

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

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**Henry A. Holman, Jr., Chairman Lucinda (CeCe) Novinger, Vice Chairman**

**Minutes of April 28, 2010**

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The Penn Township Board of Supervisors (PTS) met on Wednesday, April 28, 2010 in the Municipal Building. Chairman Henry Holman, Jr. and Vice-Chairman CeCe Novinger were in attendance. Other personnel present were Helen Klinepeter (Secretary), Max Shradley (Engineer), and Christine Shaffer (Treasurer). Chairman Holman called the meeting to order with the Pledge of Allegiance and a moment of silence. He 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.

**ANNOUNCEMENT**

Chairman Holman announced that due to an illness in his family, Solicitor P. Richard Wagner would be unable to attend the meeting, but would be available by phone if needed.

**VISITORS**

**F. O. Forsyth Jr.**

Mr. Forsyth had a concern about stormwater damage to a dirt extension off Fritz Dr., and whether or not the portion of the road where the damage has occurred is to be corrected by the Township. He presented old documents that concern the area in question. Supervisor Holman responded that the township had taken over Fritz Dr. in the 1950's, and relocated it due to flooding concerns. The stormwater damage that is occurring on the dirt lane is due to a blocked culvert elsewhere, which does need to be reopened. However, the rest of the damage is on private property and not in an area that is maintained by the Township. Chairman Holman offered to hold a meeting of all parties involved in the area, along with Solicitor Wagner to try and resolve the situation. This meeting was tentatively scheduled for the week of May 10, 2010.

**Charles George**

Mr. George had two concerns. First, he requested an update on the handicap access issue in Petersburg Commons. He was informed that further research had been done on the situation, and the sidewalks were never completed. Per Engineer Shradley, the sidewalks were tied to each building permit, and to be done as each building was completed. Also, Penndot only requires a handicap ramp at intersections. The Township will pursue the unfinished sidewalk issue with the developer, and consult the solicitor for further guidance. Mr. George responded that he was going to file a complaint with H.U.D.

His second concern was about shut-offs that were in the middle of the sidewalks. The location of these shutoffs caused them to be damaged during snow removal. He was informed that this was due to poor placement by the builder, and it would be up to the H.O.A. to have them adjusted. However, in the case of further building in the development, relocation of any new sidewalks could be researched.

**Mona Klobe**

Ms. Klobe inquired as to the new construction by Marstellar Concrete and Fuel Oil along Schoolhouse Rd. She was concerned about its effects on property values, along with noise, dust and traffic. She felt that some of the vehicles that had been on the site had not been yielding to oncoming traffic when exiting the property. Chairman Holman informed her that as far as dust from the concrete

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plant, a dust collector was required. Noise levels were expected to be much lower than what was incurred when a sawmill was still on that location. Vice-Chairman Novinger stated that the traffic issues were a police issue, and would be monitored accordingly.

### **Jim Fuller, Wheatfield Township**

Mr. Fuller came to inquire about an easement request by Wheatfield Township to redirect a culvert along Linton Hill Rd., as mentioned in a letter sent to the PTS. The area in question involves property that is along the Wheatfield Township side. Chairman Holman replied that he was unaware of the agreement mentioned in the letter, and the situation that might have resulted in the agreement. He asked for assistance on redirecting the runoff. It was the Township's intention to work on road improvements for properties within the Township. Vice-Chairman Novinger was unaware of the entire issue. The Township intends to do repair work on the drainage later this year.

### **Nancy Valdez, Penn Township Citizen's Group**

Ms. Valdez inquired about the questions that she had submitted last month, and was given a written copy of responses to those questions. Second, she asked about Ebersole Lane being on the paving schedule. Another resident wanted to know why it was to be paved if it only served one dwelling. Chairman Holman explained that this road was taken over during the 1950's, and the resident was offered the opportunity to have the road turned back into a private lane, but declined the offer. Therefore, the Township will continue to maintain the road. The township is no longer able to take over a road without it meeting Township ordinances, i.e. paved, must not be a dead end, etc.

Her final questions dealt with the Police department. She asked how many hours a week does the township currently have coverage, and was informed that there is coverage 68 hours per week. Also, she inquired about the police website, and was informed that it was under reconstruction, and the improved version will be available shortly. By agreement of Ms. Valdez and Chairman Holman, her remaining questions were submitted in writing so that they could be addressed appropriately.

### **Kraig Nace, EMS**

Mr. Nace informed the Township that the Mock Crash had been rescheduled to the Duncannon EMS Building on Friday, April 30, 2010 at 6:30 pm., with multiple departments and organizations donating their time and services. Vice-Chairman Novinger stated for the record that, contrary to what was published in the newspapers, the PTS did not cancel the Mock Crash at Susquenita High School. The PTS supports it, and thinks it is a worthwhile cause and is proud to support the EMS and Duncannon Fire Company's efforts to keep the event going, and offer it to the entire community.

### **Stanley Mutzabaugh**

Mr. Mutzabaugh came with a complaint about a storm water issue on the road by his property, he was informed by Chairman Holman that the Township is aware of it and will address it accordingly.

### **Lee Wright**

Mr. Wright asked about some markings that had been placed on Hickory Drive. He was informed that the lines were there to assist in road repair. However, the road would not have to be closed down so there would be minimal impact on his business.

## **APPOINTMENT OF NEW SUPERVISOR**

Upon unanimous approval of a motion made by Chairman Holman, and seconded by Vice Chairman Novinger, Brian Maguire was appointed to fill the supervisor's position that was vacated by Vince Bernhard. He will fulfill the balance of the term, and assume the title of Roadmaster, along with

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office duties and Recreation Board duties. Mr. Maguire has been involved with the Penn Township Planning Commission.

### **APPOINTMENT OF EMERGENCY MANAGEMENT OFFICER**

Upon unanimous approval of a Holman/Novinger motion, the PTS approved Paul Soltis as the Township Emergency Management Officer.

### **MINUTES**

After discussion, and upon a Novinger/Holman motion, the PTS voted unanimously to approve the minutes of the April 8, 2010, April 19, 2010, March 31, 2010 and March 27,2010 meeting as presented.

### **INVOICES AND EXPENDITURES**

After due consideration, and upon a Novinger/Holman motion, the PTS voted to approve payment of checks 22511 through 22591 from the PLGIT General Account in the amount of \$88761.40, ACH transfers from the Orrstown Bank General Account in the amount of \$8,960.17. Checks 1197 through 1204 from the Orrstown Bank PTPRB Checking Account for a total of \$860.22 were also approved. Treasurer Shaffer also noted that checks had been prepared for the purchase of a Ford Expedition for the Police Department, and a donation to the DFC Capital Reserve Fund.

### **TREASURER'S REPORT**

Upon a Novinger/Holman motion, the Treasurer's Report was accepted, subject to audit.

### **FIRE REPORT**

Duncannon Fire Company's Capital Reserve Fund disbursement was approved by the solicitor, and upon a Holman/Novinger motion, was approved.

### **HIGHWAY DEPARTMENT REPORT**

#### **2010 Road Project**

Chairman Holman reported that, after meeting with some of the contractors, it was decided that the original bid for paving Barrick Rd., Haas Lane, YMCA Dr., Ebersole and Faculty Rd (Rt. 274 to Cul-de-sac) required some changes be made, as the original bid received no responses. Upon approval of a Holman/Novinger motion, the bid will be re-advertised. The new bid is scheduled to be opened on May 21, 2010 and awarded on May 26, 2010.

#### **E-3 Oil**

Chairman Holman reported that some bidders did not respond to the bid due to some confusion over wording, so upon a Holman/Novinger motion, the original bids were denied. A Novinger/Holman motion was approved to rebid to both Costars and regular bidders.

#### **Cemetery Clean-up**

Chairman Holman would like to thank all those who came out to assist in the Cleanup of Cove Cemetery, especially Mike Butcher, Tom & Wendy Rissinger, Mel Mullen, Tom Reynolds, Ed Chism, Roxanne Holman, and Debbie Hershey. Ms. Hershey was very appreciative of all the work that was accomplished. Pictures were displayed to show the volunteers at work and the difference that was made.

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### **Other Issues**

The following roads had repairs made over the month: Schoolhouse Rd., Sawmill Rd., Cove Rd., Pfoutz's Apartments, Creek Rd., and Butchershop Rd. Brush cutting and chipping was done along Burley, Schoolhouse, and Sawmill Roads. On April 30, 2010 no parking and stop signs will be placed, along with speed limit signs along Faculty Rd, with Police assistance for proper placement.

Kudos were given to the highway crew, who have been working hard to accomplish all that has been done this spring, and an offer was made to anyone who would like to volunteer to work with the highway crew for a day.

### **PENN TOWNSHIP PLANNING COMMISSION (PTPC) REPORT**

#### **Ryan Rohrer Subdivision**

The Secretary presented 1 AOR for the subdivision of 1 12 acre lot into 2 lots (7 acres and 4.7 acres approx.) Upon a Holman/Novinger motion, the AOR was accepted.

The Final plan for this was approved upon a Novinger/Holman motion pending conditions being met and fees paid. A Holman/Novinger motion was also approved to allow Secretary Klinepeter to sign the DEP Module.

#### **Warden Property Preliminary Subdivision SALDO Recommendation**

A letter was presented to the PTS from Yingst Homes requesting the status of an ongoing SALDO Interpretation/Recommendation for the Warden Property Subdivision Plan, File 2005-06. The planning commission has made two recommendations. First, a second access point would be needed; even if it is for emergency vehicles only (section 102 of the subdivision, protection of the health and safety of residents). Second, Parking lanes are required on both sides of the roads due to the need for adequate parking for residents. Discussion was had about parking on the entrance road, and a request was made for an AOR to allow no parking to minimize impact on steep slopes. A Novinger/Holman motion was approved to grant an extension until July 28, 2010. A second Novinger/Holman motion to concur with the planning commission's recommendations was also approved.

#### **Comprehensive Plan**

A public participation meeting was held on April 22, 2010, with a light turnout. The next committee meeting will be May 6, 2010 at 7 pm.

### **ZONING OFFICER (ZO) REPORT**

The Zoning Officer has requested to no longer have office hours due to the lack of walk-in traffic. Instead he would like to have applications forwarded to him, and meet on an appointment basis. A Holman/Novinger motion was approved to grant a trial to this request.

Marstellar Oil's permit has been processed, and after discussions between the zoning office and engineer, it was decided that a land development plan was not needed, as there were no changes to the land, and they were making use of existing structures. A Novinger/Holman motion was approved to waive the need for a land development plan.

### **SEWAGE ENFORCEMENT OFFICER (SEO) REPORT**

The SEO's report was presented to the PTS. A property in question on Schoolhouse Rd is on watch and is currently vacant. The appropriate questions were forwarded to DEP.

### **PENN TOWNSHIP PARK AND RECREATION BOARD (PTPRB) REPORT**

The PTPRB Report for April 2010 was reviewed. Chairman Jim Renner reported that talks about a community garden have progressed, and he would like to thank Stan Mutzabaugh for offering use of

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land adjacent to Mutzabaugh's Market for that purpose. All that was required was for his attorney to work with the Township's attorney to iron out the legalities involved.

The Earth Day tree planting is proceeding as scheduled on Saturday, May 1, 2010, with Chairman Holman volunteering his services and personal backhoe to dig the holes on Friday, April 30, 2010. Additional volunteers are welcome.

### **PENN TOWNSHIP MUNICIPAL AUTHORITY (AUTHORITY)**

There was nothing to report.

### **SECRETARY REPORT**

#### **Perry County Tax Claim Bureau**

The Perry County Tax Claim Bureau has requested permission to sell a small parcel in the township from the repository. A Holman/Novinger motion approved this request.

#### **Bank of Landisburg Resolution**

A Novinger/Holman motion was approved to pass a resolution required by the Bank of Landisburg for the new Certificate of Deposit.

#### **FEMA February Snow Storms**

Secretary Klinepeter was appointed by approval of a Holman/Novinger motion as the agent of record/contact person that was required to allow the township to receive federal funds from February's snow storms. She will attend a meeting on April 29, 2010.

#### **Penn Tech Letter of Credit**

The letter of credit for Penn Tech was released by approval of a Holman/Novinger motion, pending the engineer's review of the property.

#### **MRM Trust Dividends**

The township has received dividends for the insurance package in the amount of \$1818.93. A dividend was also received from the workman's compensation fund in the amount of \$7169.97.

### **ENGINEER REPORT**

Max Shradley presented the Engineers Report, with the following notes:

#### **Agriculture-Rural Zoning Update**

There was no change this month to the Agricultural-Rural Zoning Update, as all activities are on hold pending work on the Comprehensive Plan Update.

#### **Comprehensive Plan Update**

The next meeting is scheduled for May 6, 2010.

#### **Sheetz Car Wash**

The Engineer reported that there has been no change from last month. A follow-up will be done in the next month or so, following a good rain.

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### **POLICE REPORT**

#### **Training Extension**

Upon a Holman/Novinger motion, permission was granted to extend the training period of Officer Mark Jackson. This would further strengthen his skills.

#### **Replacement Vehicle**

Paperwork is being finished to allow the department to pick up their new vehicle. Delivery is expected in the next few weeks.

#### **Speed Enforcement**

Speed enforcement would be taking place on Thursday, April 29, 2010 along Schoolhouse Rd, and possibly other locations in the township.

#### **Provider Switch**

The Police department is switching their police management system from Metro to C-Net. Training is to be held on May 4, 2010 and May 5, 2010. This switch will allow for a substantial savings to the department.

#### **Comments**

Chairman Holman commented that the township is getting nighttime and weekend coverage by the police. A question was raised as whether any of the officers resided locally by Ms. Valdez. She was told that one officer lives 10 minutes away, a second is about 15-20 minutes away, and the third is approx. 45 min. to an hour away.

### **SOLICITOR REPORT**

The solicitor's report was reviewed and accepted without comment, due to the absence of the solicitor.

### **BUILDING, ZONING, DRIVEWAY, AND SIGN PERMIT REPORT**

The April 2010 Permits Reports were reviewed and accepted without comment.

### **CORRESPONDENCE**

#### **Greater Harrisburg Association of Realtors**

A Holman/Novinger motion was made and approved to allow Secretary Klinepeter to attend a meeting of the Greater Harrisburg Association of Realtors.

#### **National Association of State Agencies for Surplus Properties**

A membership offer from the National Association of State Agencies for Surplus Properties was tabled until further notice.

#### **Loper Letter**

A letter was received from Wayne Loper, thanking the Township for their chipping services. He was grateful for the means to dispose of branches from 2 trees that were cut down on his property. He requested that the township consider making this service available year-round.

### **OLD BUSINESS**

#### **Sewer Connections**

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The Secretary reported that a permit application has been received for one of the four properties in Perdix that still remain to be connected to the sanitary sewer.

**NEW BUSINESS**

**Recycling**

The current recycling program in the county will cease in August of 2010. The new proposed plan by the Recycling Core Task Force was presented to the PTS for their consideration. This proposal involves a recycling bag that would be purchased by the township for resale to the public. No sorting would be required. Secretary Klinepeter suggested that the Township meet with Duncannon Borough and the Duncannon Boy Scouts to further discuss the issue. A Novinger/Holman motion was approved to offer this meeting.

**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 9:14 p.m.

Respectfully Submitted,

Christine Shaffer, Recording Secretary