

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

Henry A. Holman, Jr., Chairman

Lucinda (CeCe) Novinger, Vice-Chairman

Brian Maguire, Supervisor

**MINUTES OF NOVEMBER 12, 2010**

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The Penn Township Board of Supervisors (PTS) met on Friday, November 12, 2010 in the Municipal Building. Vice-Chairman CeCe Novinger, and Supervisor Brian Maguire were in attendance. Other personnel present were Helen Klinepeter (Secretary), Police Chief Paul Sheaffer and Christine Shaffer (Treasurer). A list of visitors is on file in the Township office.

Vice-Chairman Novinger called the meeting to order at 2:17 p.m. with the *Pledge of Allegiance* and moment of silence. The Vice-Chairman reminded all present that the meeting was being taped to assist in the preparation of minutes, and anyone privately taping needed to declare that to all in attendance. Due to a road project, Chairman Henry Holman was unable to attend.

**NEW BUSINESS**

**Contractor Quotes**

Secretary Klinepeter asked the Board if they would like to request new quotes from the contracted service providers for the Township. Approval of a Novinger/Maguire motion gave her permission to advertise for quotes for the Zoning Officer, Sewage Enforcement Officer, Solicitors for the Zoning Hearing Board, and UCC Board of Appeals, Township Engineer, and UCC Engineer. These would not be bound by lowest quote as these are not positions obtained by bid.

**Duncannon Borough Authority Letter**

A letter was received from the Duncannon Borough Authority informing the Township that a sewer clean out pipe on the Township grounds needed to be repaired within 30 days.

**Police Office Outlets**

Unanimous approval of a Novinger/Maguire motion approved a request made by Chief Sheaffer to have additional electrical outlets installed in the police office. The work will be performed in-house barring unexpected circumstances.

**Fuller Complaint**

A complaint was received regarding an issue at the Jeremy Fuller residence. A resident believes that Mr. Fuller is operating a halfway-house out of his home. The complaint was forwarded to the Zoning Officer who found that, if true, this would be in violation of the zoning ordinances for that area. The secretary was asked to send a letter to Mr. Fuller informing him of the complaint and the possible zoning issue.

**Mutzabaugh's "Mutzy Money"**

Stan Mutzabaugh asked if the Penn Township symbol could be used on the new printing of the "Mutzy Money" certificate issued by Mutzabaugh's. The logo is not registered; however the Supervisors were concerned about endorsing the image and showing favoritism to a specific business. They asked if he could provide a rough draft to show to the Solicitor for his opinion.

**BUDGET**

The Board resumed review of the 2011 proposed Budget, adjusting amounts in certain categories such as Court Fine revenue, Newsletter Ad revenue, Office Supply expenses, Postage expenses, Machinery and Equipment purchases, Equipment and Machinery Repairs, and contributions to non-government. It was also decided to add line items for Sale of Right-to-Know items to separate those from Sale of Copies revenue. Also, a line item will be added for Right-to-Know expenses.

**OTHER NOTES**

Chief Sheaffer informed the board that Officer Martin will be in charge of the Police Department from November 20-25, 2010, and the State Police will be providing coverage from November 26-30, 2010.

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**ADJOURNMENT**

Upon a Novinger/Maguire motion, the PTS voted unanimously to adjourn the meeting at 4:08 p.m.

Christine Shaffer  
Recording Secretary