

**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      Brian Maguire, Supervisor**

**Minutes of September 29, 2010**

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The Penn Township Board of Supervisors (PTS) met on Wednesday, September 29, 2010 in the Municipal Building. Chairman Henry Holman, Jr., Vice-Chairman CeCe Novinger, and Supervisor Brian Maguire were in attendance. Other personnel present were P. Richard Wagner (Solicitor), Helen Klinepeter (Secretary), Max Shradley (Engineer), Paul Sheaffer, (Police Chief) 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.

**EXECUTIVE SESSION**

The Supervisors met from 6:00 pm to 6:40 pm to discuss legal and personnel matters. No decisions were made.

**VISITORS**

**Dr. John Kajic**

Dr. John Kajic, Manager for the Highmark Caring Place made a presentation to the Township on his organization's services to grieving children. He also provided packets to be made available to residents.

**Kris Lamb**

Ms. Lamb requested use of the Wreck Room for Girl Scout Troop 10471 From October 2010 to June 2011 on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of the month. She also asked that any fees be waived. Unanimous approval of a Novinger/Holman motion granted her request.

**Paul Soltis**

Mr. Soltis reported that the Emergency Services training that he was to attend in Adams County did not happen as scheduled. He did attend a Pipeline emergency training seminar in Harrisburg, which he highly recommended.

**Stanley Mutzabaugh**

Mr. Mutzabaugh inquired about the bid opening procedures, and whether the board would consider opening bids up at the monthly PTS meetings. Chairman Holman replied that bid openings are advertised as required, and are open to the public. They have usually occurred during business hours to accommodate the bidders.

**Jeremy Fuller, Penn Township Citizen's Group**

Mr. Fuller requested the answers to questions that the PTCG had recently presented. He was provided with written responses for the majority of the questions. Chairman Holman answered the remainder of the questions directly. In response to the advertising of the Police Chief position, the job was advertised by word of mouth. In answer to why he was hired prior to his being recertified to patrol, he was permitted to handle administrative tasks, including clearing up the backlog of police paperwork that had been left in the office. Mr. Fuller also asked how further questions would be handled, and

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was informed that it would depend on the nature of the answer required, as certain questions that required research or backup documentation could require a Right-to-Know request, and others could just be directly answered.

### MINUTES

Minutes for the August 25, 2010 PTS meeting were accepted by unanimous approval of a Novinger/Maguire motion.

### INVOICES AND EXPENDITURES

After due consideration, and upon a Novinger/Maguire motion, the PTS voted to approve payment of checks 22911 to 22986 from the PLGIT General Account in the amount of \$65,413.09, ACH transfers from the Orrstown Bank General Account in the amount of \$9106.45. Checks 1242 through 1248 from the Orrstown Bank PTPRB Checking Account for a total of \$810.56 were also approved, subject to audit.

### TREASURER'S REPORT

Mrs. Shaffer reported that the General Fund CD at Integrity Bank had been permitted to roll over, and was now receiving an interest rate of .698. She also asked for the Board's direction on two Capital Reserve Fund CD's that were set to mature in October. After presentation of rate information gathered on 9/27/10, and subsequent discussion, the Board decided to defer the discussion until the New Business portion of the meeting.

### HIGHWAY DEPARTMENT REPORT

#### Charles George

A photograph and drawing were received from Mr. George detailing his plans for his scooter ramp. Chairman Holman stated that it didn't appear that the ramp placement would have any impact on the Township road. Upon passage of a Novinger/Holman motion, the Board agreed to give Mr. George permission to proceed, providing he provides a letter releasing the Township from any damages that may occur to property as a result of the placement of the ramp.

#### Dump Truck

Chairman Holman presented the Board two bids on a new dump truck for the Township. The truck would be purchased through the Costars program, where bidding is not a requirement; however, in the interest of getting the best price, offers were obtained from Hoffman Ford and Municipal Equipment. Several minutes of discussion followed as the bids were reviewed to ensure they were for the same vehicle and options, and verify the pricing. Mr. Al Schock from Hoffman Ford was consulted to clarify the price given on his bid, as there was some confusion as to the total price. It was decided to continue the discussion on the truck purchase at the end of the meeting, to allow the Board more time to review and discuss the bids.

#### Line Painting

Ms. Klinepeter requested permission to obtain quotes on line painting. She presented rough figures based on research she had done, and estimated that to paint the proposed areas (YMCA Dr. and Cove Rd.) would be approximately \$802.00. Approval of a Novinger/Maguire motion pushed off the line painting until 2011, and calculated into the new budget.

#### 2010 Paving Project

Chairman Holman reported that the paving project is now complete.

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### **Creek Rd.**

After meeting with PENNDOT, Chairman Holman reported that PennDOT states they are not responsible for the repair of the damaged Guardrail underneath the 11/15 overpass along Creek Rd. The Chairman spoke with a representative of Chemung on different repair options.

### **Other Notes**

In other notes, there are still several repairs around the Township roads that are still to come, including storm gutters that need cleaning. Also, a section of Holman Rd. by the Gerner residence was due to be repaired in the near future.

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

There was no report.

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

#### **Forrer ZHB Hearing**

With the unanimous approval of a Holman/Novinger motion, the Board decided to allow Chairman Holman to be present at the Forrer ZHB hearing on October 14, 2010.

#### **Lenker ZHB Hearing**

With the unanimous approval of a Holman/Novinger motion, the Board decided to allow Chairman Holman to be present at the Lenker ZHB hearing on October 14, 2010.

#### **Rogers Conditional Use Hearing**

A Conditional Use hearing was set for Jeremy Rogers on October 27, 2010 at 6 p.m.

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

There was nothing new to report.

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

Chairman Renner asked the board to approve the purchase of 5 new windows for the basement of the Municipal Building. Upon passage of a Novinger/Holman motion, his request was approved, for the cost of \$2195.00

### **Other Notes**

Chairman Renner reported that he is researching the option of using federal grant money to create an exercise trail, as they reimburse a higher rate. Also, sales of the new calendar are continuing, and are being sold for \$12 each.

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

There was no report.

### **SECRETARY REPORT**

#### **Rt 274 Traffic Light**

Upon unanimous approval of a Novinger/Maguire motion, the Board adopted a resolution approving the HOP.

### **Trick or Treat Night**

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The Board unanimously approved a Novinger/Holman motion setting October 30, 2010 as Trick or Treat Night for the Township.

### **ENGINEER REPORT**

#### **Zoning Revision-Agricultural/Rural Zone Update**

There has been no change, due to continuing work on the Comprehensive Plan Update.

#### **Comprehensive Plan Update**

The Engineer's office has completed the review and meetings on the plan for the future land use section of the plan, and will be preparing a draft of that section for final review at the November 4, 2010 meeting. There will be another meeting of the Planning Commission on October 7, 2010 to discuss making minor changes to other sections of the plan.

### **POLICE REPORT**

#### **In-Car Camera Bids**

Chief Sheaffer presented the Board with bids for the in-car camera system the department would like to purchase. He was asked by the Board if this purchase could be delayed in order to reapply for a grant, and replied that he would like to go ahead with the purchase since there was money in the budget. A Holman/Maguire motion tabled the discussion to allow the Chief more time to confirm pricing, as some of the bids did not contain installation pricing.

#### **Ken Martz**

Chief Sheaffer publically thanked Ken Martz for his assistance during the recent paving of YMCA and Barrick Drives. Mr. Martz allowed use of his private farm lanes to assist residents with getting to their houses while the roads were closed, and also, shuttled people to their cars when necessary. Chairman Holman asked the Secretary to draft a letter from the Township to officially thank Mr. Martz for his efforts.

### **SOLICITOR REPORT**

#### **Fire Relief Check**

Ms. Jodi Rissinger asked for clarification about the Fire Relief Check that was drafted for 2010, and if a portion should be directed to Perdix Fire Relief Association. Upon discussion and approval of a Holman/Novinger motion, it was decided to put a hold on the check until further research could be done.

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

The August Permit Reports were reviewed and accepted.

### **CORRESPONDENCE**

#### **Robert Harbold**

A letter was received by the Township from Mr. Robert Harbold stating his opinion on the house numbering proposal that was presented recently.

#### **PA One Call**

In response to notification from the PA One-Call System, Inc., the Board voted unanimously to approve a Holman/Novinger motion accepting the nominees for open positions on their Board of Directors and Officers.

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### **OLD BUSINESS**

#### **Sewer Connection**

Two sewer connections remain to be made.

#### **EOP Plan**

There will be one more update to the EOP after the Township newsletter is mailed out. A Novinger/Holman motion was approved agreeing to sign the plan as it stands.

#### **Dump Truck**

In a continuation of the earlier discussion of the bids received on the new dump truck, it was determined that the final offer from Hoffman Ford was \$62632.00, to be broken into 3 annual installments. This Bid was determined to be lower than the bid from Municipal Equipment, and a Novinger/Maguire motion was passed awarding the bid to Hoffman Ford.

### **NEW BUSINESS**

#### **Capital Reserve CD**

Unanimous approval of a Novinger/Maguire motion granted permission to the Treasurer to move funds from a maturing Capital Reserve CD at PLGIT to Members 1<sup>st</sup> for a 3 month term.

#### **Treasurer's Report**

The Board approved a Novinger/Maguire motion accepting the Treasurer's Report, subject to audit, with the Duncannon Fire Relief Association check being removed.

#### **Deer Path Address**

Unanimous approval of a Maguire/Holman motion gave permission to the Secretary to advertise an Ordinance changing the name of Deer Path to Mourning Dove, as per the suggestion of the Township Liquid Fuels advisor. The Change of Name would not affect any address.

#### **Newsletter**

The Fall 2010 Newsletter will be mailed Monday, October 4, 2010.

#### **Budget Meeting**

The first draft of the 2011 budget has been prepared. The Board has agreed to meet on October 12, 2010 at 2:30 pm for the first budget workshop.

#### **American Flag**

The Township received an American Flag from Sheetz store #288. The store receives a new Flag on a regular basis, and offered to donate the current flag, which is in good condition. Paul Soltis offered to pay any expenses incurred to have the flag cleaned. Stan Mutzabaugh reminded the Board of the American Legion's flag retirement service, and to explore the possibility of some drycleaners cleaning American flags at no charge.

#### **Other Comments**

Paul Soltis urged the Board to consider the Police Chief's request for an in-car camera system, as it would be beneficial not only for evidence collection, but also for officer safety.

### **ADJOURNMENT**

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With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 8:58 pm. The Board then reconvened at the request of Nancy Valdez at 8:59 pm, who asked about the donation to CART, and was told it was tabled until a later meeting. Following that question, and with the passage of a Holman/Novinger motion the Board adjourned at 9:00 pm.

Respectfully Submitted,

Christine Shaffer, Recording Secretary