

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

Henry A. Holman, Jr., Chairman

Lucinda (CeCe) Novinger, Vice-Chairman

Vince Bernhard, Supervisor

**MINUTES OF JANUARY 4, 2010**

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The Penn Township Board of Supervisors (PTS) met on Monday, January 4, 2010 in the Municipal Building. Chairman Henry Holman, Jr., Vice-Chairman CeCe Novinger, and Supervisor Vince Bernhard were in attendance. Other personnel present were Helen Klinepeter (Secretary), Paul Sheaffer (Police Chief) Mark Jackson (Police Officer), and Susan Long (Treasurer). Chairman Holman called the meeting to order at 7:00 p.m. He then led the group in the recitation of the *Pledge of Allegiance* and a moment of silence and announced that the meeting was being recorded to aid in the preparation of the minutes. A list of visitors is on file in the Township office.

**INTRODUCTIONS**

Chairman Holman introduced new supervisor, Vince Bernhard, and welcomed him to the PTS. He also introduced and welcomed police officer, Mark Jackson, who has recently received his MOPAC certification.

**APPOINTMENTS FOR 2010**

**Temporary Chairman**

Upon a Holman/Bernhard motion, the PTS voted unanimously to appoint CeCe Novinger as temporary Chairman.

**Temporary Secretary**

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

**Appointment of Chairman**

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

**Appointment of Vice-Chairman**

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

**Appointment of Roadmasters**

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

**Appointment of Secretary**

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

**Appointment of Treasurer**

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

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**Appointment of Police Chief**

Upon a Novinger/Bernhard motion, the PTS voted unanimously to appoint Paul Sheaffer as Chief of Police.

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**VISITORS**

**Carolyn Carnes, Dellville Road**

Mrs. Carnes questioned the increase in the Township's contribution rate from 2.25% to 8.5% for unemployment compensation (UC). She asked who set the rate and was told it was the Township's UC insurance carrier, PSATS. The Secretary reported that the increase was due to the amount of claims paid out from 2006-2008, compared to the amount of contributions paid by the PTS during that same period. Chairman Holman noted that previous employees who get laid off at their current jobs can file against the PTS. Mrs. Carnes then asked if the Township was a reimbursible employer and was told it was not.

**APPOINTMENTS CONTINUED**

Chairman Holman noted that there were no RFPs put out for 2010 for the position of Township Solicitor, Engineer, Zoning Officer or Sewage Enforcement Officer. Supervisor Bernhard asked when the RFPs were last requested and was informed that RFPs were requested in 2009 for the Township Engineer position but had not been requested for several years for the others. He requested a list showing when RFPs were last requested and from which firms.

**Appointment of Township Solicitor**

Upon a Novinger/Bernhard 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, as in 2009.

**Appointment of Township Engineer**

Upon a Novinger/Bernhard motion, the PTS voted to retain Rettew Associates as Township Engineer at a rate of \$115.00 per meeting, as in 2009.

**Appointment of Vacancy Board Chairman**

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

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

Upon a Bernhard/Novinger motion, the PTS voted unanimously to re-appoint Madden Engineering for sewage enforcement services. John Madden will serve as SEO and Leonard Sizer as alternate SEO. The fees remain the same as in 2009, with the exception that when investigations for malfunctions are done, it is the responsibility of the Township to pay the fees incurred.

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

Upon a Bernhard/Novinger motion, the PTS voted unanimously to re-appoint Madden Engineering for zoning services at a rate of \$60.00 per hour, the same as in 2009. John Madden will serve as ZO and Leonard Sizer as alternate ZO.

**Appointment of Uniform Construction Code (UCC) Inspection Agency**

Upon a Novinger/Bernhard motion, the PTS voted unanimously to retain Glace Associates as the Township's UCC inspection agency. Rates will remain the same as in 2009 with the exception of an increase of \$10.00 in manufactured housing permits, and \$.10 per square footage for commercial additions.

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

Upon a Bernhard/Novinger motion, the PTS voted unanimously to re-appoint Sam Auxt to the Authority.

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**Appointment to Fill Expired Position on the PTPC**

Upon a Novinger/Bernhard, the PTS voted unanimously to re-appoint Art Dalla Piazza to the PTPC.

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

Upon a Holman/Novinger motion, the PTS voted unanimously to appoint Brian Foster to a three-year term to the ZHB, Dave Clark to a two-year term, and Barb VanHorn, David Grow, and Larry Watts as alternates to the ZHB. Supervisor Bernhard asked if the PTS could request interested parties to volunteer for the ZHB as volunteers. It was the consensus to put an article in the spring newsletter, informing the public of the importance of the ZHB and asking for volunteers as alternates.

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

Upon a Novinger/Holman motion, the PTS voted unanimously to re-appoint Betsy Kirkoff to the PTPRB.

**Appointment of Right to Know Officer**

Upon a Holman/Novinger motion, the PTS voted unanimously to retain Secretary Helen Klinepeter as Right to Know Officer.

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

Upon a Novinger/Holman motion, the PTS voted unanimously to appoint Supervisor Bernhard as primary representative to the CPTF. Upon a Bernhard/Novinger motion, the PTS voted unanimously to appoint Helen Klinepeter as alternate representative to the CPTF.

**Appointment to the Capital Tax Collection Board**

Upon a Holman/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 Perry County Tax Collection Committee**

Upon a Novinger/Bernhard motion, the PTS voted unanimously to appoint Helen Klinepeter as Township representative to the Perry County Tax Collection Committee and appoint Susan Long as alternate.

**Appointment of Financial Depositories**

Upon a Holman/Novinger motion, the PTS voted unanimously to retain PLGIT and Orrstown Bank as financial depositories for 2010.

**2010 WAGES**

**Roadmaster**

Upon a Holman/Novinger motion, the PTS voted unanimously to recommend to the Elected Auditors that Roadmaster wages be kept at \$17.00 per hour.

**Secretary**

Upon a Holman/Novinger motion, the PTS voted unanimously to set the hourly rate for the Secretary at \$16.07 per hour.

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**Treasurer**

At the request of the Treasurer, there was a Novinger/Bernhard motion to continue the 2009 Treasurer's rate of \$12.90 per hour. Motion passed by unanimous vote of the PTS.

**Custodian**

Upon a Bernhard/Novinger motion, the PTS voted unanimously to set the hourly rate for the Custodian, at \$9.82 per hour.

**Police Chief** – Upon a Novinger/Holman motion, the PTS voted unanimously to set the hourly rate for the Police Chief, at \$20.60 per hour.

**Full-Time Highway**

Chairman Holman reported that Mike Butcher never received the \$1.00 per hour increase promised to him in 2009 after his probationary period was finished. Based on that information, and upon a Holman/Novinger motion, the PTS voted unanimously to set the hourly wage for the full-time highway position at \$14.25 per hour.

**Part-Time Highway**

Upon a Bernhard/Holman motion, the PTS voted to set the hourly rate for part-time highway employees, at \$11.14 per hour. Supervisor Novinger abstained from the vote.

**Groundskeeper**

Upon a Bernhard/Novinger motion, the PTS voted unanimously to set the hourly rate for the position of Groundskeeper, at \$9.87 per hour.

**NEW BUSINESS**

**Points of Contact**

Upon a Novinger/Bernhard motion, the PTS voted unanimously to appoint the following points of contact: Chairman Holman – Highway and police department, Supervisor Bernhard – PTPRB and Office Staff, Supervisor Novinger – PTPC and Authority. Chairman Holman requested that the bank statements no longer be sent to his residence. The Treasurer explained that, after fraudulent activities on the part of a former employee, bank statements were sent to the residence of one of the supervisors, instead of to the office. The Treasurer suggested that Supervisor Bernhard receive the bank statements, which was agreeable to the PTS.

**Mileage Rate**

Upon a Holman/Bernhard motion, the PTS voted unanimously to set the mileage rate for use of personal vehicles at \$.45 per mile.

**Tax Rate Resolution 20010-01**

Upon a Novinger/Bernhard motion, the PTS voted unanimously to approve Resolution 2010-01, retaining the real estate tax millage rate at .75 mill, the street tax rate at \$.32 per front foot, and the fire hydrant tax at \$.13 per front foot.

**Occupation and Per Capita Taxes**

Upon a Novinger/Novinger motion, the PTS voted unanimously to retain the current levy of \$5.00 each for the occupation and per capita taxes.

**2010 Fee Schedule**

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Upon a Novinger/Holman motion, the PTS voted unanimously to approve Fee Schedule Resolution 2010-02, at the same rates as 2009, with the exception of a \$4.00 increase in the fee for certification of public records.

### **2010 Meeting Dates**

Upon a Novinger/Bernhard motion, the PTS voted unanimously to meet the last Wednesday of each month in 2010, with the exception of the November meeting, which will be held on Tuesday, November 29<sup>th</sup>, and the annual Roadmaster meeting, which will be held on March 27<sup>th</sup>.

Upon a Holman/Novinger motion, the PTS voted unanimously to set the following meeting dates. PTPC – 3<sup>rd</sup> Monday of the month, ZHB – 2<sup>nd</sup> Thursday of the month except for November, when it will be held on November 10<sup>th</sup>, UCC – 1<sup>st</sup> Thursday of the month as needed, PTPRB – 3<sup>rd</sup> Thursday of the month except for March, when it will be held on March 25<sup>th</sup>.

### **Tax Collector Audit**

Upon a Bernhard/Novinger motion, the PTS voted unanimously to have the elected auditors perform the annual audit of tax collector Barbara Hamilton.

### **INVOICES**

Upon a Novinger/Holman motion, the PTS voted unanimously to approve checks #22289 through 22292 from the PLGIT checking account in the amount of \$4,927.22.

### **TREASURER REPORT**

Upon a Novinger/Bernhard motion, the PTS voted unanimously to accept the Treasurer Report for the period December 30 through December 31, 2009, subject to yearly audit.

### **OLD BUSINESS**

#### **PSATS Convention**

The Secretary reported that the PSATS convention would be held April 18-21, 2010. Upon a Holman/Novinger motion, the PTS voted unanimously to pay the cost for the Secretary and any supervisor who wished to attend the convention. Upon a Novinger/Bernhard motion, the PTS voted unanimously to appoint Helen Klinepeter as the voting delegate.

#### **Perry County Convention**

The Secretary reported that the annual convention for Perry County Township Officials would be held on February 27<sup>th</sup>. Upon a Novinger/Bernhard motion, the PTS voted unanimously to pay the cost for the Secretary and any supervisor who wished to attend the convention.

#### **Health Reimbursement Arrangement (HRA)**

The Secretary reported that the plan from Admin America for HRA coverage, or employer-provided medical reimbursement accounts had been tabled until tonight's meeting. Upon consensus, it was again tabled until the January 27<sup>th</sup> meeting to give the Secretary time to compile additional information.

#### **Eagle's Nest Holding Tank Cleaning Contract**

The Secretary presented a retaining tank cleaning contract from Eagle's Nest for renewal, along with a letter from the SEO indicating that the contract was in compliance with the regulations. Upon a Holman/Novinger motion, the PTS voted unanimously to approve the holding tank cleaning contract for Eagle's Nest.

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**Petersburg Commons Culvert Update**

Chairman Holman reported that all three supervisors conducted a site visit at Petersburg Commons earlier in the day to inspect the culvert that the Homeowners Association would like the PTS to take over ownership. Chairman Holman noted that the Homeowners Association have stated that they will be responsible for keeping the culvert clean. However, Chairman Holman compared the culvert to a small bridge and said that replacement could be expensive. He offered his opinion that this is an issue for the Homeowners Association to work out with developer.

Lee Wright noted that another development is proposed to be built up the road and asked if that developer, who will be sending stormwater down the road, could be requested to improve the culvert in Petersburg Commons. Chairman Holman stated that the issue of the new developments stormwater management is in front of the PTPC.

After discussion, and upon a Novinger/Holman motion, the PTS voted to inform the Homeowners Association that it would not accept ownership of the culvert, and to suggest that the Association make contact with the developer of the proposed development. Supervisor Bernhard abstained due to lack of time to make an informed opinion.

**NEW BUSINESS**

**Members 1<sup>st</sup> Credit Union Certificate of Deposit (CD)**

The Secretary reported that the \$100,000.00 Liquid Fuels CD at Members First Credit Union would mature on January 17<sup>th</sup>. Upon a Holman/Novinger motion, the PTS voted to authorize the Treasurer to investigate interest rates and re-invest the proceeds for an additional 6-month term.

**Ford 550 Truck Replacement**

Upon a Bernhard/Novinger motion, the PTS voted unanimously to authorize Chairman Holman to compile quotes for the purchase of a one-ton truck with snowplow. Motion passed by unanimous vote of the PTS. Chairman Holman suggested that the truck could be purchased through a piggy-back program, and financed over a three-year period, with the payments to be made from the Capital Reserve fund.

**EXECUTIVE SESSION**

At 8:23 p.m. the PTS entered into executive session to discuss legal issues. At 9:00 p.m. the meeting reconvened.

Upon a Novinger/Bernhard motion, the PTS voted unanimously to authorize Chairman Holman to be the point of contact with the Duncannon Fire Company for purposes of negotiating the upcoming contract. Chairman Holman would bring the information back to the PTS for discussion and approval or rejection.

**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Bernhard motion, the PTS voted unanimously to adjourn at 9:01 p.m.

Respectfully Submitted,

Susan E. Long  
Recording Secretary

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