

**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 JANUARY 3, 2011**

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The Penn Township Board of Supervisors (PTS) met on Monday, January 3, 2011 in the Municipal Building. Chairman Henry Holman, Jr., Vice-Chairman CeCe Novinger, and Supervisor Brian Maguire were in attendance. Other personnel present were Helen Klinepeter (Secretary), Paul Sheaffer (Police Chief), and Christine Shaffer (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.

**APPOINTMENTS FOR 2011**

**Temporary Chairman**

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

**Temporary Secretary**

Upon a Holman/Maguire motion, the PTS voted unanimously to appoint Christine Shaffer as temporary Secretary.

**Appointment of Chairman**

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

**Appointment of Vice-Chairman**

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

**Appointment of Roadmasters**

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

**Appointment of Secretary**

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

**Appointment of Treasurer**

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

**Appointment of Police Chief**

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

**APPOINTMENTS CONTINUED**

**Appointment of Township Solicitor**

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Upon a Holman/Novinger motion, the PTS voted unanimously to appoint Mancke, Wagner, & Spreha as Township Solicitor.

**Township Engineer**

Upon a Holman/Novinger motion, the PTS voted unanimously to appoint Rettew Associates as Township Engineer.

**Township Vacancy Board Chairman**

Upon a Holman/Maguire motion, the PTS voted unanimously to appoint Donald Carpenter as Township Vacancy Board Chairman.

**Township Sewage Enforcement Officer and Alternate**

Upon a Holman/Maguire motion, the PTS voted unanimously to appoint Madden Engineers as Township Sewage Enforcement Officer and Alternate.

**Township Zoning Officer and Alternate**

Upon a Holman/Novinger motion, the PTS voted unanimously to appoint Madden Engineers as Township Zoning Officer and Alternate.

**Township Uniform Construction Code Inspection Agency**

Upon a Holman/Maguire motion, the PTS voted unanimously to appoint Glace Associates as Township Uniform Construction Code Inspection Agency.

**Penn Township Municipal Authority**

Upon a Holman/Maguire motion, the PTS voted unanimously **to ask Mr. Scott Smart to attend an executive session before the January 26, 2011 Board meeting.**

**Penn Township Planning Commission**

Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Ken Martz and Rachel Mullen to the Penn Township Planning Commission.

**Penn Township Zoning Hearing Board**

Upon a Holman/Maguire motion, the PTS voted unanimously to reappoint Joann Glossner to the Penn Township Zoning Hearing Board.

**Penn Township Parks and Recreation Board**

Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Arthur Myers to the Penn Township Parks and Recreation Board.

**Penn Township Right to Know Officer**

Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Helen Klinepeter as the Penn Township Right to Know Officer.

**Cumberland/Perry Task Force Representative and Alternate**

Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Brian Maguire as representative and Helen Klinepeter as alternate to the Cumberland/Perry Task Force.

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**Capital Tax Collection Bureau Representative and Alternate**

Upon a Holman/Maguire motion, the PTS voted unanimously to appoint Helen Klinepeter as representative and Susan Long as alternate to the Capital Tax Collection Bureau.

**Perry County Tax Collection Committee Representative and Alternate**

Upon a Holman/Maguire motion, the PTS voted unanimously to appoint Helen Klinepeter as representative and Henry Holman and CeCe Novinger as alternates to the Perry County Tax Collection Committee.

**Depositories**

Upon a Holman/Novinger motion, the PTS voted unanimously to continue using Orrstown Bank and PLGIT as depositories.

**WAGES/SALARIES**

Upon a Novinger/Maguire motion, the PTS voted unanimously to grant a 2 percent increase as follows in wages and salaries to paid employees, with the Roadmaster's wages to be set by the Elected Auditors.

**Secretary**

\$16.39 per hour

**Treasurer**

\$11.22 per hour

**Custodian**

\$10.02 per hour

**Police Chief –**

\$21.01 per hour

**Part-time Police Officer**

\$14.28 per hour

**Full-Time Highway**

\$14.54 per hour (Mike Butcher)

\$18.36 per hour (Tom Rissinger)

**Part-Time Highway**

\$11.36 per hour

**Highway overtime**

\$21.38 per hour

**Groundskeeper**

\$10.07 per hour

**Police Clerk**

\$12.24 per hour

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**BUSINESS MATTERS**

**Points Of Contact**

Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Henry Holman as point of contact for the Highway and Police Departments, CeCe Novinger as point of contact for the Municipal Authority and Planning Commission, and Brian Maguire as point of contact for the Parks and Recreation Board and Office.

**Mileage Rate**

Upon a Novinger/Maguire motion, the PTS voted unanimously to set the mileage rate at \$.50 per mile.

**Tax Levy**

Upon a Novinger/Holman motion, the PTS voted unanimously to set the property and occupations tax levy at .5644 mills per dollar of assessed value, street light tax at \$.32 per front foot, fire hydrant tax at \$.13 per front foot, as set in Resolution 2011-01.

**2011 Fee Schedule**

Upon a Maguire/Novinger motion, the PTS voted unanimously to approve Fee Schedule Resolution 2011-02, with the exception of the proposed Pavilion rental fee.

**2011 Meeting Dates**

Upon a Novinger/Maguire motion, the PTS voted unanimously to meet the last Wednesday of each month in 2011, with the exception of the annual Roadmaster meeting, which will be held on March 26<sup>th</sup>. Also approved were 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.

**Tax Collector Audit**

Upon a Novinger/Maguire 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 the Invoice and Expenditure report, with no new expenditures from the December 29, 2010 meeting.

**TREASURER REPORT**

Upon a Novinger/Maguire motion, the PTS voted unanimously to accept the Treasurer Report for the period December 30 through December 31, 2010, subject to yearly audit.

**OLD BUSINESS**

**PSATS Convention**

The Secretary reported that the PSATS convention would be held April 17-20, 2011. Upon a Holman/Novinger motion, the PTS voted unanimously to table the decision of who will attend until the January PTS meeting.

**Perry County Convention**

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The Secretary reported that the annual convention for Perry County Township Officials would be held on February 26<sup>th</sup>. Upon a Holman/Maguire motion, the PTS voted unanimously to pay the cost for the Secretary, Treasurer, and Supervisor Novinger to attend the convention.

### **PSATS Dues**

Upon a Novinger/Maguire motion, the PTS voted unanimously to authorize payment of the 2011 PSATS dues of \$1098.00

### **HVAC Contract**

Upon a Novinger/Maguire motion, the PTS voted unanimously to award the HVAC preventive maintenance contract to Comfort Tech of Marysville, PA at a cost of \$812 for a 1 year period.

## **NEW BUSINESS**

### **Duncannon Fire Police**

A letter was received requesting a donation for the Duncannon Fire Police. Upon discussion and unanimous approval of a Holman/Novinger motion, the Secretary was directed to send a letter requesting further details on how the donation would be used.

## **VISITORS**

### **Jodi Rissinger**

Ms. Rissinger requested an update on the status of the police heater and camera bids, and cable internet proposal, and was informed that those issues would be discussed at the January PTS meeting. She also commented on the increased donation to the Duncannon EMS. Vice-Chairman Novinger stated the increase was minor, and due to increased inflation. Finally she asked how much of the \$55,000 donation to the Duncannon Fire Company was applied to Capital Reserve, and was informed it was \$20,000.

### **Bob Johnson**

Mr. Johnson commented about the distribution & use of Foreign Fire Relief Funds, and his thoughts about smaller organizations within the Duncannon Fire Company.

### **Kevin Bissionette**

Mr. Bissionette clarified some questions about the Fire Police, stating that they received \$1000 from the Fire Company. He informed the PTS that the final audit for the Fire Company was not ready as of that date, as they were waiting on final figures from the bank, but they were under budget for the year. The anticipated 2011 budget would be \$167,000 in operating costs. The report will be submitted as soon as it is complete.

### **Stanley Mutzabaugh**

Mr. Mutzabaugh asked about why the CART donation was discontinued for 2011, and was informed that CART did not wish to receive municipal donations, as they wanted to avoid politics, so the decision was made not to send them a donation in the coming year. Mr. Mutzabaugh also asked about the Employee practice insurance policy that was discussed earlier in the meeting, and if that covered sexual harassment. He was told that this question would be researched.

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**Lee Wright**

Mr. Wright asked how much the township was saving with the Zoning and SEO officer not keeping hours at the township, and was told \$120/week. He also asked if Madden engineering had submitted a proposal for the engineering contracts for 2011, and was told that yes, they had submitted proposals for the Zoning and SEO but not for the Township engineer. It was also asked if it was necessary for the Township Engineer to attend all the PTS and PTPC meetings, and was told he was asked to be at the PTS meetings to respond to any issues that may arise, but only attends the PTPC meetings as needed. Vice-Chairman Novinger then addressed Mr. Wright and let him know that she was able to get a statement from Duncannon Borough regarding the reduction in I & I along the Market St. area, and it has been reduced by approximately 20,000-30,000 gallons per day, to the best of their calculations.

**Bob Harbold**

Mr. Harbold voiced his disagreement with the donation to the Duncannon EMS, which he believed to be a for-profit entity. He also complimented the Board on the choices for professional services.

**COMMENTS**

Chairman Holman closed the meeting with some final thoughts regarding the previous year, and its economic effects. He was glad that there was no raise in taxes due to careful budgeting. He also stated that he was pleased with the current state of the Township fiscally, as it is allowing money to be spent wisely, while still improving the infrastructure of the Township.

**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 9:09 p.m.

Respectfully Submitted,

Christine Shaffer  
Recording Secretary