

UPPER MIFFLIN TOWNSHIP  
455 WHISKEY RUN ROAD  
NEWVILLE, PA 17241

RE-ORGANIZATIONAL MEETING MINUTES  
JANUARY 5, 2026

The Board of Supervisors of Upper Mifflin Township met on Tuesday, January 5, 2026 at the Township Building, located at 455 Whiskey Run Road, Newville, PA 17241. Heidi Clevenger called the meeting to order at 6:33 pm.

**Present:** Heidi Clevenger, Heather Mitten, Kingsley Blasco, and Valerie Mowery, Secretary

**Meeting**

Kingsley motioned to appoint Heidi Temporary Chair, Heather seconded, all were in favor.

Heidi motioned to appoint Valerie Temporary Secretary, Heather seconded, all were in favor.

Kingsley motioned to appoint Heidi as Permanent Chair, Heather seconded, all were in favor.

Kingsley motioned to appoint Heather as Permanent Vice Chairman of the Board, Heidi seconded, all were in favor.

Kingsley motioned to appoint Valerie as Permanent Secretary, Heidi seconded, all were in favor.

Kingsley motioned to appoint Valerie as Permanent Treasurer, Heidi seconded, all were in favor.

Kingsley moved to set the mileage reimbursement rate for employees using their personal vehicles for township business at the IRS standard of \$0.70 per mile. Heather seconded the motion, and it was approved unanimously.

Heather motioned to set the Secretary/Treasurer's salary at \$25.00 per hour Heidi seconded: all were in favor

Kingsley motioned to set the Athletic Park manager's pay at the rate of \$250.00 per month and the cleaning wage at the rate of \$20.00 per hour. Heidi seconded it, all were in favor.

Heidi motioned to keep the Treasurer's Bond at \$400,000.00 upon the auditor's approval, Kingsley seconded, all were in favor.

Heidi motioned to keep Kingsley Blasco as Road Master. Heather seconded; all were in favor.

Heidi motioned to keep the current list of Road Workers and Road Crew, to include, Kingsley Blasco, Marcus Burkholder, Harold Snyder, Elvis Wert & Bob Shively. Heather seconded; all were in favor.

Kingsley proposed raising the hourly wage of all current road crew employees by \$1.00 and maintaining a rate of \$20.00 per hour for new hires. Heather supported the motion, and everyone agreed. If approved by the Auditors, the Road Master's wage will remain \$20.00 per hour.

Kingsley motioned to affirm the Supervisors employed by the township as Road Master/Road Crew Heidi seconded, all were in favor which will be Kingsley Blasco – Road Master and road crew as Heather Mitten and Heidi Clevenger.

Kingsley motioned to re-appoint Richard Webber as the township Solicitor. The compensation rate will be \$150.00 per hour, the same rate as in 2025, Heidi seconded; all were in favor.

Kingsley motioned to re-appoint Martin & Martin as the township engineers with their current rate of compensation per letter dated November 2025. Heather seconded; all were in favor.

Kingsley motioned to appoint JWP as the township Sewage Enforcement Officer and Vince Elbel an alternate at JWP current fee schedule of 2026. Heather seconded; all were in favor.

Heidi motioned to appoint Connie Bresser as Chairman of the Vacancy Board, Heather seconded, all were in favor.

Kingsley motioned to re-appoint Robert (Bob) Shively, Jr., as the Emergency Management Coordinator. Heidi seconded; all were in favor.

Kingsley motioned to re-appoint F&M Trust as the depository for the General Fund and Adams County National Bank as depository for the State Liquid Fuels Fund. Belco Community Credit Union for the CD's account and Adams County National Bank for the depository of the Mifflin Gym, Heather seconded; all were in favor.

Kingsley motioned appoint Jay Mowery as the Land Use Permit Officer at the rate current rate of \$25.00 per permit, Heidi seconded, all were in favor.

Heather motioned to re-appoint Commonwealth Code Inspection Service and Pennsylvania Municipal Code Alliance as Inspection Officers. Kingsley seconded; all were in favor.

Kingsley motioned to appoint Valerie as representative to the Cumberland County Tax Bureau and Bob Shively as alternate, Heidi seconded, all were in favor.

Kingsley motioned to appoint Valerie as the Open Record Representative, Heidi seconded, all were in favor.

Kingsley proposed establishing meetings for the second Tuesday of each month at 7:00 pm. and publishing the information in the local newspapers. The meeting dates for 2026 are as follows: February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10 and December 8, 2025. Heidi seconded; all were in favor.

Kingsley motioned to certify Bob Shively as delegate to the State Association's annual convention in Hershey. Heather seconded; all were in favor.

The Re-organizational meeting was adjourned at 7:05 pm.

**The regular January 5, 2026, monthly meeting was called to order at 7:05 pm by Heidi Clevenger.**

**Approval of Minutes:** Kingsley motioned to approve December 9, 2025, minutes, Heather seconded, all were in favor.

**Acceptance of Treasurer's Report:** Kingsley motioned to approve December 9, 2025, treasurer's report, Heather seconded, all were in favor.

**Visitors:** NONE

**Correspondence:**

Kingsley went over the correspondence and mentioned what was important.

**Gym:** Heather had nothing new to report.

**Old Business:**

Valerie noted that some residents are still not following the 2025 Septic Pumping schedule. She will double-check the list of those who have yet to pump and forward this information to the lawyers, who will then draft a letter and send it to the individuals concerned.

**New Business:**

Valerie mentioned that she is going to send out the district 1 septic pumping letters to the property owners who are due to pump their septic tanks in the year 2026 the week of January 15, 2026.

**Solicitors' Report:** Richard Webber had nothing new to report.

**Road Master Report:** Kingsley reported that the trucks are ready for any winter weather.

**Permit Report:** There have been no permits since last meeting.

**Emergency Mgmt.:** Bob presented his report and said there is going to be a safe – dig on Thursday January 8, 2026, and the Local Coordinators meeting is going to be held January 12, 2026

**Approval of Bills:** Kingsley made a motion to approve the bills for payment, Heather seconded; all were in favor.

**Additional Bills for Payment:** Kingsley made a motion to approve the additional bills for payment, Heather seconded; all were in favor.

**Adjournment:** Kingsley made a motion to adjourn the meeting at 7:30 pm, Heather seconded; all were in favor.

Secretary,

Valerie J. Mowery