

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

Henry A. Holman, Jr., Chairman

Randy Plummer, Vice Chairman

CeCe Novinger, Supervisor

**MINUTES OF JANUARY 7, 2008**

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The Penn Township Board of Supervisors (PTS) met on Monday, January 7, 2008 at 7:00 p.m. in the Municipal Building to conduct their annual reorganization meeting. Elected Supervisors Henry Holman, Jr., Randy Plummer, and CeCe Novinger 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.

**EXECUTIVE SESSION**

Chairman Holman announced that an executive session was held with Township personnel at 6:30 p.m. to discuss ideas for the betterment of the Township.

**Introduction of New Supervisors**

Chairman Holman introduced newly-elected Supervisor CeCe Novinger, announced that her paperwork was in order, and welcomed her as a member of the PTS.

**APPOINTMENTS**

**Temporary Chairman**

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

**Temporary Secretary**

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

**Appointment of Chairman**

Upon a Novinger/Plummer motion, the PTS voted unanimously to appoint Henry Holman, Jr. as Chairman of the PTS.

**Appointment of Vice-Chairman**

Upon a Novinger/Holman motion, the PTS voted unanimously to appoint Randy Plummer as Vice-Chairman of the PTS.

**Appointment of Roadmasters**

Upon a Plummer/Novinger motion, the PTS voted unanimously to appoint all three Supervisors to the position of roadmaster.

**Appointment of Secretary**

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

**Appointment of Treasurer**

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

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### **Appointment of Police Chief**

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

### **Appointment of Township Solicitor**

The Secretary reported that the Township Solicitor was requesting \$135.00 per hour for 2008. Upon a Holman/Plummer motion, the PTS voted unanimously to retain the firm of Mancke, Wagner, Spreha and McQuillan as Township Solicitor at a rate of \$135.00 per hour.

### **Appointment of Township Engineer**

The Secretary reported that the Township Engineer was again requesting \$115.00 per meeting for 2008, with all other work to be performed in accordance with the current agreement. Upon a Plummer/Novinger 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/Plummer motion, the PTS voted unanimously to retain Donald Carpenter as chairman of the Vacancy Board.

### **Appointment of Township Sewage Enforcement Officer (SEO)**

Upon a Plummer/Novinger motion, the PTS voted unanimously to re-appoint John Madden as SEO and re-appoint Leonard Sizer as alternate SEO.

### **Appointment of Township Zoning Officer (ZO)**

Upon a Plummer/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 2008 fee schedule for Glace Associates and noted there would be an increase in inspection fees of \$.02 per square foot for commercial buildings and a decrease of \$7.75 per each \$1,000 of the renovation cost. Upon a Holman/Novinger 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 reported that she had not received any recommendations from the Authority to fill the expired term of Irene Graybill. Upon a Holman/Plummer motion, the PTS voted unanimously to leave the position vacant until the January 30, 2008 PTS meeting, or a later date.

### **Appointment to Fill Expired Position on the Penn Township Planning Commission (PTPC)**

The Secretary reported that the PTPC has recommended that Ed Chism be re-appointed. Upon a Plummer/Novinger motion, the PTS voted unanimously to re-appoint Ed Chism to the PTPC.

### **Appointment to Fill Expired Position on the Penn Township Zoning Hearing Board (ZHB)**

Chairman Holman noted that the ZHB had made a recommendation for the vacant position on the ZHB. He stated that he would like to dispense with that nomination and then submitted the

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name of Joanne Glossner. Upon a Plummer/Novinger motion, the PTS voted unanimously to appoint Joanne Glossner to the ZHB.

### **Appointment of ZHB Alternate**

The Secretary reported that the ZHB has recommended that David Grow be appointed to the ZHB as an alternate member. Upon a Novinger/Plummer motion, the PTS voted unanimously to appoint David Grow as an alternate member to the ZHB.

### **Appointment to Fill Expired Position on the Penn Township Park and Recreation Board (PTPRB)**

The Secretary reported that the PTPRB has recommended that Michael Freeman be re-appointed to the PTPRB. Upon a Holman/Plummer motion, the PTS voted unanimously to re-appoint Michael Freeman to the PTPRB.

### **Appointment of Vacant Elected Auditor Position**

Upon a Holman/Novinger motion, the PTS voted unanimously to appoint Robert Shaffer, Sr. to fill the vacant Elected Auditor position created upon the resignation of CeCe Novinger. Upon a Holman/Plummer motion, the PTS voted unanimously to re-appoint Margaret Raub for a two-year term as elected auditor and Bradley DiPaola for a four-year term.

### **Appointment to the Capital Tax Collection Board**

Upon a Plummer/Novinger motion, the PTS voted unanimously to re-appoint Susan Long as Township representative to the Capital Tax Collection Bureau and appoint Helen Klinepeter as alternate.

### **Appointment to the Cumberland-Perry Task Force (CPTF)**

After discussion, it was the consensus to not appoint a member to the CPTF until the Secretary can research the by-laws to determine if the member must be a Supervisor.

### **Appointment of Financial Depositories**

Upon a Plummer/Novinger motion, the PTS voted unanimously to retain PLGIT and Orrstown Bank as financial depositories for 2008.

## **VISITORS**

### **Susan Kistler**

Ms. Kistler asked for the name of the Police Chief and was told that it was Alan Houck.

## **2008 SALARIES**

Chairman Holman suggested that all employees be given a 3% increase in their hourly rates for 2008. He noted that there would be no co-pay of health insurance for covered employees for 2008 but stated that he could not guarantee there would not be a co-pay in 2009. Upon a Plummer/Novinger motion, the PTS voted unanimously to grant a 3% increase in hourly rates for all employees in 2008.

### **PTS Compensation**

Chairman Holman reported that the state allowance for compensation of supervisor duties had increased several years earlier from \$1,500 to \$1,875. He noted that, in the past, he had declined any compensation for roadmaster or for supervisory duties. Due in part to increased cell phone costs, he stated that he will accept the \$1500 compensation for his supervisory

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duties. In addition, he stated that he would ask for reimbursement for personal expense for small items.

Chairman Holman informed Ms. Novinger and Mr. Plummer that they were entitled to \$1,875, with both of them declining the increase. Upon a Holman/Plummer motion, the PTS voted unanimously to accept Ms. Novinger's and Mr. Plummer's offer of compensation at \$1500 per year.

### **BUSINESS MATTERS**

#### **Points of Contact**

Upon a Plummer/Novinger motion, the PTS voted unanimously to appoint Mr. Plummer as the point of contact for the PTPRB and highway staff. Upon a Holman/Plummer motion, the PTS voted unanimously to appoint Ms. Novinger as the point of contact for the PTPC. Upon a Plummer/Novinger motion, the PTS voted unanimously to appoint Chairman Holman as the point of contact for the Authority, and the office and police staff.

#### **2008 Mileage Rate**

After discussion, and upon a Holman/Plummer motion, the PTS voted unanimously to set the mileage rate at \$.45 per mile for use of personal vehicles.

#### **2008 Tax Levy**

The Secretary presented Resolution 2008-01, setting the 2008 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 Novinger/Holman motion, the PTS voted unanimously to advertise Resolution 2008-01, setting the 2008 tax rates.

#### **Resolution 2008-02, Fee Schedule**

The Secretary presented Resolution 2008-02, setting Township fees.

**Driveway Inspection Fee** – The Secretary noted that the fee schedule now includes a fee to cover expenses of Township personnel involved in reviewing locations and inspecting the work completed to ensure it complies with PennDOT specifications and permit provisions.

After discussion, and upon a Novinger/Holman motion, the PTS voted unanimously to accept the changes in the fee schedule. After further discussion, and upon a Holman/Plummer motion, the PTS voted unanimously to advertise Resolution 2008-02 for adoption.

#### **2008 Meeting Dates**

Upon a Plummer/Novinger motion, the PTS voted unanimously to set 2008 meeting dates as follows:

UCC – First Thursday of the month, as needed

PTPRB – Third Thursday of the month

Authority – First Wednesday of the month

ZHB – Second Thursday of the month, as needed

PTPC – Third Monday of the month

PTS – Last Wednesday of the month, with the exception of the December meeting which will be held on the last Tuesday of the month

Roadmaster meeting – Fourth Saturday in March.

#### **Tax Collector Audit**

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Upon a Novinger/Holman motion, the PTS voted unanimously to have the elected auditors perform the Tax Collector audit for 2007 tax receipts.

### **INVOICES AND EXPENDITURES**

The Treasurer provided the PTS with a list of Invoices and Expenditures for the period December 27 through December 31, 2007 for approval. After due consideration, and upon a Plummer/Novinger motion, the PTS voted unanimously to approve payment of checks 20714 through 20716 in the amount of \$23,301.16.

### **TREASURER REPORT**

Having no corrections or additions, and upon a Holman/Plummer motion, the PTS voted to accept the Treasurer's Report for the period December 27 through December 31, 2007, subject to yearly audit.

### **OLD BUSINESS**

#### **PSATS Newly Elected Township Officials Course**

Upon a Holman/Plummer motion, the PTS voted unanimously to authorize Ms. Novinger and Mr. Plummer to attend an introductory course for new Supervisors on January 19 and 26, 2008 at a cost of \$135 per person.

#### **2008 PSATS Convention**

Upon a Holman/Plummer motion, the PTS voted unanimously to appoint Helen Klinepeter as its voting representative at the PSATS convention to be held on May 11 – 14, 2008.

#### **2008 Perry County Association of Township Officials (PCATO)**

Upon a Plummer/Novinger motion, the PTS voted unanimously to authorize Chairman Holman and any other interested Supervisor to attend the PCATO convention on February 23, 2008 at a cost of \$12 per person.

#### **Township Turnaround**

Chairman Holman stated that he will again allow Township vehicles to use his property to turn around in 2008. He added that he will continue keep his property posted and will grant permission on a year-to-year basis.

### **NEW BUSINESS**

#### **2007 and 2008 Goals**

The Secretary presented a status list of 2007 Township goals and their resolution. She also presented a list of goals for 2008 for PTS review and invited the PTS to contact her with questions or suggestions.

#### **Flood Plain Meeting**

The Secretary reported that FEMA had sent new Flood Insurance Rate Maps to the Township. She stated that FEMA would be holding a meeting to discuss the maps on January 29, 2008. Chairman Holman stated that he would be meeting with PTPC representatives to review the maps and that a representative would need to be selected to attend the FEMA meeting.

### **EXECUTIVE SESSION**

At 8:03 p.m. the PTS entered into executive session to discuss personnel issues. At 9:20 p.m. the meeting was reconvened.

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**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Plummer motion, the PTS voted to adjourn at 9:21 p.m.

Susan E. Long  
Recording Secretary