

**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 October 20, 2011**

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The Penn Township Board of Supervisors (PTS) met on Thursday, October 20, 2011 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). Vice-Chairman CeCe Novinger called the meeting to order with the Pledge of Allegiance and a moment of silence. She announced that the meeting was being recorded to aid in the preparation of the minutes, and handouts would be available after the meeting. A list of visitors is on file in the Township office. Mr. Stanley Mutzabaugh stated that he was also recording the meeting.

**OLD BUSINESS**

**Police Camera**

Chief Sheaffer reviewed the police budget for the year, and found there would be enough funds to purchase the in-car cameras this year. Vice chairman Novinger asked if the price on the quote provided by Watchguard included installation. Chief Sheaffer replied that he was unsure, and a Maguire/Novinger motion was approved to table the decision until the installation costs could be verified.

**NEW BUSINESS**

**ACD Realty/Forrer Dodge Holding Tank**

After discussion, a Maguire/Novinger motion was approved tabling the approval of the Forrer Dodge holding tank and escrow amount to clarify if the cost of an alarm system was included in the installation and pumping quote.

**BUDGET**

The Board reviewed the 2012 proposed Budget. For the Parks and Recreation fund, it was noted that there will be a BBQ in the spring, and another calendar. Also, the Parks and Recreation Board would like to purchase an aerator for field maintenance under account # 05.454.260. It was also explained that the food and supplies line item, account # 05.454.222 includes the expenses for the Halloween party as well as supplies for National Night Out and the BBQ.

Under the Capital Reserve Fund, an explanation was provided for future funds to be earmarked for a new road maintenance machine to do shoulder work, the remaining two payments for the new truck, the possibility of a new police vehicle, and continued savings towards a new roof for the Municipal Building.

The anticipated revenue under the Liquid Fuels fund is expected to increase in 2012 due to better collection activity by the State. Money from the road resurfacing line item, account # 35.439.610, is earmarked to pave the balance of Faculty Rd. and Lavonne Dr.

Under the General Fund Revenue, accounts #'s 01.310.730 and 01.310.920 (Fire Hydrant tax-delinquent, and Street light tax delinquent) will be deleted, as those funds are included in the delinquent real estate taxes from county, and entered into account 01.310.400 (Real Estate tax delinquent from county) when received. The amounts for account #'s 01.355.070 (Foreign Fire Tax) and 01.355.050

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(pension plan state aid) are estimates, as these amounts are determined by the state and vary from year to year. Mr. Stanley Mutzabaugh asked for an explanation of what the Foreign Fire Tax is, and was told that this is the amount that is contributed by insurance companies that are based outside of the state, but do business within the state. The amount received by each municipality is determined by the State. Account # 01.391.100 (sale of equipment) for 2011 will receive \$1000 due to the sale of the Police Department's 2000 Chevy Impala.

Under the General Fund Expenditures, Secretary Klinepeter was asked if the office equipment line item, account # 01.405.270 could be trimmed. Currently, this line will provide for a new typewriter and 2 computer battery backup systems for 2011. Vice Chairman Novinger also asked about the website and asked about the possibility of taking bids for a new webmaster. The amount of line item 01.409.291 (HVAC contract) is subject to the awarding of a new contract for 2012. Line item 01.409.292 (roof maintenance) provides for re-caulking and routine maintenance of the roof, and will go over budget in 2011 due to some extra maintenance that was overdue. Line 01.409.370 (municipal building repair and maintenance) provides for windows and paint as needed in the Municipal Building. A possible insurance claim for current window damage is being researched

Under the Police category, Line item 01.410.231 (police vehicle fuel) is pending an update on the amount currently being used. Chief Sheaffer has asked for the purchase of new vests as needed in 2012 under item 01.410.238 (police clothing). Line 01.410.240 (police computer system acc.) was proposed to include a server and laptops or tower stations in the police office. It was asked if this purchase could be done through a Costars contract to control costs. Also, it was explained that account # 01.410.400 (education/workshops) covered only workshops and education for the police department, and suggested to the chief that the amount under line 01.410.260 (tools & minor equipment) be raised to \$100 from \$0.

Discussion was held about line 01.421.300 (Humane Society membership), and Mr. Mutzabaugh asked what occurs when the escrow amount for the humane society is used up, and was told that the Township will still pay for dogs taken in by the Dog Warden or the Police department, but residents have to pay for any animal they surrender. Secretary Klinepeter asked for the amount in this line item to be raised to \$2000, and the possibility of a low-cost spay-neuter clinic will be researched.

Line item 01.486.355 (insurance package) allowed for a 3% increase. Secretary Klinepeter was directed to research line item 01.487.155 (pension state aid) for the next meeting.

### **ADJOURNMENT**

Vice Chairman Novinger then asked if there was any further discussion or changes for any lines, and upon hearing none, and with no further business to be conducted, the PTS voted unanimously to approve a Maguire/Novinger motion and adjourn at 8:12 p.m.

Respectfully Submitted,

Christine Shaffer, Recording Secretary