



PENN TOWNSHIP

LANCASTER COUNTY, PA

BOARD OF SUPERVISORS MEETING MINUTES

January 5, 2026

7:00 PM

BOARD ATTENDANCE:

Benjamin Bruckhart
Joe Eisenhower
Richard Landis
Gary Stevens
Tom Walsh

OTHERS IN ATTENDANCE:

Mark Hiester, Township Manager
Shannon Martin, Public Works Director
Matt Reeser, Zoning Officer
Stephanie Whitehouse, Recording Secretary

Linnea Martin, Resident
Jon Martin, Resident
David Rice, Resident
Del-Rae Rice, Resident
Gerald Wolfe, Resident

Call to Order and Pledge of Allegiance: Ben Bruckhart opened the meeting at 7 p.m. with the Pledge of Allegiance.

Public Comment & Guest Recognition:

- Mr. and Ms. Rice voiced their health concerns from the fire, and their support of the township and fire company, from how the fire was handled at A&M Compost, 2022 Mountain Rd, Manheim, PA 17545 over the past month.

New Business:

1. Reorganization of the Board
 - a. A motion by Landis seconded by Eisenhower to nominate B. Bruckhart as Chairperson was approved 5-0.
 - b. A motion by Stevens seconded by Eisenhower to nominate R. Landis as Vice Chairperson was approved 5-0.
 - c. A motion by Eisenhower seconded by Landis to nominate M. Hiester as Secretary was approved 5-0.
 - d. A motion by Walsh seconded by Landis to nominate G. Stevens as Assistant Secretary was approved 5-0.
 - e. A motion by Stevens seconded by Eisenhower to nominate T. Walsh as Treasurer was approved 5-0.
 - f. A motion by Eisenhower seconded by Walsh to nominate M. Hiester as Assistant Treasurer was approved 5-0.
2. A motion by Landis seconded by Stevens to certify T. Walsh and M. Hiester as the voting delegates (primary and alternate) for Pennsylvania State Association of Township Supervisors, was approved 5-0.
3. A motion by Walsh seconded by Eisenhower to appoint the 2026 Liaison Responsibilities was approved 5-0:
 - a. Administration: Stevens & Eisenhower
 - b. Public Works: Bruckhart & Walsh
 - c. Planning Commission/Zoning Hearing Board: Stevens & Landis

- d. Northwestern Lancaster County Authority: Landis & Eisenhauer
 - e. Emergency Services: Bruckhart & Walsh
 - f. Park and Recreation: Landis & Walsh
4. Motions to appoint the 2026 Committee Assignments were approved:
- a. Non-Uniform Pension Committee: G. Stevens, M. Hiester, and Shannon Martin, by Walsh seconded by Landis 5-0.
 - b. Agricultural Security Area Advisory Committee: R. Landis, by Stevens seconded by Eisenhauer 5-0.
5. A motion by Landis seconded by Eisenhauer was approved 5-0 to establish the amount of the Treasurer's Bond to \$2,000,000 and the Assistant Treasurer's Bond to \$1,000,000 (prior amounts – same).
6. Resolutions:
- a. A motion by Landis, with a second by Stevens was approved 5 to 0 to adopt Resolution 2026-01 Boards and Commission Appointments.
 - b. A motion by Landis seconded by Walsh was approved 5 to 0 to adopt Resolution 2026-02 Appointment of a Tax Collector.
 - c. A motion by Eisenhauer seconded by Landis was approved 5 to 0 to adopt Resolution 2026-03 Non-Uniform Pension Plan Member Contributions.
 - d. A motion by Eisenhauer seconded by Landis was approved 5 to 0 to adopt Resolution 2026-04 Appointment of Township Consultants, as corrected.
 - e. A motion by Landis seconded by Walsh was approved 5 to 0 to adopt Resolution 2026-05 Appointment of Public Accountant and Compensation to be Paid.
 - f. A motion Walsh seconded by Stevens was approved to adopt Resolution 2026-06 Appointment and Compensation of Township Manager.
 - g. A motion by Landis seconded by Walsh was approved to adopt Resolution 2026-07 Fee Schedule Including Engineer and Solicitor Fee Rates.
7. A motion by Eisenhauer seconded by Stevens was approved 5 to 0 to appoint Randall Wenger as the primary municipal voting delegate and Joel Mutschler as the alternate municipal voting delegate to serve on the Lancaster County Tax Collection Bureau's Management Committee for 2026.
8. A motion by Landis seconded by Eisenhauer was approved 5 to 0 to adopt the IRS 2026 Standard Mileage Reimbursement Rate of 72.5 cents per business mile driven (as corrected).
9. Resolution 2026-08, Add 1691 Junction Road Farm to Agricultural Security Area was motioned by Landis, seconded by Stevens and approved 5-0.
10. Resolution 2026-09, EMS Cost Sharing Agreement was motioned by Eisenhauer, seconded by Stevens and approved 5-0.
11. Approval of the Election Polling Place Agreement was motioned by Eisenhauer seconded by Walsh and approved 5-0.
12. Appoint Reece Pyfer as a Penn Township representative to the Manheim Community Library was motioned by Walsh seconded by Eisenhauer and approved 5-0.

Communications were noted from the Portnoff Collections Report.

Reports were reviewed from Building, Zoning, and Property Maintenance (No report due to A&M Compost Fire) and Public Works noted the wrong size stop sign was installed at the Junction Road Railroad Crossing, which has since been fixed. And the PA One calls have increased a lot this year, due to changes in when you should call.

Adjournment:

A motion by Landis seconded by Eisenhower to adjourn the meeting at 8:01 p.m. was approved 5-0.

Respectfully Submitted,
Stephanie Whitehouse, Recording Secretary