.73 cents per mile as per the current IRS Schedule. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

TREASURER PAYS BILLS

Kerry McCrary moved to approve that the Treasurer may pay routine bills, as needed, between meetings, as long as the amount due is consistent with previous months, the purchase is reasonable and expenses typical, and that public notice is not required, that bidding limitations aren't applicable, and that such routine bills are ratified by the Township Supervisors at the following Board of Supervisors regularly scheduled public meeting. Stephen Lum seconded the motion. All Supervisors voted in favor. Motion carried.

PUBLIC COMMENTS/OTHER BUSINESS CONCERNS

Kerry McCrary made a motion to destroy documents from 2017 and back – which are bank statements, deposit records, payroll information, and account payables/receivables information ONLY. Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

Other items that were discussed were to allow the manager to get figures for a new dump truck, raises for members, checking on the fees for zoning hearings in the surrounding municipalities, reviewed the pitted concrete floor in the shop, and the possibility of a 4th of July parade taking place in a small portion of the township on the 3rd of July.

ADJOURNMENT

With no further business, the meeting was adjourned at 2:10 PM.

Respectfully Submitted,

Brent McFeaters
Recording Secretary