

**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 26, 2011**

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The Penn Township Board of Supervisors (PTS) met on Wednesday, October 26, 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), Max Shradley (Engineer), Police Chief Paul Sheaffer, and Christine Shaffer (Treasurer). Chairman Henry 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. Mr. Stanley Mutzabaugh stated that he was also recording the meeting.

**VISITORS**

**Patricia Palmer, Duncannon Senior Citizen Center**

Ms. Palmer explained the purpose of the Duncannon Senior Citizen Center and presented a request for donations from the Township and the local community, as they are facing the possibility of having to close at the end of 2012.

**Kevin Bissonnette, Duncannon Fire Company**

Mr. Bissonnette informed the board that the Duncannon Fire Company would be holding an open house on October 29, 2011 from 1 PM to 5 PM at the Firehouse. This event is open to the public.

**Jim Renner**

Mr. Renner presented a request to the board to consider changing the name of the Municipal Building to the Penn Township Municipal Building And Community Center.

**Paul Soltis**

Mr. Soltis announced that the municipal building now has a AED unit. He thanked Kraig Nace of the Duncannon EMS for assisting in the purchase of this unit and providing a brief training session in its use. Mr. Soltis then asked if it would be possible to look into providing classes for CPR and first aid at the municipal building for the community. Finally, he commented that Perry County has been added to the disaster list for the recent tropical storm Lee.

**Chuck Stoner**

Mr. Stoner asked if he could have his performance letter of credit lowered as he has completed more work on Twin Oaks Dr. He also thanked the road crew for their work on Faculty Rd. Chairman Holman commented that he has been out to Twin Oaks Dr. and performed measurements and read those measurements off to the Board. Solicitor Wagner asked what the current amount was and was informed that it was \$123,755. A Holman/Novinger motion was approved granting a conditional lowering of the performance letter of credit to \$ 75,727.72, subject to the engineer's approval.

**Paul Rudy**

Mr. Rudy introduced himself as a candidate for Perry County Commissioner.

**Paul Liddick, Emergency Management Coordinator, Duncannon Borough**

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Mr. Liddick came to thank the Township for their support during the recent state of emergency in Duncannon Borough. He specifically thanked Paul Soltis and Helen Klinepeter for their assistance. Chairman Holman also wished to thank the Duncannon EMS for staffing the building and their around-the-clock support during the state of emergency.

### **Nancy Valdez, Penn Township Citizens Group**

Ms. Valdez had two questions posed by the Citizens Group. The first was why were there no newsletters from 2011 on the website? She was informed that the webmaster has not posted them yet, however he has been sent copies to post as soon as he is able. The second regarded the Harrisburg Area Humane Society. She asked who is still able to bring dogs down there and was informed that the dog warden and police are still able to bring dogs down there as needed. However, residents are required to pay for any dogs that they bring down. The Township is billed for any dogs brought down by the Police or Warden. Also, the Township is currently looking into trying to find alternatives for cats. The Perry County Animal Rescue is taking animals as well for a fee.

### **Lee Wright**

Mr. Wright informed the board that Tuesday night, November 1, 2011 would be a Meet The Candidates Night at the Municipal Building, and invited the community to attend.

### **Kraig Nace Duncannon EMS**

Mr. Nace said thank you to the community for their continued support, and apologized to Mr. Soltis for the late delivery of the AED as they were busy with other issues. He reported that the month of September was lighter in call volume than the summer had been.

### **Bob Johnson**

Mr. Johnson informed the community that from 2 PM to 7:30 PM on October 29, 2011 Perdix Fire Company would be having a Halloween Party and Open House. He invited the community to attend.

### **Richard Kingerly**

Mr. Kingerly is a resident of a property on State Road and informed the Board that there's a problem with traffic not yielding to school buses. His grandchildren have frequently been put at risk. He wanted to know if it would be possible to have a school bus sign installed on Route 11/15 in that area. Solicitor Wagner informed him that it would be possible to notify Penndot about the issue and see if they can have one installed, as that is a state road. Mr. Kingerly then offered the use of his driveway to the police so that they could sit and monitor the area.

## **MINUTES**

Upon approval of a Novinger/Holman motion, minutes for the August 31, 2011 Conditional Use and September 28, 2011 PTS meeting were approved.

## **INVOICES AND EXPENDITURES**

After due consideration, and upon a Holman/Novinger motion, the PTS voted to approve payment of checks 23883 to 23964 from the PLGIT General Account in the amount of \$34,634.47, and ACH transfers from the Orrstown Bank General Account in the amount of \$11,875.48. Checks 1325, 1332 through 1335, 1339 and 1340 from the Orrstown Bank PTPRB Checking Account for a total of \$1,342.53 were also approved.

Solicitor Wagner requested that check 23941 be voided and the funds redirected to the Duncannon Senior Citizen Center. The PTS consented to this request.

## **TREASURER'S REPORT**

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Upon approval of a Novinger/Maguire motion, the Treasurer's Report was accepted, subject to audit. The Treasurer was directed to donate the sum of \$14,280 to the Duncannon EMS by the approval of a Holman/Novinger motion. This check will be issued with the next payroll.

### **HIGHWAY DEPARTMENT REPORT**

- Chairman Holman reported that due to the quantity of rain much time has been devoted to the cleanup of mud and storm debris.
- He extended thanks to those who participated in the fall cleanup.
- The Highway crew has repaired the roof and re-seamed sections of the roof of the Municipal Building.
- They have completed part of the shoulder work on Sunshine Hill along a section of Eisenhower Road.
- Shoulder work has begun on Faculty Rd.
- Haas Dr has been reopened. Gutter work still needs to be done in that area.
- A new barbecue pit will be constructed at the Township building however a change in truss design is being discussed. The road crew will do final demolition on a voluntary basis on an upcoming Saturday, volunteers are welcome.

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

#### **Warden Property Subdivision**

Upon unanimous approval of a Holman/Novinger motion a time extension was granted to the Warden Property until January 25, 2012. An agreement has been reached between the developer and the Penn Township Municipal Authority to finalize their agreements by the end of the year.

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

The Zoning Officer report was accepted without comment.

### **SEO REPORT**

A letter was received about a malfunction at the Richard Yohn property.

### **Forrer Dodge**

A copy of the retaining tank contract was received for Forrer Dodge. A Holman/Novinger motion was approved to accept the retaining tank contract and set the escrow at \$3240.

### **PARKS AND RECREATION**

October 29, 2011 will be the Township's annual Halloween Party. Volunteers are requested for this event. Mr. Renner also reported that the mockup for the 2012 calendar is almost complete, and two extra artists have participated this year. He also notified the board that the meeting date for the Penn Township Parks and Recreation board may possibly change due to conflicting schedules of the members. It was also noted that the flagpole will be painted with the assistance of the Duncannon Borough in providing their bucket truck.

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

The request in the September meeting for an emergency plan representative from the Board of Supervisors will be filled by Brian Maguire, as approved with the passage of a Holman/Novinger motion. Vice-chairman Novinger will not be filling this position as recommended by Solicitor Wagner due to a potential conflict of interest.

### **SECRETARY REPORT**

#### **HVAC Maintenance Contract**

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Secretary Klinepeter presented the bids for the 2012 HVAC maintenance contract. The low bid was provided by Comfort Tech. A Holman/Maguire motion was approved awarding the contract to Comfort Tech for a three-year period at a cost of \$812 the 1<sup>st</sup> year, \$836 the second year, and \$860 the third year. Chairman Holman commented that the current HVAC units are 15 years or older and are close to their lifespan, and it would be a good idea to begin to consider replacing these units and research if they can be purchased through Costars.

### **Window Quotes**

Deferred to the end of the meeting.

### **Perry County Tax Collection Meeting**

The motion for the by-law change for existing members to receive equity distribution was denied by 19 to 9 motion. Secretary Klinepeter attached handouts from the meeting along with financial information and a draft budget.

### **Tri-County Planning Committee**

Secretary Klinepeter attended the meeting on October 4, 2011 and presented a report. A Novinger/Maguire motion was approved nominating Mr. Rhodes to continue to serve as committee member from Perry County. Also, the planning committee requested a memorandum of understanding for the 2011 Regional Growth Management Plan which we have not currently sent to them. A Holman/Novinger motion was approved requesting that we send this to them.

### **Perry County Tax Claim Bureau**

The Tax Claim Bureau requested permission to sell a property out of their repository. a Holman/Novinger motion was approved giving them permission to do so.

### **ENGINEER REPORT**

Mr. Shradley presented his report to the Board. There was no change to the zoning revision and agricultural/rural zone update, and the comprehensive plan update has been completed by the engineers. The final revisions have been submitted to the planning commission for their review. The Morrison letter of credit has been briefly reviewed, and this request was tabled with a Maguire/Novinger motion allowing the engineer to have to have additional time to finish his review.

### **POLICE REPORT**

#### **Car Camera**

A Novinger/Maguire motion was approved allowing Chief Sheaffer to purchase two in-car camera systems, as it was noted that the funds are available this year. The system will cost \$10,648.

### **SOLICITOR'S REPORT**

#### **Duncannon Senior Citizen's Center**

Upon listening to the presentation by the Duncannon Senior Citizen Center, the Solicitor requested that the funds to cover his invoice for September be redirected as a donation to the Senior Citizen Center.

#### **1451 State Rd.**

A letter was sent to Mr. Dusan Bratic about the dumpster at 1451 State Rd, and he informed the Solicitor that he and the trash company had resolved all but 1 issue. Mr. Bratic was informed that he has until the November PTS meeting to resolve the issue, or action will be taken.

#### **Proposed Police Contract**

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The proposed police contract is now in final review. Chairman Holman stated that he received the latest update. He is looking at the costs extremely closely to ensure that they are appropriate right down to specific line items. A discussion ensued with several visitors about the availability for public review prior to this point, and a Holman/Maguire motion set a joint meeting for public input between the Township and the Borough Council Police Committee to be held on November 16, 2011 at 7 PM. The second meeting would be set for November 30, 2011 at 6 PM with the possibility of adoption during the 7 PM PTS meeting.

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

The September 2011 Permit Reports were reviewed and accepted without comment.

### **CORRESPONDENCE**

There was no new correspondence.

### **OLD BUSINESS**

#### **Mobile Veterinary Services**

The CPAA (Cumberland/Perry Animal Alliance) was contacted for information about a possible Spay/Neuter clinic to supplement the vouchers that are currently received from the Harrisburg Area Humane Society. We are currently awaiting a return inquiry. It was also noted that there will be a public spay/neuter clinic for cats provided by PAWS on December 30, 2011 at the Swatara Township Municipal Building.

#### **Office Security Entrance**

A Novinger/Maguire motion was approved granting the Secretary permission to pursue bids to install a security window and entrance in the Municipal Office. Chairman Holman will assist in obtaining the specifications for this project. Lisa Dorman of the Duncannon Record asked whether this would allow us a cost savings on the workers compensation insurance and was informed that this is more of a suggestion that has been brought up for years by our insurance agent.

Bob Johnson asked the status of a playground/park at the EMS building and was informed that this is tabled for the time being as meetings need to be held with the insurance company to obtain their feedback on liability insurance that would be needed. Mr. Lee Wright asked if a community block grant could be pursued by the PTS for this project, and was informed that they were unsure if this type of project would meet the parameters of that specific grant. However there may be other grants available.

#### **Window Quotes**

There are six cracked windows in the building, and quotes were obtained for their repair. Vice-Chairman Novinger noted that the Mapco quote was not very specific and she would like more details. Secretary Klinepeter noted that this damage may be covered under insurance, however there is \$1000 deductible. A Holman/Maguire motion tabled this request until more information could be obtained.

### **NEW BUSINESS**

#### **2012 Budget**

The next budget meeting will be held on November 16, 2011 at 6 PM with the approval of a Holman/Novinger motion.

### **ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 9:10 p.m.

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Respectfully Submitted,

Christine Shaffer, Recording Secretary