MILLCREEK TOWNSHIP BOARD OF SUPERVISORS
81 E ALUMNI AVE, NEWMANSTOWN, PA 17073
Ph: 610-589-4750 millcreektwp@comcast.net www.millcreektwp.org

MINUTES OF OCTOBER 14, 2026

The meeting was called to order at 7:00 P.M. by Chairman Eric J. Weidman, commencing with the Pledge to the Flag.

Present: Eric J. Weidman, Chairman
John DeSantis, V. Chairman
Adam Saul, Supervisor
Andrew Morrow, Solicitor
Lauren Ritchie, Sec./Treas.

Public Comment – Mary Bennetch, 126 Sweetwater Lane. Mary was present to voice her opinions about e-bikes. She spoke regarding research she did involving e-bikes, the weight and age limit for the bikes and why they benefit in areas like ours with hills and longer distances to the park. She mentioned that children at younger ages can operate lawn mowers and go hunting. She asked if there were any programs that would promote and teach kids bike safety and the rules of the road.

Reports of Organizations:
Millcreek Township Planning Commission minutes-Sept-Reviewed
Commonwealth Code -Aug. Report-Reviewed
Newmanstown Water Authority minutes-Aug.-Reviewed
Newmanstown Volunteer Fire Company minutes-Sept-Reviewed
Police Activity report-Aug.-Reviewed

Police Activity Report-Chief Katzaman reported on the department's activity for the Month of September.

Minutes: September 9, 2026
Weidman made a motion to approve the minutes as printed Second by Saul, all in favor, aye. Motion carries.

Solicitor:

Handicapped Parking Ordinance Update:
The Solicitor reported that he and the Chief communicated, and the Chief found the draft handicapped ordinance acceptable. The Board was provided with draft of that proposed ordinance. This is the draft that's very similar to the Cortdale Borough ordinance. He spoke regarding the Handicapped application; it is a simple one-page form. Applicants would submit a written application to police department for review and recommendation by the police to the board of supervisors. There would be a ten-dollar application fee for processing and it would be limited to one permit per family unit with a specific address. He summarized the ordinance, officially titled: Millcreek Township Handicapped Parking Ordinance. The Solicitor requested the Board make a motion to have him publish the notice of intent to enact a proposed handicap parking ordinance, which would be numbered 111126 at the November 11, 2026, Board of Supervisors meeting. **Weidman made a motion to have the Solicitor publish the notice of intent to enact a proposed handicapped parking ordinance, which would be numbered 111126 at the November 11, 2026, Board of Supervisors meeting. Second by Desantis, all in favor, aye. Motion carried.** The Solicitor stated that at the next meeting the ordinance and application would be up for approval.

Dog Kennel Ordinance Update:
The Solicitor updated the Board on possible Dog Kennel Ordinance. He stated he met with Craig Thompson and discussed the draft ordinance. The ordinance was presented at the October 7th Planning Commission meeting for discussion. No changes were made. The Solicitor said this ordinance will need to be submitted to Lebanon County Planning to review. The Solicitor requested the board make a motion authorizing him to forward the draft dog kennel ordinance to the Lebanon County Planning Department for its review. **Weidman made a motion authorizing the Solicitor to forward the draft dog kennel ordinance to the Lebanon County Planning Department for its review. Second by Saul, all in favor, aye. Motion carries**

E-bike Research for possible future ordinance:
The Solicitor stated he was able to reach out to Lebanon City and obtain copies of their proposed ordinances for e-bikes and city parks. He said that since speaking about this matter at the last meeting the ordinances were passed. The ordinances are detailed and a good sample to look at while creating an ordinance for our Township. He will be speaking with the Chief and looking at the provisions to see what could be missing and added to benefit our Township.

Fire Tax and Incentive Program Update:
The Solicitor reported that he and Supervisor DeSantis have been in communication. He prepared and provided a draft resolution related to the program criteria for the incentives program. With the help of Supervisor DeSantis, changes were made and a good draft ordinance and draft resolution relating to the program criteria have been created. The Solicitor stated that a target date for enactment of the ordinance and resolution is the December 9 Supervisor meeting. This is so the program can begin January first and volunteers can start earning points to qualify for the program. He requested a motion from the Board authorizing Supervisor DeSantis to forward both the draft incentive program ordinance and the accompanying resolution establishing the program criteria for the incentive program to the Newmanstown Volunteer Fire Company and the Newmanstown Ambulance Corporation, for their review. **Weidman made a motion authorizing Supervisor DeSantis to forward both the draft incentive program ordinance and the accompanying resolution establishing the program criteria for the incentive program to the Newmanstown Volunteer Fire Company and the Newmanstown Ambulance Corporation, for their review. Second by DeSantis, all in favor aye. Motion carries**

Agricultural Security Area Application- Jeffrey & Lucinda Newswanger-563 State Route 419, Newmanstown- 24-2389890-368760-0000- Pending, 180—days Deemed Approved Resolution
The Solicitor said he will have this on the agenda every month. This is just looking to add to the AG Security Area 563 State Route 419 in Newmanstown. The Township must wait for the 180-day deemed approval, and once that occurs, if there is no objection, then at the reorganization meeting in early January, we'll be able to adopt the resolution, and go from there.

Solar Farms:
The Solicitor reported that the Planning Commission has been discussing the topic of solar farms. He has met with the Planning Commission Chairman, Craig Thompson on multiple occasions to discuss this topic. He said that the Planning Commission has made some recommendations and now wishes for the Board to have him begin drafting a solar farm ordinance based upon those recommendations.
The Solicitor made the Board aware the state legislature passed a law that was signed by the Governor in July. That law provides statewide guidelines for the decommissioning of solar farms. Guidelines will need to be drafted and adopted by the state. Once those guidelines are in place it will be easier to create a complete ordinance for the Township. Once the ordinance is drafted, it will need to go to Lebanon County Planning for review. The Solicitor requested the board make a motion authorizing him to begin drafting a solar farm ordinance based upon the recommendations of the Planning Commission. **Weidman made a motion authorizing the Solicitor to begin drafting a solar farm ordinance based upon the recommendations of the Planning Commission. Second by Saul, all in favor, aye. Motion carries.**

TCC- ELCO Municipalities representation on the Lebanon County Tax Collection Committee:
The Solicitor reported on the Lebanon County Tax Collection Committee. He said this was an item that was in the agenda earlier in the year. Attorney Leonard drafted an Intermunicipal Agreement that the Solicitor provided to the Board. The Solicitor said the Tax Collection Committee was a body established by the state legislature in 2008 to oversee the countywide collection of local earned income taxes. The tax officer for the Leabon County Tax Collection Committee is Keystone Collections Group. Municipalities in each school district have a voting delegate and alternate member on the TCC Board. For the past several years, Jackson Township has been the delegate. There has been discussion about the five municipalities of Millcreek, Heidelberg, Jackson, Myerstown and Richland rotating as delegates. The current hope is that the attorneys have this finalized and a resolution passed this year before TCC meeting in January of 2027. The Solicitor stated that per the draft, they are proposing in 2027 that Millcreek be the Alternate, and then in 2028 Millcreek would be the Representative Delegate. An intermunicipal draft is continuing to be worked on, and when finished it will be presented to the Supervisors.

Keystone Collections Group- LST Collection:
The Solicitor updated the Board on considering Keystone Collections to be the LST Collection agent. They are currently the collection agent for Earned Income Taxes. He stated he reviewed a draft agreement and had concerns over some of the language in the contract. The Secretary also had some concerns. He reached out to the contact at Keystone and voiced his concerns. An update was provided to the Board, and the concerning language has been eliminated. The Solicitor said he is happy with the draft agreement. The outstanding matter for his consideration is whether to draft a resolution. In researching the Local Tax Enabling Act, the Solicitor learned an ordinance or resolution is needed. When speaking to the Keystone representative, he also learned that municipalities generally do not prepare resolutions. The Solicitor recommended the revised agreement. If the board is interested in entering into an agreement to have Keystone start collecting the LST tax in January, he would need a motion authorizing him to prepare a resolution accompanying the agreement from the Board if deemed necessary. **Weidman made a motion authorizing the Solicitor to prepare a resolution to accompany the agreement if deemed necessary. Second by DeSantis, all in favor, aye. Motion carries.**

Action:
Hogeland Subdivision Sewer Module-Resolution #101426 and Transmittal Letter
The Secretary reported that at the October meeting the Sewer Module was presented for signature, but it did not include the necessary resolution needed for submission to DEP. **A motion was made by Weidman to adopt Resolution #101426, the Hogeland Subdivision Sewer Module Resolution. Second by Saul, all in favor, aye. Motion carries.**

CDBG Entitlement Program / General Application; Resolution #101426-A CDBG Program for 2026 Submission & Compliance; Resolution#101426-B Fair Housing
These resolutions are completed on a yearly basis for housing rehab support in the Township**. Weidman made a motion to adopt Resolution #101426-A, the CDBG program for 2027 submission and compliance. Second by DeSantis, all in favor, aye. Motion carries. Weidman made a motion to adopt Resolution #101426-B the Fair Housing Resolution. Second by Saul, all in favor, aye. Motion carries.**

Pension State Aid allocation- was discussed. $50,010.71 received - Police portion $26,152.34– non-uniformed portion $26,152.34. Secretary questioned how the Board wanted this allocated.
Weidman made a motion to allow the excess dollars allocated from non-uniform plan to the uniform plan for the amount of 23,589.66. Second by DeSantis, all in favor, aye. Motion carries.

Unfinished Business:

Fire Tax: Supervisor DeSantis reported that he spoke with the fire company and the biggest concern is the loss of membership donations. He said that Womelsdorf Borough also had a similar situation and eventually donations came back. In the long run this will be a guaranteed source of income to supplement funding. He also proposed the tax be re-named to Emergency Service Tax. The millage amount being considered is .33mills. This will be a tax started in 2027, and the estimate on an assessment of $100, 000 is $33.00. Item was tabled until the November 11th Board of Supervisor's meeting.
287 Program-PD-Information was provided by Chief Katzaman. The Board will look over the information. Item tabled until the November 11th meeting.

New Business:
2026/2027 Health Insurance Renewal: Township Health Insurance renewal was discussed. Renewal to increase by 18.19%. The 2027 amount will be $21,012.51. Coverage is provided to the six full time employees and their families**. Weidman made a motion to renew our health insurance renewal for 2026-27 with the Highmark Blue Shield PPO Blue 0-100/80 Platinum plan. Second by Saul, all in favor, aye. Motion carries**

2027 Budget First Draft -The Budget meeting was held on October 6th, taxes are not expected to raise. The budget will continue to be reviewed, with special attention to the Hydrant tax.

Lebanon Humane Society 26-27 Stray Housing Agreement-Agreement was presented. Historically the Township has not participated. Payment is made for the number of dogs that were brought to the Lebanon Humane Society during the year.

Arndt Cleaning Proposed Price Increase-$300-Arndt Cleaning Contract was reviewed. The monthly price will raise to $300 due to rising costs. Arndt has been our cleaning company for a number of years and does a wonderful job. **A motion was made by Weidman to enter into agreement beginning January first with Arndt Cleaning and Detail in the amount of $300 per month for weekly service. Second by DeSantis, all in favor, aye. Motion carries.**

Discussion-Raise Asset Limit for Auditing. Current Limit $500 Secretary reported that the current asset limit is $500, and made a suggestion at the request of the auditors to raise the limit to $2500. Currently any bill $500 and over is potentially pulled for the audit. Most of these bills are for items that are not considered assets. For example; road salt and paving supplies. They are general necessary expenses. Secretary will speak to the Solicitor to find out if a resolution needs to be completed. **Weidman made a motion that to raise the fixed asset level for 2027 to the amount of $2500. Second by Saul, all in favor, aye. Motion carries.**

Conveyor Drive Snow plowing: A discussion regarding plowing Conveyor Drive this winter took place. Roads in the Township are not maintained by the road crew until they are dedicated to the Township. The Board unanimously decided that the Township will not be plowing Conveyor drive until dedicated.

Amy Leonard, Solicitor for Millcreek Zoning Hearing Board Transfer to Barley Snyder: A letter was received from Solicitor Leonard informing the Township Board she will be leaving Henry Beaver and moving to Barley and Snyder. The e-mail request was for the Board to approve her to continue to be the Solicitor for the Millcreek Zoning Hearing Board. The Board agreed that she does an excellent job, and it was recommended by Solicitor Morrow that we continue to use her services. **DeSantis made a motion to retain the service for Amy Leonard being solicitor of Millcreek Zoning Hearing Board in accordance with her email, moving to Barley and Snyder. Second by Weidman, all in favor, aye. Motion carries.**

EMA Coordinator-Incident Management Training February 5-11, $546 requested, half of cost: EMA Coordinator Sileski will be attending a training in February. The cost of the training will be split between Marion and Millcreek Township. **DeSantis made a motion to approve the EMA coordinator to attend the Incident Management training from February 5th to 11th, at a request of five hundred and forty-six dollars out of the EMA budget. Second by Weidman, all in favor, aye. Motion carries.**

NFVC LSA Grant-Bill Vanetten Grant Writer-Discussion on writing and submitting grant: The Board discussed using Bill Vanetten for the Fire Company's LSA Grant this year. His rate for preparing, completing and submitting the application using information provided by the fire company is $850. **DeSantis made a motion to retain Bill Vanetten, Grant writer for the 2026 LSA Grant. Second by Weidman, All in favor, aye. Motion carries.**

Millcreek PD LSA Grant-Kimberly DeRosa Grant Writer-Discussion on fees, writing and submitting grant: Kimberly DeRosa works with Hydraterra Professionals. She will be able to complete and submit an LSA Grant for the Millcreek Police Department. Her fees per hour are $104. Discussion on the amount of hours it might take versus the amount that we would potentially receive for a new vehicle. **Weidman made a motion to retain Kimberly DeRosa for grant writing for the Millcreek Township Police Department. Second by Saul, all in favor, aye. Motion carries.**

Road Foreman Report-Road Foreman Risser reported on the state of the Township roads. Road patching continues. They will start hauling anti-skid to begin stocking up for winter. The LSA Grant for South Mountain Road has been started with Steckbeck Engineering. There will be a meeting with H&K Paving soon to go over prices. The Low Volume Dirt and Gravel Grant was submitted for Kalbach Road. The approximate price was almost a million dollars to complete; the grant could supply $200,000. He also spoke regarding a "Welcome to Newmanstown" sign being provided by Millcreek Rod and Gun Club. The sign across from Twin Maple Farm will be replaced.

Bills/Treasurers Report-Motion by Weidman to accept the Treasurers Report and pay the bills as necessary. Second, by Saul. All aye, motion carried.

Adjournment- Motion by Weidman to adjourn the meeting at 8:20pm. Second, by DeSantis. All aye, motion carried.

WITNESS:

_____ _____

Secretary/Treasurer Lauren Ritchie Eric J. Weidman, Chairman