

January 6, 2025
Lickdale, PA

The Union Township Board of Supervisors' Organization Meeting was held on January 6, 2025, at the Municipal Building, 3111 State Route 72, Jonestown, PA.

CALL THE MEETING TO ORDER

Chairman Kerry McCrary called the meeting to order at 1:03 PM.

Present:

Kerry McCrary, Chairman
Gary Longenecker, Vice-Chairman
Dennis Firestone, Secretary
Brent McFeaters, Township Manager
One (1) resident

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

Gary Longenecker moved to appoint Brent McFeaters as the Temporary Secretary to record the nominations. Kerry McCrary 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. Dennis Firestone 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 Dennis Firestone 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 Dennis Firestone 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 Gary Longenecker to appoint Brent McFeaters, Township Manager as Treasurer. All Supervisors voted in favor. Motion carried.

TRAFFIC AND PARKING COMMISSION

Kerry McCrary made a motion seconded by Gary Longenecker to appoint Kerry McCrary as the Supervisor to serve on the Traffic and Parking Commission for 2025. 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 2024 MANAGER'S COMPENSATION

Kerry McCrary made a motion seconded by Gary Longenecker to approve the 2025 Manager's Compensation as per the salary wage sheet. All approved.

APPROVE THE 2024 EMPLOYEE WAGES

Kerry McCrary made a motion seconded by Gary Longenecker to approve the 2025 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. Gary Longenecker 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. Dennis Firestone seconded the motion. All Supervisors voted in favor. Motion carried

APPOINT ZONING HEARING BOARD LEGAL COUNSEL

Kerry McCrary moved to appoint Spitler, Kilgore, & Enck, PC as the Zoning Hearing Board Legal Counsel for the Township. Dennis Firestone 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). Dennis Firestone seconded the motion. All Supervisors voted in favor.

APPOINT SEWER ENGINEER

Kerry McCrary moved to appoint Steckbeck Engineering & Surveying, Inc. as the Sewer Engineer. Gary Longenecker 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. Dennis Firestone 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. Gary Longenecker seconded the motion. All approved.

APPOINT SEWER OPERATOR

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

APPOINTMENTS TO BOARDS/COMMISSIONS

VACANCY CHAIRMAN, AND ZONING HEARING BOARD APPOINTMENTS

Kerry McCrary moved to appoint Sallie Neuin to a one-year term as vacancy chairman expiring 12/31/25, to appoint Dave Yavoich and Dave Matterness to a four-year term to the Planning Commission, expiring 12/31/28, to appoint Robert Rehman to a five-year term to the NLCA Board expiring 12/31/29, and to appoint Steven Manz to a three-year term to the Zoning Hearing Board expiring 12/31/27. Dennis Firestone seconded the motion. All Supervisors voted in favor. Motion carried.

APPOINT A CPA (Resolution # 1-2025)

Kerry McCrary moved to appoint Garcia, Garmen & Shea to conduct the year end audit for 2024 and adopt Resolution #1-2025. Dennis Firestone 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. Gary Longenecker 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. Dennis Firestone 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 Municipal Building on the first Wednesday of each month starting at 7:00 p.m., the Lickdale Sewer Meetings be held on the second Wednesday of each month at 6:30 p.m. and the Board of Supervisors meetings be held on the second Wednesday of each month immediately following the Sewer Meeting, and the Annual Traffic & Parking Commission shall meet on January 8, 2025, following the regular 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. Dennis Firestone 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
Christmas Eve ½ day	Christmas Day	

Dennis Firestone 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 \$0.70 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. Dennis Firestone seconded the motion. All Supervisors voted in favor. Motion carried.

PUBLIC COMMENTS/OTHER BUSINESS CONCERNS

1. Kerry McCrary made a motion to destroy documents from 2016 and back – which are bank statements, deposit records, payroll information, and account payables/receivables information ONLY. Dennis Firestone seconded the motion. All Supervisors voted in favor. Motion carried.
2. Resolution #2-2025 – Pension Act #44. Kerry McCrary moved to approve Resolution #2-2025, and Gary Longenecker seconded the motion. All Supervisors voted in favor. Motion carried.

ADJOURNMENT

With no further business, the meeting was adjourned at 1:25 PM.

Respectfully Submitted,

Brent McFeaters
Recording Secretary