

PENN TOWNSHIP BOARD OF SUPERVISORS
100 Municipal Building Road
Duncannon, PA 17020-1100

Henry A. Holman, Jr., Chairman

Charles H. Stoner, Vice Chairman

Robert E. Shaffer, Sr., Supervisor

MINUTES OF MAY 31, 2006

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The Penn Township Board of Supervisors (PTS) met on Wednesday, May 31, 2006 at 7:00 p.m. in the Municipal Building to conduct their regularly scheduled meeting. Chairman Henry Holman, Jr., Vice-Chairman Charles Stoner, and Supervisor Robert E. Shaffer, Sr. were in attendance. Other personnel present were Helen Klinepeter (Secretary), Susan Long (Treasurer), Rich Wagner (Solicitor), Max Shradley (Engineer), Police Chief Alan Houck, and Chris Deiter (Road Foreman). A list of visitors attending is on file in the Township Office. Chairman Holman convened the meeting with the Pledge of Allegiance and a moment of silence. The meeting was recorded to aid in the preparation of the minutes.

EXECUTIVE SESSION

Chairman Holman announced that an executive session had been held prior to this evening's meeting at 6:00 p.m. to discuss personnel issues. No action was taken at the executive session.

VISITORS

Sally Fiscus and Peggy Paden, Petersburg Commons

Ms. Paden stated that they were in attendance to discuss the request presented last month for the PTS to take over the streetlights, culverts and drainage areas of Petersburg Commons. Chairman Holman offered his opinion that there would be no problem with taking over the street lights. He reported that Chris Dieter and he had made a site visit to look at the main culvert and drainage areas. He said that the culvert was one-third full of debris and growth and would eventually fill completely due to the amount of runoff carried through the culvert. He hesitated to recommend taking over this culvert, noting his concern that cleaning it out might entail disturbing the existing wetland. Ms. Fiscus then asked questions about what the Homeowner's Association could do to clean it out.

Ms. Fiscus asked about the drainage areas. Chairman Holman replied that the catch basins appear to have been installed correctly and that he would have no problem with the PTS taking them over. She asked what paperwork would be needed from Petersburg Commons. The Solicitor said that she would need a deed of dedication for the drainage areas and the street lights after which the PTS would determine if they had been described in accordance with the approved plan.

Jeff Holman

Mr. Holman stated that he had received a building permit for improvements to his house and was requesting a time extension. The Secretary explained that he had received the building permit before the Uniform Construction Code (UCC) laws went into effect and a year later had received a time extension. She stated that he was now asking for a second time extension, and if not granted, would entail obtaining a new building permit. Mr. Shaffer asked Mr. Holman when he expected to have the improvements finished, with Mr. Holman responding that they would be completed within the next year. Mr. Shaffer stated that he would like to see the PTS be flexible since there was indication of a completion date. He moved that a time extension be given until May 31, 2007 for Mr. Holman's building permit. Mr. Stoner seconded the motion. Motion passed, with Chairman Holman abstaining since Mr. Holman is his son.

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Virginia Barr and John Amsler

Commissioner Amsler stated that Ms. Barr and Commissioner Van Buskirk had earlier met with the Zoning Officer (ZO) to discuss zoning changes for Business Campus One (BCO). He said BCO is zoned Mixed Use Commerce (MUC), but that restrictions connected with infrastructure funding have resulted in a very narrow-focused type of business being allowed on site. He stated that the Commissioners were requesting that the PTS consider allowing additional permitted uses in the MUC District or else re-zone BCO as Industrial Park-Limited.

Ms. Barr presented sample informational packages sent to businesses to entice them to purchase property at BCO. She introduced Dave Arnold of Mallard Enterprises, who spoke about his truck dispatching facility that he would like to establish at BCO, but which is not a permitted use according to current zoning.

Ms. Barr informed the PTS that there is a set of covenants regulating the types of buildings, materials, locations, and fencing that was determined by a design review committee of the Perry County Economic Development Corporation (PCEDC). She stated that these covenants were designed to protect the business's investments. Mr. Shaffer noted that at one time there was a Penn Township representative on the design review committee and requested that one be included in the future. Commissioner Amsler stated that he had no problem with putting a representative on the committee.

The Solicitor asked what would prevent PCEDC from declaring the covenants null and void once the PTS granted the zoning change request. Ms. Barr responded that the covenants were recorded two weeks ago and referred him to Bill Bunt, County solicitor.

After discussion, it was the consensus to ask the Penn Township Planning Commission (PTPC) to review the request. Chairman Holman urged Ms. Barr and Commissioner Amsler to attend the next PTPC meeting. The Engineer requested a copy of the materials presented by Ms. Barr to the PTS.

Sam Auxt

Mr. Auxt asked for an update on the clean-up status of Dino's, Citgo, and the Cain mansion, and questioned what could be done about the hole that remained after demolition at the Decoven Diner. The Solicitor responded that he had written a letter to Dusin Bratic on April 28, 2006 asking for a timetable for clean-up of Dino's and Citgo and had not received a response. He offered that the PTS now had three options: do nothing, send another notice, or cite the property owner. Mr. Shaffer asked what the next step should be, with the Solicitor responding that the owner should be cited. The Secretary responded that he could be cited under the UCC Code and the Nuisance Ordinance for dangerous structures. After discussion, and upon a Shaffer/Stoner motion, the PTS voted unanimously to cite the property owner(s) of Dino's and Citgo, including copies of the ordinance and notices previously sent, and giving a 10-15 day notice to clean-up the properties.

In regard to the Decoven Diner demolition, the Solicitor offered that it was on private property and asked if the demolition permit required the property to be restored to prior condition. If not, no ordinance was violated and the PTS could not take any action. Mr. Shaffer asked if the EMS had a permit for the sign on the property, with the Secretary responding that they did not and would need to remove the sign.

In regard to the Cain mansion, the Secretary reported that Dr. Schwartz would like to wait until his land development plan is approved and clean up everything at one time. Mr.

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Shaffer offered that, since there is progress being made on that property, he would like to wait before the PTS takes any action.

Paul Soltis

Mr. Soltis noted that additional debris has now appeared outside of Dino's and stated his opinion that it will only get worse until the PTS gets the situation resolved.

Mr. Soltis offered his concern about the dangerous situation at the intersection of Schoolhouse and Susquenita Hill Roads. He stated that motorists travelling south on Schoolhouse Road do not stop at the intersection, possibly because of the location and poor visibility of the stop sign. He suggested that a stop line be painted on the roadway before the intersection. The Solicitor asked if the current sign is in the appropriate place, but hidden, so that motorists driving at the speed limit do not see it in time to stop. He informed the PTS that it is legal to put larger stop signs on each side of the roadway. A discussion was held on the possibility of installing a stop sign on the left side of the roadway, with the Solicitor recommending that the Engineer check height regulations. He also recommended an ordinance allowing a stop line on the roadway, erection of "stop sign ahead" signs, and additional police presence in the area.

CeCe Novinger

Ms. Novinger reported that demolition of the structure on the Tom Reynolds property would be continued in the fall, after the snakes leave the area.

Sargent Ringer, PA State Police

Sgt. Ringer presented an update on assistance provided to the Township by the State Police. He also noted that Perry County Crime Stoppers was still in existence and asked the audience for support of that organization.

William Rohrer

Mr. Rohrer was present to request a change in the requirements of the sign ordinance. He explained that he would like to increase the number of patrons visiting the businesses at Cove Centre by installing advertising signs further north on Rt. 11/15 at Big Bee Boats. He stated that the signs that were erected did not meet the requirements of the sign ordinance and had to be removed. He requested that the PTS increase the requirements of the maximum square feet allowed per Incidental Sign from 2 square feet to 4 square feet. The Secretary will place the request on the agenda of the next PTPC meeting. She then informed Mr. Rohrer of the process for application for an off-premise billboard.

Mr. Rohrer also noted the problem of attracting business to the area and suggested that the PTS establish a committee to promote the advantages of establishing businesses in the Township.

MINUTES

In response to the request for approval of the minutes, there was a Stoner/Shaffer motion to approve the minutes of the April 26 and April 27, 2006 meeting as presented. Motion passed by unanimous vote of the PTS.

INVOICES AND EXPENDITURES

The Treasurer provided the PTS with a list of Invoices and Expenditures for the period April 27 through May 31, 2006 for consideration of approval. After due consideration, and upon a Shaffer/Stoner motion, the PTS voted unanimously to approve payment of checks 18814 through 18903 from the PLGIT General Account in the amount of \$47,137.10; five ACH transfers from the Newport Bank General Account in the amount of \$4,831.39; checks 393

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through 402 from the Newport Bank Park and Recreation Checking Account in the amount of \$579.60; and a transfer of funds to the Park and Recreation Checking Account in the amount of \$642.67.

TREASURER REPORT

Upon a Shaffer/Stoner motion, the PTS voted unanimously to accept the Treasurer's Report for the period April 27 through May 31, 2006, subject to yearly audit.

HIGHWAY DEPARTMENT REPORT

The Secretary presented the May 2006 Highway Department report. A discussion was held on the parking situation on Mountain Street. Chairman Holman stated that he has reviewed the situation and, due to parking space limitations, has no recommendation at the present time. He noted that the issue needs to be resolved before snow-plowing begins and stated that he and the Road Foreman would pay a site visit and talk to the residents about parking issues.

2006 Road Bid Packets

The Secretary presented information for roadwork planned on Sawmill and Gambers Corner Roads and requested permission to advertise for bids. She noted that a pre-bid meeting would be held on June 15, with bids opened on June 26 and awarded on June 28, 2006. After the bid packets were reviewed, there was a Shaffer/Stoner motion to authorize the Secretary to advertise for bids. Motion passed by unanimous vote of the PTS.

PENN TOWNSHIP PLANNING COMMISSION (PTPC) REPORT

Glenn Mitchell Subdivision Plan, File #2006-06

The Secretary presented a letter from the PTPC recommending approval of the DEP mailer for the above-mentioned plan. She explained that the plan subdivides the Mitchell property so that one parcel can be deeded to Otterbein United Methodist Church for a cemetery. After discussion, and upon a Shaffer/Stoner motion, the PTS voted unanimously to approve the *Request for Planning Waiver and Non-Building Declaration* for the Glenn Mitchell Subdivision Plan, File #2006-06.

ZONING OFFICER (ZO) REPORT

The ZO Report for May 2006 was reviewed without comment.

SEWAGE ENFORCEMENT OFFICER (SEO) REPORT

The SEO Report for May 2006 was reviewed without comment.

PENN TOWNSHIP PARK AND RECREATION BOARD (PTPRB) REPORT

Jim Renner presented a mid-year report of activities on the park grounds. He then discussed parking problems due to high usage of the park grounds and presented some suggestions for additional parking. Chairman Holman offered to review the parking suggestions with the Road Foreman.

PENN TOWNSHIP MUNICIPAL AUTHORITY (AUTHORITY) REPORT

Chairman Holman noted that the Township's UCC inspectors would verify abandonment of the on-lot septic systems during their inspection of the sewer connections for the Perdix project at no additional cost. He stated his understanding that the Authority had that responsibility. Mr. Shaffer stated that the Authority had done those inspections in the past, but not since the UCC law took effect. He added that the Authority felt those inspections could be handled by the UCC inspectors during their visit to inspect the sewer connections. Chairman Holman replied that

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there are no provisions in the UCC laws for those inspections and offered that he felt the Authority should be responsible for the verification. Mr. Shaffer offered that if the PTS wanted the Authority to verify abandonment of the septic systems, he thought it could do the inspection for a nominal fee of perhaps \$25. Mr. Shaffer stated that the subject would be brought up for discussion at the Authority meeting on June 7, 2006.

Chairman Holman noted that the Interconnection Agreement (Agreement) with Duncannon Borough (Borough) concerning the sale of bulk water to Petersburg Commons has been signed by the Authority. He offered that, after 12 years of litigation and an estimated \$60,000 in legal expense, there is no difference between the Agreement and the PUC tariff. He stated that those legal expenses were included in the calculation of the Authority's water tapping fee, making it higher then necessary.

Chairman Holman stated that, when he questioned the amount of money paid to the Authority by the Catholic Diocese, he did not intend to embarrass anyone at the Authority. He stated that he had questioned the approximate \$75,000 difference in the amount the Authority said it received and the amount the Catholic Diocese told him it paid the Authority. He quoted from Authority minutes in which the Executive Secretary stated she should attend a PTS meeting and embarrass him the way he embarrassed her by making accusations over which he had no proof. Chairman Holman then noted for the record that, according to the draft review of the Authority's financial condition completed by Mark Derr, the Catholic Diocese made payments of \$81,510 more then the amount the Authority says it received.

Chairman Holman then made mention of several other items appearing in the draft review. Because of the separate customer bases for sewer and water rates, it is necessary for water rates to pay for water system expenses and sewer rates to pay for sewer system expenses. He quoted that an "operating" authority is totally on its own, selling bonds to finance and operate its projects, and paying off its debt from project revenues. Municipal officials have no role in operating or paying for the project under this type of authority. He explained that this would not be the case if the Authority would be a "financing" or "lease-back" type of authority. He noted that tapping fees must be based on actual historical costs, not bid prices, and must exclude interest, financing costs, and grants. He stated his concern over how the tapping fees from the latest sewer project have been used. He then offered that the money received from the Catholic Diocese should have been deposited into an escrow account to be used for future projects; as it is, there is no accountability as to what it was spent for.

Chairman Holman then spoke about the \$1.5 million line of credit drawn on the Marysville Bank to be used for costs associated with the sewer project. He noted that, when PennVest reimbursed those costs, the reimbursed amounts where used for operating expenses instead of paying down the line of credit.

Chairman Holman noted that principal payments on the PennVest loan are scheduled to begin in 2007 and will result in a 55% increase in sewer rates. He stated that various documents point out that the Authority has known for several years that rates needed to be increased. He noted that a condition of the PennVest loan was the requirement to have user rates in effect sufficient enough to meets its operating, maintenance, administrative and debt service expenses until the loan is repaid in 2037.

Chairman Holman noted that yearly fiscal audits since 1999 have reported that operating expenses have exceeded revenue. He suggested that the Authority should do more to collected monies owed by delinquent customers.

Chairman Holman reported that, by court order dated January 17, 2006, \$5,833 in customer charges that the Authority had put into an escrow account for Petersburg Commons was to be returned to the Authority. On February 16, 2006, the Borough hand-delivered a refund check to an Authority employee. At the same time the Borough's solicitor issued another check for the same refund; however, the Authority did not receive this check. In order for the escrowed money to be released back to the Borough an affidavit is needed from the Authority that it did not receive the check. Chairman Holman asked Mr. Shaffer to do what he could to

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expedite the completion of the necessary affidavit. Mr. Shaffer stated his understanding that it has since been signed.

SECRETARY REPORT **NIMS Certification Form**

The Secretary reported that PEMA is requesting that the NIMS Certification form be signed by the senior elected official. She noted that the Township has complied with the requirements and asked Chairman Holman to sign the certification.

2005 Financial Audit

The Secretary reported that the accounting firm that performed the 2005 FY financial audit would like to meet with the PTS and elected auditors to discuss their findings on June 12 or June 29. Mr. Shaffer suggested that she contact the auditors and ask if the meeting could be held at 6:00 p.m. prior to the June 28, 2006 meeting.

Kinsey Road

The Secretary reported that, at the May 26, 2006 PTS meeting, the question arose as to who was the owner of property along Kinsey Road where students are parking during school hours. She stated that Susquenita School District (District) is the owner of the property and added that the District had granted a sewer easement to the Authority. Chairman Holman stated that, since the District owns the property, the Township can not enforce parking regulations on that property. The Secretary noted that No Parking signs are installed 400' from the intersection of Schoolhouse Road and that the PTS would need to amend the No-Parking Ordinance if it wished to install additional signs past the 400' distance. Chief Houck stated that he has seen an improvement in parking conditions since the police have made their presence known. After discussion, it was the consensus that the Secretary should notify the District that they are responsible for regulating parking on their property on Kinsey Road.

Cumberland-Perry County Task Force (CPCTF) Recommendation

The CPCTF has suggested that the PTS request PennDOT to forward highway occupancy permits for developments to the PTS for review and comment before they are issued. Mr. Shaffer clarified that the PTS should request to be involved in the transportation impact study review and approval process. The Secretary also suggested the PTS request DEP to keep the Township informed about sewer and water studies pertaining to developments. The Solicitor suggested that a letter also be sent to the local PennDOT representative. After discussion, and upon a Shaffer/Stoner motion, the PTS voted unanimously to send letters to PennDOT, the local PennDOT representative, and DEP requesting to be involved in any of their studies relating to developments in the Township.

Street Light Tax Exoneration

The Secretary reported that Sam Auxt has requested permanent exoneration from the street light tax for his property, due to the property not receiving any benefits from street lighting. After discussion, and upon a Shaffer/Stoner motion, the PTS voted unanimously to exonerate the Sam Auxt property, parcel #210,118.03-134.000, from street light taxation.

Real Estate Tax Assessment Change

The Secretary presented a notice from the County Commissioners stating that 20 lots and the flood plain area at Petersburg Commons were reassessed to a value of \$5,000 each because they were deemed unbuildable. The notice further stated that the owner will notify the assessment office when water is supplied to the lots and they are considered buildable. The

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Treasurer noted that a check remitting overpayment of taxes for 2005 was approved earlier in the evening.

Resolution to Change Spelling of Suzanne Drive

The Secretary presented a draft resolution changing the spelling of Susanne Drive to Suzanne Drive and requested authorization for advertisement. After discussion, and upon a Shaffer/Stoner motion, the PTS voted unanimously to authorize advertisement of a resolution correcting the spelling of Suzanne Drive.

Dollar General

The Secretary reported that local PennDOT representative, Jerry Wagner, had not received a response to his request to Cocca Development for a meeting concerning their driveway. He asked the Secretary to continue to call his office as a reminder to his supervisors.

ENGINEER REPORT

Subdivision and Land Development Ordinance (SALDO) Revisions

The Engineer reported that the PTPC had received and reviewed comments from the Perry County Planning Commission (PCPC) on the proposed revisions to the SALDO. He presented a summary of the PTPC responses to those comments for discussion. He noted two areas of significant concern – snow removal easement, which PCPC viewed as overly excessive, and private right-of-way (ROW) issues, which PCPC thought relaxed the present requirements. The Engineer stated that the PTPC recommends that the snow removal easement stand as presented, that private ROW width be reduced from 50' to 30', and that the number of lots permitted to utilize a private ROW be increased from two lots or dwelling units to three. The Solicitor offered that the PTS should decide whether to accept the PCPC suggested changes or the PTPC recommendations.

Mr. Shaffer commended the PTPC and advisors on the job they did with the SALDO revisions. He offered that he had concerns with requiring only a 30' private ROW, in that future development in that area might not be possible if there is not sufficient space to increase the 30' ROW to the 50' needed for a public ROW. In regard to the number of lots permitted on a private ROW, he offered that increasing the number to three is preferable than increasing it to six, as had been suggested in the past.

The Solicitor concurred that, with a private 30' ROW, if in the future someone wants to expand or develop any residual property and/or improve the ROW, it would necessitate acquiring additional width from adjoining property owners. If additional property could not be obtained, the Township would lose the additional tax base. He offered that, in the long range, a 30' ROW is restrictive, while a 50' ROW aids development. The Solicitor also noted the reluctance that mortgage companies have in lending money for properties on private ROWs because it reduces property values.

The Engineer noted that, even if the additional width could be obtained, it may create a non-conforming setback and zoning issue.

Mr. Shaffer offered that, if the width of the ROW were the only issue, he would be comfortable to advertise the revisions. He moved to advertise the SALDO, with the width of a private ROW remaining at 50'. Mr. Stoner stated that he would like an opportunity to further study the comments and responses, but agreed that a developer would be foolish to construct a 30' ROW. The Engineer explained to Mr. Stoner that most of the comments from PCPC were about changes in definitions, grammar, or spelling mistakes.

Chairman Holman asked why a developer should be required to provide a 50' ROW if he knew that he was not planning any further development. He questioned if the PTS was trying to protect the developer from himself. He offered that both the 30' and 50' ROW requirement

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were acceptable to him, but that he does have a problem with the PTS saying that it knows what the developer wants.

Mr. Shaffer noted that there was no second to his motion. Mr. Stoner stated that he still wanted to take another look at the comments and responses. Chairman Holman asked how many more months it would take before a decision could be made.

Mr. Stoner responded to a comment that he was pro-development by noting that the Township has been anti-development for many years, the population of the Township is decreasing, and the PTS needs to find ways to encourage development. He added that he does not have a personal agenda for development.

After further discussion, Mr. Stoner seconded the motion to advertise the SALDO, with the width of a private ROW to remain at 50'. Motion passed by unanimous vote of the PTS. The Secretary will advertise the SALDO for public hearing on June 28, 2006 at 6:00 p.m. It was decided to reschedule the auditor's presentation for 7:00 p.m.

Dollar General

The Engineer reported that he had not received a reply to his letter to Dollar General notifying them of their failure to comply with the approved subdivision plan. The Solicitor stated that the PTS could send notification to the owner of the violations that have occurred, include past notices sent and inform them that corrections must be made by a certain date or they will be cited. The Engineer stated that he has notified them and has not had a response. The Solicitor then stated that the person in charge of code enforcement now has the right to file for action with the District Judge.

Mr. Shaffer noted that there was a similar issue with Sheetz. The Secretary stated that she had received a new letter of credit from Sheetz. The Engineer stated that he had received a call from Sheetz that they wanted to correct their ground water drainage issue. Since Sheetz is willing to work with the Township it was the consensus that no action would be taken against them at this time. The Engineer will contact them about necessary corrective action.

After further discussion, and upon a Shaffer/Stoner motion, the PTS voted unanimously to have the Secretary cite the owners of Dollar General as a non-traffic violation.

Zoning Ordinance

The Engineer reported that he had prepared a review of the Open Space regulations of the Zoning Ordinance and had forwarded it to the PTPC for their review and consideration.

Sheetz Car Wash

The Engineer stated that he would forward to Sheetz a letter detailing the corrections that need to be made to the Car Wash property. The Secretary stated she would be sending Sheetz a letter concerning renewal of their letter-of-credit.

SOLICITOR REPORT

All business involving the Solicitor was discussed earlier in the evening.

POLICE REPORT

The April 2006 Monthly Police Incident Report was reviewed without comment.

Police Vehicle

Chief Houck reported that the new police vehicle would be ready for delivery in two weeks. The Secretary noted that no financial paperwork has been received, with Chief Houck answering that the paperwork would be ready in another week.

Abandoned Vehicles

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Chief Houck reported that four abandoned vehicles were removed from the Perdix area. It was noted that the vehicles sitting on the Sminkey property possibly do not have engines. Chief Houck stated that he will look into the situation. Mr. Auxt thanked the PTS and Chief Houck for removing the abandoned vehicles on Morgan Street.

Police Website

Chief Houck reported that the website is up and running, although still under construction.

PA Narcotics Officers Association (PNOA)

Chief Houck reported that PNOA has requested the use of the Township building for a training workshop for several days in July. He stated that PNOA would reimburse the Township for meal expenses.

BUILDING, ZONING, DRIVEWAY, AND SIGN PERMIT REPORT

The April 2006 Permit Reports were reviewed without comment.

CORRESPONDENCE

PA Agricultural Ombudsman Program Brochure

The Secretary presented a brochure entitled "*Some Facts to Consider if You Are Thinking of Moving to they Country.*" She requested permission to obtain additional copies as hand-outs, with the consensus to grant the request.

OLD BUSINESS

Penn Township Website Update

The Secretary reported that Robert Monk is updating the website at no cost to the Township. She added that he has suggested the Township switch servers to Brinkster, at a two-year cost of \$190.80 and a \$576 savings over the cost of the current server. After discussion, and upon a Shaffer/Stoner motion, the PTS voted unanimously to switch the website server from Earthlink to Brinkster.

NEW BUSINESS

Recycling Center

The Secretary reported that the Recycling center would start operation on Saturday, June 10, 2006 and that flyers would be mailed to every resident detailing hours of operation, location, and materials accepted.

Creek Road Speed Limit Signs

The Secretary reported that 35-mph speed limit signs were erected on Creek Road. She noted that there is no ordinance covering that speed and stated an ordinance would have to be enacted. She explained that Ordinance 95, dated December 21, 1975, established a 40-mph speed limit on Creek Road. She asked if the PTS wanted to adopt an ordinance establishing the speed limit on Creek Road at 35-mph or replace the current 35-mph signs with 40-mph signs. After discussion, it was the consensus of the PTS to install 40-mph signs on Creek Road.

Termination of Part-Time Police Officer

Based on discussion during the Executive Session held prior to this evening's meeting, Chairman Holman moved that the PTS terminate the position of Steve Kisner as part-time police officer. Mr. Stoner seconded the motion. Chief Houck asked that the record reflect he is opposed to the motion. Motion passed by unanimous vote. In conjunction with the Solicitor, the Secretary is to write a letter to Officer Kisner informing him of the decision to terminate his employment.

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ADJOURNMENT

With no further business to be conducted, and upon a Shaffer/Stoner motion, the PTS voted to adjourn at 10:10 p.m.

Respectfully Submitted,

Susan E. Long