

**RESOLUTION NO. 2024-01**

**SELINGROVE BOROUGH  
SNYDER COUNTY, PENNSYLVANIA**

Acknowledgement of the Terms of Office,  
Affirmation of Appointments/Vacancies, Modifications of  
Assignments and Other General Provisions for 2024

**ELECTED OFFICIALS:**

Mayor: *(4 Year Term)*

Jeff Reed (Term expires 12/31/2025)

Borough Council: *(4 Year Term)*

Chris Schlieder (Term expires 12/31/2025)

Richard P. Mease (Term expires 12/31/2027)

Sara Maul (Term expires 12/31/2027)

Shane Hendricks (Term expires 12/31/2027)

Scott Frost (Term expires 12/31/2025)

Todd Cox (Term expires 12/31/2025)

Bobbie J. Owens (Term expires 12/31/2025)

Borough Tax Collector: *(4 Year Term)*

Michael Bolig (Term expires 12/31/2025)

Borough Auditors:

Independent Auditor *(See Ordinance No. 478 adopted 12/17/1979)*

**AFFIRM APPOINTMENTS OF EMPLOYEES THAT SERVE THE BOROUGH:**

Borough Manager	Lauren A. Martz
Borough Secretary	Lauren A. Martz
Borough Treasurer	Sharon M. Badman
Chief of Police	Shanee Mitchell
Director of Public Works	Roger Feltman
Water Department Supervisor	Robert Burr
Emergency Management Coordinator	Lauren A. Martz
Fire Marshal	Pennsylvania State Police
Zoning Officer	Lauren A. Martz
Deputy Zoning Officer	Lindsey M. Mull

**APPOINTMENT OF PROFESSIONAL CONSULTANTS**

Appointed Auditor	Herring, Roll & Solomon, P.C.
Building Code Official	Central Keystone Council of Government
Local Services Tax Administrator	Berkheimer Associates
Earned Income Tax Collector	Berkheimer Associates
Pension Fund Plans Administrator	Pennsylvania Municipal Retirement System
Sewage Enforcement Administration	All Points Land Surveys, Inc. Primary: Russell Goodling, SEO #02177 Alternate: James Grose, SEO #01088
Borough Engineer	Stahl Sheaffer Engineering – general purposes  Shawn Downey, P.E. Larson Design Group – special projects
Borough Solicitor	Robert M. Cravitz, Esq. Cravitz Law Office
Zoning Hearing Board Solicitor	Robert Slivinski, Esq. Slivinski Law Office

**APPOINTMENT TO BOROUGH BOARDS, COMMISSIONS AND COMMITTEES:**

Central Keystone Council of Governments representative: (3 year term)

Lauren A. Martz	(Term expires 12/31/2025)
Lindsey Mull, Alternate	(Term expires 12/31/2025)

Civil Service Commission: (6 Year Term)

Dorothy Anderson	(Term expires 12/31/2024)
George Cravitz	(Term expires 12/31/2026)
Dalton “Buzz” Savidge	(Term expires 12/31/2028)
Bob Derr, First Alternate	(Term expires 12/31/2028)
<b>Vacant, Second Alternate</b>	<b>(Term expires 12/31/2026)</b>
<b>Vacant, Third Alternate</b>	<b>(Term expires 12/31/2024)</b>

Eastern Snyder County Regional Sewer Authority delegates: (5 Year Term)

Richard Mease	(Term expires 12/31/2026)
Shane Hendricks	(Term expires 12/31/2028)

Francis R. Gelnett Irrevocable Trust Fund Advisory Committee: (2 Year Term)

**Current Finance & Budget Committee Members (TBD)**

North-Eastern Snyder County Joint Authority delegates: (5 Year Term)

Shane Hendricks	(Term expires 12/31/2026)
Dianne Mengel	(Term expires 12/31/2028)

PA State Borough’s Association’s Annual Convention delegate: (2 Year Term)

_____, Voting Delegate	(Term expires 12/31/2025)
Lauren A. Martz, Alternate	(Term expires 12/31/2025)

Parks and Recreation Board: (5 Year Term)

Ann Harshbarger	(Term expires 12/31/2024)
Elda Hricko	(Term expires 12/31/2026)
<b>Vacant</b>	<b>(Term expires 12/31/2024)</b>
<b>Vacant</b>	<b>(Term expires 12/31/2025)</b>
<b>Vacant</b>	<b>(Term expires 12/31/2026)</b>
<b>Vacant</b>	<b>(Term expires 12/31/2027)</b>
<b>Vacant</b>	<b>(Term expires 12/31/2027)</b>
<b>Vacant</b>	<b>(Term expires 12/31/2028)</b>
<b>Vacant</b>	<b>(Term expires 12/31/2028)</b>

Penn Valley Airport Authority

Charles “Al” Yessel

Planning Commission: (4 Year Term)

Ed Auman	(Term expires 12/31/2024)
Dione Mercer	(Term expires 12/31/2024)
Janet Powers	(Term expires 12/31/2025)
<b><i>Vacant</i></b>	<b>(Term expires 12/31/2025)</b>
Jason Mercer, Alternate	(Term expires 12/31/2026)
Bobbie J. Owens	(Term expires 12/31/2026)
<b><i>Vacant</i></b>	<b>(Term expires 12/31/2027)</b>
<b><i>Vacant</i></b>	<b>(Term expires 12/31/2027)</b>

Shade Tree Commission: (5 Year Term)

Ann Harshbarger	(Term expires 12/31/2024)
Anna Andes	(Term expires 12/31/2025)
Ed Slavishak	(Term expires 12/31/2026)
Donald Rowe	(Term expires 12/31/2027)
<b><i>Vacant</i></b>	<b>(Term expires 12/31/2028)</b>

Skateboard Advisory Committee (Ordinance No. 752)

***Vacant***  
***Vacant***  
***Vacant***

Snyder County Libraries, Inc. Board of Trustees: (3 Year Term)

Lynn Buck	(Term expires 12/31/2024)
Gretchen Wagoner	(Term expires 12/31/2025)

Snyder County Tax Collection Committee:

Lauren A. Martz  
Sharon M. Badman, first alternate  
Richard Mease, second alternate

Vacancy Board Chairman: (2 Year Term)

Dianne Mengel	(Term expires 12/31/25)
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Selinsgrove Borough Municipal Authority: (5 Year Term)

Janet Powers	(Term expires 12/31/2024)
Shane Hendricks	(Term expires 12/31/2025)
Donald Rowe	(Term expires 12/31/2026)
Tim Charles	(Term expires 12/31/2027)
<i>Vacant</i>	<b>(Term expires 12/31/2028)</b>

Zoning Hearing Board: (5 Year Term)

Denajean Praul-Gentner	(Term expires 12/31/2024)
Edward Mann	(Term expires 12/31/2025)
Cyril Runkle	(Term expires 12/31/2026)
Warren Kann	(Term expires 12/31/2027)
<i>Vacant</i>	<b>(Term expires 12/31/2028)</b>
<i>Vacant, First Alternate (3 Year Term)</i>	<b>(Term expires 12/31/2026)</b>
<i>Vacant, Second Alternate (3 Year Term)</i>	<b>(Term expires 12/31/2026)</b>

**OTHER MISCELLANEOUS ITEMS:**

Borough Council Monthly Meeting: Municipal Building, One North High Street, Selinsgrove, PA at 7:00 PM on the 1<sup>st</sup> Monday of the month or as otherwise advertised or posted.

Bonds: Borough Manager/Secretary \$250,000; Borough Treasurer/Assistant Secretary \$250,000; or as may be required.

Elected Tax Collectors Salary: Established by Resolution.

Depositories: First National Bank (formerly Omega Bank) and Pennsylvania Local Government Investment Trust (PLGIT) as primary banks and for investment of reserve funds; and Truist (formerly BB&T) for other funds to maximize coverage by the FDIC or collateralization.

Pension Plans

The Secretary of the Borough shall also serve as Chief Administrative Officer of the Uniform (Police) and Non-uniform (Municipal Employees) Pension Plans. The Uniform and Non-uniform Pensions Plans are administered by the Pennsylvania Municipal Retirement System (PMRS).

Signers of Checks (two required): For all accounts except compensatory pay via direct deposit accounts, four persons (Borough Council President Richard Mease, Chairman of Finance Committee Bobbie J. Owens, Borough Secretary Lauren A. Martz or Borough Treasurer Sharon M. Badman) shall be authorized signers and the signatures of any two (2) of those individuals, including one bonded individual shall be required on checks for withdraw. Expenses of a recurring nature including insurance premiums, utility invoices, lease payments and revolving credit card accounts are hereby authorized for payment in order to avoid late fees or interest charges. These expenses shall be ratified at the next regular meeting of the Borough Council.

Key Holder of United States Post Office Box: Borough Manager/Secretary Lauren A. Martz and Assistant Borough Manager/Treasurer Sharon M. Badman are responsible for two Post Office issued box keys. The key holders are authorized to collect mail from the box as well as their designees including Borough Office staff and Borough Council Members.

Mileage Reimbursement: Travel in personal vehicle authorized by the Borough Manager on approved borough business shall be reimbursed on a per mile basis at the current standard business mileage rate permitted by the Internal Revenue Service, as may be amended from time to time.

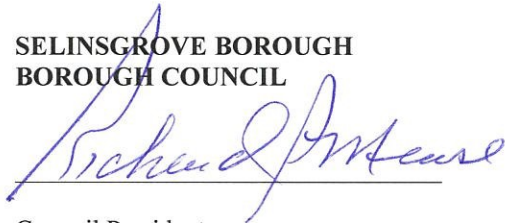
2024 Eleven Paid Holidays for Administrative Employees: January 1 (*New Year's Day*), February 19 (*President's Day*), March 29 (*Good Friday*), May 27 (*Memorial Day*), June 19 (*Juneteenth – Freedom Day*), July 4 (*Independence Day observance*), September 2 (*Labor Day*), October 14 (*Columbus Day*), November 11 (*Veterans Day*), November 28 (*Thanksgiving Day*) and December 25 (*Christmas Day*).

2024 Eleven Paid Holidays for Non-Uniform Employees: January 1 (*New Year's Day*), March 29 (*Good Friday*), May 27 (*Memorial Day*), June 19 (*Juneteenth – Freedom Day*), July 4 (*Independence Day observance*), September 2 (*Labor Day*), November 5 (*General Election Day*) or April 23 (*Primary Election Day*), November 11 (*Veterans Day*), November 28 (*Thanksgiving Day*), December 2 (*First Day of Rifle Deer Season*) and December 25 (*Christmas Day*).

**RESOLVED AND ADOPTED** this 2nd day of January 2024.

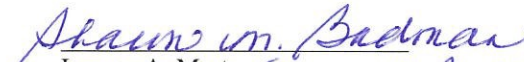
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**SELINGROVE BOROUGH  
BOROUGH COUNCIL**



Council President

ATTEST:

  
~~Lauren A. Martz~~ Sharon M. Badman  
Secretary - ASSIST.