

**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 December 29, 2010

The Penn Township Board of Supervisors (PTS) met on Wednesday, December 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), Police Chief Paul Sheaffer, 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..

PROPOSALS

A reading of the names of companies and interested parties that submitted proposals for township services went as follows:

Township Solicitor

Mancke, Wagner, & Spreha; Turner and O'Connell; Reagler and Adler; Nauman, Smith, Shissler and Hall.

Township Engineer

Pennoni; William F. Hill and Associates; HRG; Remington, Vernick, and Beach Engineers; Buchart Horn, Inc; GTS Technologies.

Township Sewage Enforcement Officer

Madden Engineering; Jonathan Reisinger

Township Zoning Officer

Madden Engineering; Jonathan Reisinger

Township Zoning Hearing Board Solicitor

Turner & O'Connell; Cleakner & Fearen; Reager & Adler

Township UCC Appeals Solicitor

Turner & O'Connell; Reager & Adler

Township Uniform Construction Codes Inspections Agency

Glance Associates; Building Inspection Underwriters Agency of PA

VISITORS

Paul Soltis

Mr. Soltis commented that it had been a good year, thanked everyone for a job well done, and wished all the best in the coming year.

Stanley Mutzabaugh

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Mr. Mutzabaugh asked if there was an ordinance for solar panels. He was informed that there was not. He also asked about the 3 mobile advertisement vehicles for WeDoMetalRoofs.com, and was informed that a letter will be sent to them regarding the Township sign ordinances.

Robin Vorous

Ms. Vorous presented the new insurance proposal to the PTS, with a decrease of \$855 from 2010 if the township were to stay with the current carrier. She also presented an optional quote of \$1040 for an employee practice policy. Upon unanimous approval of a Novinger/Holman motion, the PTS voted to accept the proposal with the additional quoted policy.

Lynn Harbold

Mr. Harbold inquired as to the status of the speed limit signs for Firehouse Rd. and was informed that the speed limit was set at 25 mph, and signs were to be ordered. Another resident asked about posting a children at play sign up in that area, and was informed that if he purchased the sign, the Township would install it.

MINUTES

Upon approval of a Maguire/Novinger motion, minutes for October 27, 2010 Rogers Conditional Use Hearing, October 27, 2010, November 12, 2010, and November 23, 2010 PTS meetings approved, subject to corrections discussed.

INVOICES AND EXPENDITURES

After due consideration, and upon a Novinger/Holman motion, the PTS voted to approve payment of checks 23132 to 23211 from the PLGIT General Account in the amount of \$55379.25, ACH transfers from the Orrstown Bank General Account in the amount of \$8886.31. Checks 1262 through 1268 from the Orrstown Bank PTPRB Checking Account for a total of \$464.28 were also approved. As requested in the November PTS meeting, funds in the amount of \$14881.11 were transferred from the General fund to the Liquid Fuels fund.

TREASURER'S REPORT

Upon approval of a Novinger/Maguire motion, the Treasurer's Report was accepted, subject to audit. Treasurer Shaffer requested permission to move 2 certificates of deposit from Members 1st Federal Credit Union to another institution upon their maturation, due to poor projected interest rates. Upon unanimous approval of a Novinger/Holman motion, she was granted permission to research other options.

HIGHWAY DEPARTMENT REPORT

Inventory

The Highway department has completed an inventory of traffic control signs in the Township. As required by new legislation, new signs will be ordered in the near future, and will begin replacing older signs that do not meet the new hi-visibility requirements. This process will be completed over the next several years.

Building Inventory

Chairman Holman reported that an inventory has also been completed of the Highway building.

Other Notes

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Chairman Holman stated that the road crew has been out trimming branches and chipping up the waste, as weather has permitted. Repairs to the road surfaces have also been done along Burley Rd., with the cooperation of Norfolk-Southern Railroad. Finally, the bidding process for materials and suppliers for 2011 will begin in January.

PENN TOWNSHIP PLANNING COMMISSION (PTPC) REPORT

The Penn Township Municipal Authority requested an alteration of requirements for a Land Development Plan for a proposed injection site to control odors. They have also requested a waiver of any fees involved. The PTPC recommended that a minimal plan be submitted. Upon approval of Holman/Maguire motions, the PTS approved the waiver of the Land Development plan and fees, as the PTS believed this project to be for the betterment of the community, and the municipality would be paying itself. Vice-Chairman Novinger abstained from the vote on the advice of the Solicitor, due to her involvement with the Municipal Authority.

ZONING OFFICER (ZO) REPORT

The Penn Township Municipal Authority requested a waiver of fees for their hearing before the Zoning Hearing Board regarding setbacks for the proposed Injection site. This request was approved with the passage of a Holman/Maguire motion. Vice-Chairman Novinger abstained from the vote. It was agreed that Chairman Holman would attend the hearing on behalf of the PTS.

SEWAGE ENFORCEMENT OFFICER (SEO) REPORT

A permit has been issued to Jennifer Rohrer.

PENN TOWNSHIP PARK AND RECREATION BOARD (PTPRB) REPORT

Chairman Renner reported that a painting class on comparative compositions will begin on January 25, 2010. There are still some calendars available for purchase. Also, he wished to thank the road crew for their assistance with sanding, staining and painting in the building. Finally he requested that the Parks and Recreation board was in search of old stone foundations or retaining walls for stone to replace the garden retaining walls by the fire ring.

PENN TOWNSHIP MUNICIPAL AUTHORITY (AUTHORITY)

Vice Chairman Novinger informed Mr. Lee Wright that his request on the reduction of I & I numbers that was made at a previous meeting had not been available yet, but she would continue to attempt to get those figures.

SECRETARY REPORT

Cable Internet

A Maguire/Novinger motion was approved tabling this request until the January PTS meeting to clarify some details.

PSATS Pension Disclosure

A Maguire/Novinger motion was approved adopting the PSATS pension Disclosure for the Uniform and Non-uniform pension plans.

HVAC Contract

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A Maguire/Novinger motion was approved tabling this request until the January PTS meeting to clarify some details.

Police Heating

The heating unit for the police office has been not functioning property. An estimate was received from HB McClure in the amount of \$750.00. A Holman/Novinger motion was approved to table this request until a second estimate could be obtained.

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

Final comments were received at the December 2, 2010 meeting. The Planning Commission will then meet at a later date to discuss other minor changes to the Plan update. After that, a public meeting will take place to discuss the updated plan.

POLICE REPORT

Camera Bid

A Holman/Novinger motion was approved to table this request.

Handicap Parking Ordinance

No action was taken on this ordinance upon the passage of a Holman/Maguire motion. A new blanket ordinance will be advertised after the passage of a Holman/Novinger motion.

Officer Mark Jackson

A Holman/Novinger motion accepted the letter of resignation of Officer Mark Jackson. A second Holman/Novinger motion was approved to draft a letter of thanks for his service. A third Holman/Novinger motion was approved to allow Chief Sheaffer to find a replacement for the position.

SOLICITOR REPORT

The solicitor had nothing to report.

BUILDING, ZONING, DRIVEWAY, AND SIGN PERMIT REPORT

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

CORRESPONDENCE

Perry County Council of Governments

A letter was received from the Perry County Council of Governments regarding sharing of services and coordination of Halloween activities.

Darlene M Harris

A letter was received from Darlene Harris regarding Natural gas drilling.

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Duncannon EMS

A letter was received from the Duncannon EMS thanking the Township for their donation, and stating how the funds were used.

Perry County Association of Township Officials

A letter was received from the Perry County Association of Township Officials announcing the County convention in February. A response is due back by January 11.

PSATS Annual Convention

The PSATS annual convention will be April 17-20th in Hershey, PA

Madden Email

An article found by John Madden was forwarded to the Township by email. The article concerned spending by PSATS.

OLD BUSINESS

Sewer Connection

There was no change in the sewer connection status from last month. Secretary Klinepeter asked the Supervisors if they would like to continue receiving this report, and approval of a Novinger/Maguire motion said it could be discontinued, and only presented when there is a change.

Capital Tax Collection Bureau Update

Notes were presented to the PTS from the December 8th meeting of the Capital Tax Collection Bureau.

NEW BUSINESS

Newsletter

Secretary Klinepeter requested that all articles for the Spring Newsletter be submitted by January 14th.

BUDGET

The latest update to the proposed budget was presented to the Board. Approval of a Holman/Novinger motion adopted the 2011 budget.

EXECUTIVE SESSION

The Board entered into executive session at 8:30 p.m. to discuss personnel matters. Upon reconvening at 10:40 p.m., a Holman/Novinger motion was approved to recommend to the Elected Auditors that there be no wage increase to the Roadmasters.

ADJOURNMENT

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 10:42 p.m.

Respectfully Submitted,

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Christine Shaffer, Recording Secretary