

**EAST PENN TOWNSHIP BOARD OF SUPERVISORS  
MINUTES  
January 2, 2024  
Reorganization Meeting  
6:30 PM East Penn Township Community Center**

**2024 REORGANIZATION MEETING:**

The East Penn Township Board of Supervisors conducted their January 2, 2024 reorganization meeting at the East Penn Township Community Center. Supervisor John M. Strockoz called the meeting to order at 6:30 PM followed by the Pledge of Allegiance.

Supervisors Present (alphabetical)	Gary Kuehner Dennis L. Pearson William G. Schwab John M. Strockoz
Supervisors Absent	Keith House
Other Township Officials Present	2023 Township Manager/Secretary/Treasurer Jillyan A. Sterling 2023 Roadmaster Brandon Bradford
Members of Other Township Boards and Commissions Present	Robert M. Kleintop Jr., EMC, Planning Commission
Members of the Press Present	Channel 13 News

**Announcement-**

2024 Auditor’s Reorganization meeting will be held on January 3, 2024 6:30 pm, East Penn Township Community Center.

2024 Electronic Recycling Event will be held March 9, 2024 from 9 am till 11 am, at the East Penn Township Community Center. If the Truck is full before 11 then the event will cease at that time.

**Courtesy of the Floor- (as relates to reorganization only) None**

POSITION	MOTION
Temporary Chairman	<i>Motion by William G. Schwab, seconded by John M. Strockoz, to appoint Gary Kuehner as Temporary Chairman. AIF. MOTION CARRIED.</i>
Temporary Secretary	<i>Motion by William G. Schwab seconded by John M. Strockoz, to appoint Jillyan A. Sterling as Temporary Secretary. AIF. MOTION CARRIED</i>

	<b>POSITION / ACTION</b>	<b>MOTION</b>
1	<b>Board Chairman</b>	<i>Motion by William G. Schwab, seconded by Dennis L. Pearson, to appoint <u>John M. Strockoz</u> as Chairman of the Board for 2024. AIF. MOTION CARRIED.</i>  <i>Meeting turned over to Chairman Strockoz.</i>
2	<b>Board Vice-Chairman</b>	<i>Motion by William G. Schwab, seconded by John M. Strockoz, to appoint <u>Gary Kuehner</u> as Vice-Chairman of the Board for 2024. AIF. MOTION CARRIED.</i>

3	<b>Meetings</b>	<i>Motion made by Gary Kuehner, seconded by Dennis L. Pearson to hold the meetings of the Supervisors at the East Penn Township Community Center on the first Monday monthly at 6:30 PM; excluding April and September when the Board will meet Tuesday, April 2<sup>nd</sup> and Tuesday, September 3<sup>rd</sup>. Executive sessions to be held at 6:15 PM. AIF. Motion carried.</i>
4	<b>Office Hours</b>	<i>Motion by William G. Schwab, seconded by Gary Kuehner to set the office hours as Monday through Friday 8:30 AM to 4:30 PM. AIF. Motion carried.</i>
5	<b>Resolution #2024-01 2024 Salary Schedule</b>	<i>Motion by Dennis L. Pearson, seconded by Gary Kuehner to approve Resolution #2024-01 known as the “East Penn Township 2024 Salary Schedule”. AIF. Motion carried.</i>
6	<b>Working Supervisor Rate of Pay-</b>	<i>Motion made by William G. Schwab, seconded by Dennis L. Pearson to recommend to the Elected Auditors to set the rate of pay for any working Supervisor at the highest rate set according to the 2024 Salary Schedule for the job performed. AIF. Motion Carried</i>
7	<b>Township Manager/Secretary/Treasurer</b>	<i>Motion by Gary Kuehner, seconded by John M. Strockoz, to appoint <u>Jillyan A. Sterling</u> as Township Manager, Secretary and Treasurer for 2024 at forty (40) hours per week. Salary to be set by the Board of Supervisors as well as benefits and time off. AIF. Motion carried.</i>
8	<b>Earned Income Tax Local Services Tax</b>	<i>Motion by William G. Schwab, seconded by Keith Dennis L. Pearson, to use <u>Berkheimer &amp; Associates</u> as the collector of Earned Income Taxes (EIT) and Local Services Tax (LST) and delinquents of each. AIF. Motion carried.</i>
9	<b>Per Capita Tax</b>	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to use <u>Berkheimer &amp; Associates</u> as the delinquent tax collecting agency for Per Capita tax at a 5% commission. AIF. Motion Carried.</i>
10	<b>Treasurer’s Bond</b>	<i>Motion by William G. Schwab, seconded by John M. Strockoz, to set the Treasurer’s bond at \$950,000.00. AIF. Motion carried.</i>
11	<b>Resolution #2024-03 Bank Depositories</b>	<i>Motion by Gary Kuehner, seconded by John M. Strockoz, to adopt Resolution #2024-03 naming the 2024 Township Bank Depositories. AIF. Motion carried.</i> <i>*MCT</i>
12	<b>Roadmaster</b>	<i>Motion by William G. Schwab seconded by Gary Kuehner, to retain <u>Brandon Bradford</u> as Roadmaster at forty (40) hours per week. 2024</i>

		<i>salary and benefits to be set by the Board of Supervisors as set in the 2024 Salary Schedule. AIF. Motion carried.</i>
13	Road Crew	<i>Motion by Dennis L. Pearson, seconded by Gary Kuehner, to set the 2024 Salary Schedule for road department personnel. Holidays, benefits and comp to be provided according to the Township Personnel Policy and Union Agreement to whom applicable. AIF. Motion carried.</i>
14	As-Needed Road Crew Assistance	<i>Motion by Gary Kuehner, seconded by John M. Strockoz, to pay “as needed” assistance for the road crew according to the 2024 Salary Schedule. Roadmaster will determine who fits into each category. As needed help will be at the discretion of the Roadmaster. Limit set that any employee can only work on an “as-needed” basis at a maximum of four (4) consecutive weeks per month. AIF. Motion carried.</i>
15	Community Center Administrator-	<i>Motion by William G. Schwab, seconded by Dennis L. Pearson to appoint <u>Lora L. Nothstein</u> as the 2024 Community Center Administrator to be paid according to the 2024 Salary Schedule. AIF. Motion Carried.</i>
16	Resolution #2024-04 2024 Mileage Reimbursement Rate	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to adopt Resolution #2024-04 setting the 2024 mileage rate of reimbursement for employees and Supervisors who use their personal vehicles for Township business at the IRS rate as may change from time to time. AIF. Motion carried. (* .67 cents per mile)</i>
17	Voting Delegate – PSATS	<i>Motion by John M. Strockoz, seconded by William G. Schwab to name <u>Dennis L. Pearson</u> as the voting delegate to the PSATS State Educational Convention. AIF. Motion Carried.</i>
18	Vacancy Board	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to appoint <u>Harold Resh</u> as Chairman of the Vacancy Board for a one (1) year term. AIF. Motion carried.</i>
19	Township Solicitor	<i>Motion by Gary Kuehner, seconded by Dennis L. Pearson, to appoint <u>Robert S. Frycklund, Esquire</u> as Township Solicitor and to pay him according to his 2024 fee schedule and to require detailed invoices be provided showing specific breakdowns of all services, dates and projects by matters. AIF. Motion Carried.</i>
20	Assistant Township Solicitor	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to appoint <u>Jason Rapa, Esquire</u> as Assistant Township Solicitor for planning, zoning and permitting issues and to pay him according to his 2024 fee schedule and to require detailed invoices be provided showing specific breakdowns of all services, dates and projects by matters. AIF. Motion carried.</i>
21	Planning Commission Secretary	<i>Motion by Gary Kuehner, seconded by Dennis L. Pearson, to appoint <u>Jillyan A. Sterling</u>, Secretary of the East Penn Township Planning Commission. To be paid according to the 2024 Salary Schedule. AIF. Motion carried.</i>
22	Assistant Secretary and Sewer Billing Clerk	<i>Motion by John M. Strockoz, seconded by Gary Kuehner, to appoint <u>Victoria Taschler</u> as the Township Assistant Secretary 2024 Salary Schedule benefits and time off to be set by the Board of Supervisors. Sanitary Sewer System Billing Clerk at no additional compensation. AIF. Motion Carried.</i>

23	<b>Lehigh Canal Recreation Commission</b>	<i>Motion by Dennis L. Pearson, seconded by William G. Schwab to appoint <u>James Berros</u> as the 2024 Lehigh Canal and Recreation Committee Township Representative. AIF. Motion Carried.</i>
24	<b>Township SEO / Alternate SEO</b>	<i>Motion by Gary Kuehner, seconded by John M. Strokoz, to appoint <u>Ian Farrell</u> as the Township SEO, and <u>Scott C. Bieber</u> as the alternate SEO. To pay the SEO's according to their respective fee schedule submitted by them. To reimburse approved SEO expenses. To submit to DEP all SEO expenses at the end of the year for Township reimbursement and to notify DEP of such appointment and to require detailed invoices be provided showing specific breakdowns of all services, dates and projects; and records to be brought to the Township office within 30 days of approval of permit. AIF. Motion carried.</i>
25	<b>Zoning Officer</b>	<i>Motion by Dennis L. Pearson, seconded by William G. Schwab to appoint <u>Barry Isett And Associates</u> as the 2024 Township Zoning Officer. Zoning Officer to provide monthly reports to the Board of Supervisors including copies of all correspondence and a list of permits issued or denied during that month. AIF. Motion carried.</i>
26	<b>Fire Chief Assistant Fire Chief</b>	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to appoint <u>Brenden McArdle</u> for 2024 as the Fire Chief of East Penn Twp. and <u>Brain Spitzer</u> as Assistant Fire Chief as elected by the East Penn Township Volunteer Fire Company. AIF. Motion carried.</i>
27	<b>Township Engineer</b>	<i>Motion by Gary Kuehner, seconded by William G. Schwab, to appoint <u>Hanover Engineering Associates Inc.</u> as the 2024 Township and Parks Engineer and pay according to their fee schedule and to require detailed invoices be provided showing specific breakdowns of all services, dates and projects. This should include all pending matters. AIF. Motion carried.</i>
28	<b>Sanitary Sewer Project Engineer/Plumbing Inspector-</b>	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to continue the appointment of <u>Hanover Engineering Associates Inc.</u> as the Project Engineer for the Sanitary Sewer System Project as well as Plumbing Inspector and to pay according to their fee schedule and to require detailed invoices be provided showing specific breakdowns of all services, dates and projects. AIF. Motion carried.</i>
29	<b>UCC Inspector Services</b>	<i>Motion by William G. Schwab, seconded by Dennis L. Pearson, to contract with the following providers for UCC Inspection Services: <u>Lehigh Valley Inspection Service</u> or <u>Barry Isett &amp; Associates</u> as per their fee schedules. List of agencies to be amended per the Township Engineer's review of qualifications. Chairman Strokoz votes NO for having two Inspection Companies. Vice Chairman Kuehner, Supervisor Schwab &amp; Supervisor Pearson vote YES. The YES has the majority. Motion carried.</i>
30	<b>Building Code Official</b>	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to appoint <u>Barry Isett &amp; Associates</u> as the Township Building Code Official and pay according to their fee schedule and to require detailed invoices and reports be provided showing specific breakdowns of all services, dates and projects. AIF. Motion carried.</i>

31	EMC – Deputy EMC	<i>Motion by Gary Kuehner, seconded by Dennis L. Pearson to appoint <u>Robert M. Kleintop Jr.</u> as the Township Emergency Management Coordinator (EMC) and <u>Keith House</u> as Deputy Township Emergency Management Coordinator for 2024. AIF. Motion Carried.</i>
32	Leighton Memorial Library Committee	<i>Motion by William G. Schwab, seconded by Dennis L. Pearson to reappoint <u>Anne Marie Watkins</u> as the Township’s 2024 representative on the Leighton Memorial Library Committee and to request periodic status reports be provided to the Township. AIF. Motion carried.</i>
33	Stenographic Services	<i>Motion by Gary Kuehner, seconded by Dennis L. Pearson, to hire <u>Laura Baranko</u> for stenographic services at the following rates: \$150.00 for the first 60 minutes; \$45.00 per hour thereafter. AIF. Motion carried.</i>
34	Township Community Center & Playground Rental Rates	<i>Motion by Dennis L. Pearson, seconded by Gary Kuehner, to set rental rates for use of the Playground and Township Community Center for non-township activities as detailed in the 2024 fee schedule. Any rental fee for use of either the Playground or Township Community Center must be by check, money order or certified check. AIF. Motion carried.</i>
35	Open Records Officer	<i>Motion by Gary Kuehner, seconded by William G. Schwab, to appoint <u>Jillyan A. Sterling</u> as the East Penn Township Open Records Officer at no compensation. AIF. Motion Carried.</i>
36	CDL Drug Testing Program – Contact Persons	<i>Motion by William G. Schwab, seconded by John M. Strockoz, to designate the CDL drug testing contact person as <u>Brandon Bradford</u> and the alternate CDL drug program contact person as <u>Roy Snyder</u>. AIF. Motion carried.</i>
37	Local Tax Collection Committee - Delegates	<i>Motion by Gary Kuehner, seconded by John M. Kuehner, to appoint <u>Victoria Taschler</u> as the Township delegate to the Local Tax Collection Committee and appoint <u>Jillyan A. Sterling</u> as the alternate delegate with wages and mileage reimbursement paid. AIF. Motion carried.</i>
38	PA 1 Call	<i>Motion by William G. Schwab, seconded by John M. Strockoz, to appoint <u>Brandon Bradford</u> and <u>Jillyan A. Sterling</u> as the PA 1 Call contact person and alternate, respectively, and web ticket responders and to designate <u>Brandon Bradford</u> and <u>Roy Snyder</u> as the after-hours call out contacts. AIF. Motion carried.</i>
39	Park Commission 5-year term 2024-2028	<i>Motion by William G. Schwab, seconded by Dennis L. Pearson to appoint <u>Joseph Hauser</u> to the East Penn Township Parks Commission for a 5-year term to serve from 2024-2028. AIF. Motion carried.</i>
40	Planning Commission 4-Year Term 2024-2027	<i>Motion made by Dennis L. Pearson, seconded by Gary Kuehner to re-appoint <u>Ted Snyder</u> to a 4-year term on the East Penn Township Planning Commission. AIF. Motion Carried.</i>
41	Zoning Hearing Board- 3 Year Term 2024-2026 Resolution #2024-08	<i>Motion by Willaim G. Schwab, seconded by Gary Kuehner to adopt Resolution #2024-08 appointing <u>James Lambert</u> and <u>Lisa Kishbaugh</u> as member of the Zoning Hearing Board for a three (3) year term of 2024-2026. AIF. Motion Carried.</i>
42	Joint UCC Board of Appeals - 5 year term 2024-2028- (Rep. & Alt. Representative)	<i>Motion made by Gary Kuehner, seconded by John M. Strockoz to appoint <u>Woodrow Fry Jr.</u> as the Joint UCC Board of Appeals Representative and <u>Jay Frey</u> as the Alternate Joint UCC Board of Appeals Representative for a 5-year term. AIF. Motion Carried.</i>

43	<b>2024 COG Representative-</b>	<i>Motion made by John M. Strockoz, seconded by William G. Schwab to appoint <u>Dennis L. Pearson</u> as the 2024 COG Representative. AIF. Motion Carried.</i>
44	<b>Vacant Positions Boards/ Commissions-</b>	<i>Motion made by Gary Kuehner, seconded by Dennis L. Pearson to declare any remaining positions as noted previously vacant and advertise the openings on any boards or commissions in a display ad seeking interested township residents to submit a letter of interest. AIF. Motion Carried.</i>

**REGULAR MEETING**

**\*Snow Removal:** According to Township Ordinance 2005-6 it is illegal to deposit, plow, push or shovel snow onto public roadways. Such action will not be tolerated, and violation is enforced through the District Justice with fines of \$1,000 per violation.

**Courtesy of the Floor:** None

**APPROVALS:**

45	<b>Minutes</b>	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to approve the minutes of the December 4, 2023 meeting as presented. AIF. Motion carried.</i>
46	<b>Treasurer’s Report</b>	<i>Motion by Gary Kuehner, seconded by Dennis L. Pearson to approve the Treasurer’s report for December 1 thru December 31, 2023 as presented. AIF. Motion carried.</i>
47	<b>Invoices for Payment</b>	<i>Motion by Gary Kuehner, seconded by Dennis L. Pearson to approve the transfers and invoices for payment as presented. (Schwab abstained from BRC, TN, PenTele Data and Pencor Hydraulic. House abstains from any union or employee payments). AIF. Motion carried.</i>
48	<b>Road Report</b>	Roadmaster Bradford presented the road report for December as follows: <ul style="list-style-type: none"> <li>-Corrected a drainage issue on West Bowmans.</li> <li>-Finished up boom mowing for the year throughout the township.</li> <li>-Fixed and repainted all delineators throughout the township.</li> <li>-Finished complete servicing of the roller and skid steer.</li> <li>-Patched up all dirt roads throughout the township, filled in potholes, corrected shoulder drainage.</li> <li>-Started and finished breakroom/office remodel. Removed old closet, extended room, replaced/repainted drywall where needed, installed new vinyl floor and repainted the room.</li> <li>-Cold patched throughout the township.</li> <li>-Salted 2 times during the month.</li> <li>-Met with John Davis and closed out the 2023 road project.</li> </ul>



52	<b>Updates on civil complaints:</b> <b>Berger Creek Rd.-</b>	None
53	<b>Grants-</b> <b>D&amp;L Trail Development Grant-</b> <b>LSA Lehigh County- (Community Center)</b> <b>LSA Monroe County (Recreation)-</b> <b>DCNR Land Acquisition Grant (2<sup>nd</sup> Submittal)-</b> <b>T-Mobile Grant-</b>	Final site inspection was performed, closeout documentation was submitted for final payment.
54	<b>Sewer:</b> <b>Budget-</b> <b>Infiltration Issues-</b>	No updates  Discussion was held with Bowmanstown Borough and the Township Sewer Engineer. On 12/18/23 high alarm levels were received after inspection of manholes and previously suspected areas there could be no determination of why there is high infiltration. Smoke testing will be the next step to take.

**NEW BUSINESS:**

55	<b>Resolution #2024-02 Fire Company</b>	<i>Motion by John M. Strockoz, seconded by Dennis L. Pearson to adopt Resolution #2024-02 appointing East Penn Township Volunteer Fire Company as the official Fire Company of East Penn Township and approve the list of authorized activities for 2024. AIF. Motion carried.</i>
56	<b>Resolution #2024-06; 2024 Fee Schedule</b>	<i>Motion by Gary Kuehner, seconded by Dennis L. Pearson, to adopt Resolution #2024-06 “2024 Fee Schedule” as presented. AIF. Motion carried.</i>
57	<b>2024 PSATS Educational Conference &amp; Exhibit Show</b>	<i>Motion by John M. Strockoz, seconded by Gary Kuehner to allow any Full-Time Employee to attend the 2024 PSATS Educational and Trade Show Conference in Hershey. AIF. Motion Carried.</i>



58	<b>Ag Security Advisory Committee</b>	<i>Motion made by William G. Schwab, seconded by Dennis L. Pearson to appoint <u>John M. Strockoz as Chairman, Gary Kuehner, and Dennis A. Kuehner as Farmer members and Todd Schleicher as Citizen Member to the Ag Security Advisory Committee for 2024. Kuehner and Strockoz Abstained. AIF. Motion carried.</u></i>
59	<b>Act 205 – Pension</b>	<i>Motion by Gary Kuehner, seconded by William G. Schwab, to authorize the Treasurer to sign the Act 205, Actuarial Valuation Report – Pension Plans for Employees. AIF. Motion carried.</i>
60	<b>Pension Funds – Administrator</b>	<i>Motion by Gary Kuehner, seconded by John M. Strockoz to appoint the <u>Treasurer as the designated Township Chief Administrator Officer of the Township Employees’ Pension funds. Non-Uniform Employees. AIF. Motion carried.</u></i>
61	<b>UVO Annual Donation</b>	<i>Motion by Dennis L. Pearson, seconded by Gary Kuehner, to set the 2024 annual donation to the United Veterans Organization at \$500. AIF. Motion carried.</i>  <i>Motion made by Dennis L. Pearson, seconded by Gary Kuehner to amend the original motion from \$250 as budgeted to \$500. AIF. Motion Carried.</i>
62	<b>Lehighon Memorial Library Annual Donation</b>	<i>Motion by William G. Schwab, seconded by Gary Kuehner to set the 2024 annual donation to the Lehighon Library at \$500 as budgeted. AIF. Motion carried.</i>
63	<b>Two Signatures for Expenditures of Township Funds</b>	<i>Motion by Dennis L. Pearson, seconded by William G. Schwab, that the expenditure of any township funds shall require in addition to the Treasurer require the signature of a township Supervisor. AIF. Motion carried.</i>
64	<b>Designation of Key Supervisors</b>	<i>Motion by William G. Schwab and seconded by Gary Kuehner, that for 2024 the Board of Supervisors shall organize and name the following as the key supervisors for the designated various departments:</i>  <i>Gary Kuehner - Roads</i>  <i>John M. Strockoz – Roads (Equipment)</i>  <i>William G. Schwab - Finance</i>  <i>William G. Schwab - Administration</i>  <i>Dennis L. Pearson - Planning/Zoning</i>  <i>Keith House - Community Center</i>  <i>AIF. Motion Carried.</i>
65	<b>Waiver of Supervisor Compensation</b>	<i>Motion by Gary Kuehner, and seconded by John M. Strockoz, that Supervisor Schwab shall be authorized to waive his compensation and donate to the Parks budget. AIF (Schwab abstained). Motion carried.</i>
66	<b>2023 Supervisor Compensation Donation-</b>	<i>Motion made by William G. Schwab, seconded by Gary Kuehner to transfer \$1,100.00, the amount Supervisor Schwab waived in 2023 as his compensation to the Parks Account. AIF. Motion Carried.</i>

67	<b>Overtime</b>	<i>Motion by William G. Schwab, seconded by John M. Strockoz, that no overtime shall be allowed except when authorized by a Supervisor with an exception to severe weather conditions or emergencies. AIF. Motion carried.</i>
68	<b>Act 44- Township's Disclosure Statement</b>	<i>Motion made by Gary Kuehner, seconded by William G. Schwab to adopt Disclosure Statement for 2023/2024 as required by Chapter 7-A of Act 44 of 2009, the Municipal Pension Plan Funding Standard and Recovery Act. AIF. Motion carried.</i>
69	<b>Fire Company Fund</b>	<i>Motion made by William G. Schwab, seconded by John M. Strockoz to direct the Township Treasurer to make quarterly payments as budgeted with payments due on the 15<sup>th</sup> of January, April, July and October to the Fire Company contingent upon receiving the financial statements as required by the Second-Class Township Code. AIF. Motion carried.</i>
70	<b>Temporary Budget Transfers</b>	<i>Motion by William G. Schwab, seconded by Gary Kuehner to authorize the Treasurer to do temporary budget transfers from capital to general account if needed with the stipulation that money should be repaid immediately upon receipt of sufficient funds. AIF. Motion carried.</i>
71	<b>Outside Contractors with Equipment Bids and Leased Equipment</b>	<i>Motion by John M. Strockoz, seconded by Dennis L. Pearson, to advertise for the hourly rate of stated equipment or equivalent with an operator and leased equipment without an operator with bids to be received by and opened at 2:00 PM on Friday, February 23, 2024 and acted on at the March 4, 2024 meeting. AIF. Motion carried.</i>
72	<b>Township Equipment Use Rate</b>	<i>Motion by William G, Schwab, seconded by Gary Kuehner, to set the 2024 Township Equipment Use Rate as listed by FEMA. *Rate may change from time to time. AIF. Motion carried.</i>
73	<b>Resolution #2024-05 2024 Auditor Appointment</b>	<i>Motion made by William G. Schwab, seconded by Gary Kuehner to adopt Resolution #2024-05 appointing Kirk, Summa &amp; Co., LLP as an independent certified accounting firm to audit all funds of the Township at a cost not to exceed \$8,500.00 as quoted. The treasurer is directed to provide audit report with financial statements to PENNVEST when received from the auditing firm. AIF. Motion Carried.</i>
74	<b>General Liability, Auto, Umbrella and Workmen's Comp. Insurance Renewal-</b>	<i>Motion made by John M. Strockoz, seconded by Gary Kuehner, to accept the proposal from Brown &amp; Brown for the renewal of General Liability, Liquor, Auto, Umbrella and Workman's Comp. Insurance as submitted. AIF. Motion Carried.</i>
75	<b>Res. #2024-07 Small Quantities of Bituminous Materials-</b>	<i>Motion made by William G. Schwab, seconded by John M. Strockoz to adopt Resolution #2024-07; "Price Adjustment of Bituminous Materials for Small Quantities". AIF. Motion Carried.</i>
76	<b>Poll of the Board-  Light in front of the Post Office-</b>	<i>Motion made by Gary Kuehner, seconded by William G. Schwab, to ratify the poll of the Board taken on 12/11/23 to accept the quote and authorize the replacement of the light above the Post Office with a new LED fixture from Larry McCullion and Son at a price not to exceed \$365.00. AIF. Motion Carried.</i>
77	<b>Poll of the Board-  Mahoning Ambulance Request-</b>	<i>Motion made by Gary Kuehner, seconded by Dennis L. Pearson, to ratify the poll of the Board taken on 12/11/23 to not authorize the Township</i>

		<i>Manager to send Mahoning Ambulance our residential addresses for their yearly membership forms due to confusion for our residents. AIF. Motion Carried.</i>
78	<b>Suburban Propane Proposal-</b>	Proposal was received from Suburban Propane to supply 1-1,000 gallon above ground tank and gas line work (see proposal) at a cost not to exceed \$8,188.00.  Item will be tabled in order to receive additional proposals.

**PARKS:**

79	<b>Parks-</b>	<i>Motion made by William G. Schwab, seconded by Dennis L. Pearson to authorize the Township Solicitor to adopt a resolution setting the speed limit at 10mph on the D&amp;L Trail. John voted NO- due to inability to enforce. Kuehner, Pearson and Schwab voted YES. The YES have it, Motion Carried.</i>
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**Committee Minutes, Reports, Correspondence:**

Parks Commission – No December meeting  
 Planning Commission – ✓  
 Recreation Board – No December meeting

**ADJOURNMENT:** Being no further business before the Board, *John M. Strockoz made a motion, seconded by Gary Kuehner, to adjourn the meeting at 7:20 PM. MOTION CARRIED, Schwab, Kuehner, Pearson and Strockoz voting yes.*

Respectfully Submitted,

  
 Jillyan A. Sterling  
 Township Manager/Secretary/Treasurer