

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 JANUARY 2, 2006

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The Penn Township Board of Supervisors (PTS) met on Tuesday, January 2, 2007 at 6:00 p.m. in the Municipal Building to conduct their annual reorganization meeting. Elected supervisors Henry Holman, Jr. and Charles Stoner were in attendance. Other personnel present were Helen Klinepeter (Secretary), Susan Long (Treasurer), and Police Chief Alan Houck. 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.

CURATIVE AMENDMENT PUBLIC HEARING

It was announced that the Curative Amendment public hearing scheduled for 6:00 p.m. has been re-scheduled for January 31, 2007 at 6:00 p.m.

Temporary Chairman

Upon a Stoner/Holman motion, the PTS voted unanimously to appoint Helen Klinepeter as temporary chairman.

Temporary Secretary

Upon a Holman/Stoner motion, the PTS voted unanimously to appoint Susan Long as temporary secretary.

VISITORS

Robin Vorous, W. J. Moore Insurance

Mrs. Klinepeter presented insurance packages from H. A. Thomson, at a cost of \$13,580.74, and from W. J. Moore, at a cost of \$13,491.00. Ms. Vorous noted that MRM would provide the coverage for W. J. Moore, and that the cost for 2007 is \$1,400 less than the cost for 2006. She explained that the lower cost is a result of market conditions, experience and the Township's claim record. She added that MRM was late in submitting its proposal and that the PTS would not need to make a decision at this time. After discussion, and upon a Stoner/Holman motion, the PTS voted unanimously to accept the proposal for the insurance package from W. J. Moore, at a cost of \$13,491.

Appointment of Chairman

Mr. Stoner moved to appoint Henry Holman as Chairman of the PTS, seconded by Mr. Holman. Motion passed.

Appointment of Vice-Chairman

Upon a Holman/Stoner motion, the PTS voted unanimously to appoint Charles Stoner as Vice-Chairman of the PTS.

Appointment of Roadmasters

Upon a Holman/Stoner motion, the PTS voted unanimously to appoint all three supervisors to the position of roadmaster.

Appointment of Secretary

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Upon a Holman/Stoner motion, the PTS voted unanimously to appoint Helen Klinepeter as Township Secretary.

Appointment of Treasurer

Upon a Stoner/Holman motion, the PTS voted unanimously to appoint Susan Long as Township Treasurer.

Appointment of Police Chief

Upon a Stoner/Holman motion, the PTS voted unanimously to appoint Alan Houck as Chief of Police.

Appointment of Township Solicitor

The Secretary reported that the Township Solicitor was requesting \$125.00 per hour for 2007. Upon a Shaffer/Stoner motion, the PTS voted unanimously to retain the firm of Mancke, Wagner, Spreha and McQuillan as Township Solicitor at a rate of \$125.00 per hour.

Appointment of Township Engineer

The Secretary reported that the Township Engineer was requesting \$115.00 per meeting for 2007, with all other work to be performed in accordance with the current agreement. Upon a Stoner/Holman motion, the PTS voted unanimously to retain Rettew Associates as Township Engineer at a rate of \$115.00 per meeting.

Appointment of Vacancy Board Chairman

Upon a Holman/Stoner motion, the PTS voted unanimously to retain Donald Carpenter as chairman of the Vacancy Board.

Appointment of Township Sewage Enforcement Officer (SEO)

Upon a Stoner/Holman motion, the PTS voted unanimously to re-appoint John Madden as SEO and re-appoint Leonard Sizer and Rebecca Koch as alternate SEOs.

Appointment of Township Zoning Officer (ZO)

Upon a Stoner/Holman motion, the PTS voted unanimously to re-appoint John Madden as ZO and Leonard Sizer as alternate ZO.

Appointment of Uniform Construction Code (UCC) Inspection Agency

The Secretary presented the 2007 fee schedule for Glace Associates and noted there would be no increase in costs. Upon a Stoner/Holman motion, the PTS voted unanimously to retain Glace Associates as the Township's UCC inspection agency.

Appointment to Fill Expired Position on the Penn Township Municipal Authority (Authority)

The Secretary presented a letter from the Authority requesting that the PTS re-appoint Robert Shaffer to the Authority. Mr. Stoner questioned how long the position could remain vacant. The Secretary replied that she did not know the answer and would have to check with the Solicitor.

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Chairman Holman offered his opinion that the position could remain vacant for a short time. He stated that he would like to advertise the vacancy to see if any resident is interested in serving on the Authority. After discussion, and upon a Holman/Stoner motion, the PTS voted unanimously to advertise the vacancy for the Authority and review the responses at the February 28, 2007 meeting.

Appointment to the Capital Tax Collection Board

Upon a Stoner/Holman motion, the PTS voted unanimously to re-appoint Susan Long as Township representative to the Capital Tax Collection Bureau.

Appointment of Financial Depositories

Upon a Holman/Stoner motion, the PTS voted unanimously to retain PLGIT and The First National Bank of Newport as financial depositories for 2007.

2007 SALARIES

Secretary

Upon a Stoner/Holman motion, the PTS voted unanimously to set the wage of the Secretary at \$15.12 per hour.

Treasurer

Upon a Stoner/Holman motion, the PTS voted unanimously to set the wage of the Treasurer at \$12.55 per hour.

Part-Time Clerk

Chairman Holman stated that he would like to table discussion on the hiring of a part-time clerk until he has had a chance to discuss it further with the Secretary.

Custodian

Upon a Holman/Stoner motion, the PTS voted unanimously to set the wage of the Custodian at \$9.25 per hour, subject to change.

Police Chief

Upon a Holman/Stoner motion, the PTS voted unanimously to set the wage of the Police Chief at \$22.05 per hour.

Part-Time Police Officers

Upon a Stoner/ Holman motion, the PTS voted unanimously to set the wages of Leah Rissinger and Robert Goerner at \$12.95 per hour. Upon a Holman/Stoner motion, the PTS voted unanimously set the wages of Aaron Richards and James Bennett at \$12.50 per hour.

Highway Foreman

Upon a Stoner/Holman motion, the PTS voted unanimously to set the wage of the Highway Foreman at \$17.00 per hour.

Highway Operator

Upon a Stoner/Holman motion, the PTS voted unanimously to set the wage of the Highway Operator at \$15.50 per hour.

Full/Part Time Operator

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Chairman Holman offered his opinion that he would like to table further discussion on hiring an addition highway employee until he has had a chance to discuss the issue in further detail with the highway staff.

Part-Time Operator

Upon a Stoner/Holman motion, the PTS voted unanimously to set the wage of the part-time Operator at \$10.50 per hour.

Part-Time Laborer

Upon a Stoner/Holman motion, the PTS voted unanimously to set the wage of the part-time Laborer at \$9.00 per hour.

Part-Time Groundskeeper

Upon a Holman/Stoner motion, the PTS voted unanimously to set the wage of the part-time Groundskeeper at \$9.30 per hour.

BUSINESS MATTERS

Points of Contact

After discussion, and upon a Holman/Stoner motion, the PTS voted unanimously to appoint Chairman Holman as the Point of Contact for the Authority, office, and highway staff, and Mr. Stoner as the Point of Contact for the Park and Recreation Board, the police staff, and the Penn Township Planning Commission.

2007 Mileage Rate

After discussion, and upon a Stoner/Holman motion, the PTS voted unanimously to set the mileage rate at \$.35 per mile for use of personal vehicles.

2007 Tax Levy

The Secretary presented Resolution 2007-02, setting the 2007 tax rates as follows:

Real Estate Tax - .75 mills

Street Light Tax - \$.32 per front footage

Fire Hydrant Tax - \$.13 per front footage

After discussion, and upon a Holman/Stoner motion, the PTS voted unanimously to advertise Resolution 2007-02, setting the 2007 tax rates.

Resolution 2007-01, Fee Schedule

The Secretary presented Resolution 2007-01, setting Township fees.

UCC Fee – The Secretary noted that Act 157 increased the UCC state fee from \$2.00 to \$4.00 per building permit.

Building Permit Administrative Fee – The Secretary reported that she has researched other municipalities to see if they charge an administrative fee for building permits and found that the average amount charged was \$5.00. After discussion, and upon a Holman/Stoner motion, the PTS voted unanimously to include a \$5.00 Township administrative fee for building permits. It was the consensus that Perdix/Lower Cove residents obtaining building permits for connection to the sanitary sewer would be grandfathered in and would not be charged the \$5.00 administrative fee.

Photocopies – Upon a Holman/Stoner motion, the PTS voted unanimously to increase the amount charged per page of photocopied documents from \$.15 to \$.25.

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Zoning Fees – The Secretary noted that the zoning officer has increased the cost of a zoning permit to \$35, that review of sign permits would now cost \$30, and that the hourly rate for review of subdivision/land development plans is \$75 for the ZO and \$65 for the alternate ZO. The Secretary explained that the applicant pays for the permit fees, but the Township pays for any time spent by the ZO on enforcement issues. Chairman Holman asked why the Township should pay ZO wages when a resident is found to be in non-compliance of the zoning ordinance. The Secretary responded that the PTS could set a fee for reimbursement of zoning officer wages in cases where the resident was found to be in non-compliance. After discussion, and upon a Holman/Stoner motion, the PTS voted to establish a fee reimbursing the Township for zoning costs in cases where the resident was found to be in non-compliance, subject to the approval of the wording by the Solicitor.

It was the consensus to table action on Resolution 2007-01 until the Solicitor provides suggested language for a non-compliance zoning fee.

2007 Meeting Dates

Upon a Holman/Stoner motion, the PTS voted unanimously to set 2007 meeting dates the last Wednesday of each month at 7:00 p.m., with the Roadmaster meeting to be held on March 24, 2007 at 8:00 a.m.

Tax Collector Audit

Upon a Holman/Stoner motion, the PTS voted unanimously to have the elected auditors perform the Tax Collector audit for 2006.

TREASURER REPORT

Having no corrections or additions, and upon a Holman/Stoner motion, the PTS voted to accept the Treasurer's Report for the period December 28 through December 31, 2006, subject to yearly audit.

OLD BUSINESS

Duncannon EMS

The Secretary noted that the PTS had adopted the 2007 Budget with a \$2,500 increase in the donation to the EMS at the December 27, 2006 meeting. She reminded the PTS that they had discussed the possibility of giving additional funding after the beginning of the year. Chairman Holman noted his understanding that the issue was whether or not the budget had to be reopened to give the \$2,500 increase. The Treasurer explained that the budget had been adopted with the \$2,500 increase, and that Mr. Shaffer had suggested it could be reopened after January 1, 2007 to give additional funding. Chairman Holman stated that he had misunderstood and thought that the budget had to be re-opened to appropriate the extra \$2,500 donation.

A discussion was then held on the amount a budget category could exceed before the budget needed to be re-opened, with the Secretary stating that she would research the codes. It was decided to table further discussion on providing additional funds to the EMS until a later date.

NEW BUSINESS

2006 and 2007 Goals

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The Secretary presented a status list of 2006 Township goals and their resolution. She also presented a list of goals for 2007 for PTS review and invited the PTS to contact her with questions or suggestions.

Open Space Development Ordinance

The Solicitor presented a list of comments from the Solicitor concerning the open space development ordinance for their review. She noted that the ordinance will be discussed at a hearing prior to the PTS meeting at 6:00 p.m. on January 31, 2007.

Developments of Regional Impact (DRI)

The Secretary presented information from the Perry County Planning Commission regarding DRIs for review.

2007 PSATS Convention

The Secretary reported that the annual PSATS Convention would be held on April 22 – 25, 2007. Mr. Stoner offered his willingness to attend as the voting delegate for the PTS. Chairman Holman stated that he would be unable to attend the convention.

EXECUTIVE SESSION

At 7:25 p.m. the PTS entered into executive session to discuss personnel and legal issues. At 8:06 p.m. the meeting was reconvened.

ADJOURNMENT

With no further business to be conducted, and upon a Holman/Stoner motion, the PTS voted to adjourn at 8:07 p.m.

Susan E. Long
Recording Secretary