

**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 November 30, 2011**

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The Penn Township Board of Supervisors (PTS) met on Wednesday, November 30, 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.

**VISITORS**

**Paul Soltis**

Mr. Soltis offered his congratulations to Supervisor Maguire on winning his election bid. Mr. Soltis then stated that the railroad crossing incident on November 13, 2011 was referred to the Police Department. Both railroad crossings to Railroad Ave. were blocked by a train for several hours, and charges are being pursued against the conductor and engineer. A letter has also been issued to Norfolk Southern's claims agent, and any resident who was inconvenienced is encouraged to make a claim.

**MINUTES**

Upon approval of a Novinger/Maguire motion, minutes for the November 16, 2011 budget meeting, November 16, 2011 joint proposed police contract meeting, October 26, 2011 PTS meeting, and October 20, 2011 Budget meeting were approved.

**INVOICES AND EXPENDITURES**

After due consideration, and upon a Novinger/Maguire motion, the PTS voted to approve payment of checks 23965 to 24036 from the PLGIT General Account in the amount of \$48,631.34, and ACH transfers from the Orrstown Bank General Account in the amount of \$9,110.67. Checks 1341 through 1347 from the Orrstown Bank PTPRB Checking Account for a total of \$1393.55 were also approved.

Check #24015 was issued to the Harrisburg Area Humane Society in the amount of \$366.00 for 3 dogs that were brought in by the Dog Warden.

**TREASURER'S REPORT**

Upon approval of a Novinger/Holman motion, the Treasurer's Report was accepted, subject to audit.

**HIGHWAY DEPARTMENT REPORT**

- The Shoulders along the newly paved section of Faculty Road have been completed, except for a small section that needs to be blacktopped in the spring.
- Line painting has been completed on YMCA Dr., Cove Rd., and Faculty Rd.
- The first installation of signs has been completed, and is in compliance with the new regulations.
- The highway crew has already chipped a lot of brush that has been brought in.

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- The old BBQ pavilion has been demolished. The remainder of the old support posts will be removed when the new pad is ready to be poured.
- The highway crew has been using their remaining vacation time on rainy days in order to not lose any work time during good weather. Unfortunately some work like tar and chipping will be postponed until Spring as it has become too cold.
- Winter repair work that has been scheduled includes culvert replacement, gutter cleaning, and drainage issues in the Burley Rd. area.
- A letter will be sent to the Residents of Faculty Rd. between Rt 274 and Creek Rd in the area expected to be paved during 2012 to alert them about pending preparations for the paving project.

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

The PTPC had nothing to report.

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

The Zoning Officer report was accepted without comment. A Novinger/Maguire motion was approved indicating the Board's decision not to be a party to four zoning hearings scheduled in December. Those hearings are for Rock Kat (sign), McDade/Smith (garage), Members 1<sup>st</sup> (sign), and Jones (carport).

### **SEO REPORT**

The SEO investigated 2 possible malfunctions.

### **PARKS AND RECREATION**

As discussed under the highway report, the old BBQ pavilion has been demolished, and work on the new one will begin as time permits. The park equipment will also be serviced during the winter.

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

Supervisor Maguire and Paul Soltis discussed the PTMA Emergency committee meetings, and said they have produced feedback that will be presented to the PTMA. Vice Chairman Novinger stated that meetings between the PTMA and Yingst Homes for the Warden subdivision have been stepped up to every two weeks, and significant progress is being made. The PTMA budget for 2012 is also under review and is looking good. Mr. Lee Wright asked if there will be any reduction in rates, and was told not for 2012.

### **SECRETARY REPORT**

#### **Teresa Weaver Escrow**

Teresa Weaver has asked to place her \$500 escrow into a savings bond or Certificate of Deposit. Due to the new banking regulations, she is unable to get a Letter of Credit for that amount. There is currently an escrow account, but she is unable to access the account to do routine maintenance to keep the account active (withdrawal of interest), and the Township has to be present to do this on her behalf. Solicitor Wagner said a CD would be sufficient. Chairman Holman stated that the monitoring of this septic system is done by DEP, and the escrow amount would not be sufficient to cover any repair needed. A Holman/Novinger motion was unanimously approved directing the secretary to send a Letter of Relief to Mrs. Weaver so that she no longer has to maintain an escrow.

#### **Act 44 Disclosure Statement**

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PSATS has submitted the Act 44 Disclosure Statement for the Police and Non-Uniform Pension Plans for adoption.

### **AT&T Wireless Phones**

The Highway Department and Police Department are both looking at new wireless phone contracts. The Highway Department has received a quote for 3 Samsung Rugby II phones and 300 shared minutes for a cost of approximately \$70 per month. Current charges for the highway department average \$83 monthly. The police have received a quote for 5 Samsung Rugby II phones, 1500 shared minutes and data for approximately \$202 a month. A Novinger/Maguire motion approved the new plans for both departments.

### **Humane Society**

Secretary Klinepeter presented the 2012 proposed Humane Society Contract. They are asking for a \$250 non-refundable fee, and \$1298.40 deposit for the escrow. Vice-Chairman Novinger asked why the fee went down, and was told that their services were used less this year. A Novinger/Holman motion approved the 2012 contract and payment of \$1548.40 to the Humane Society.

### **Township Website**

Chairman Holman discussed the recent complaints about the timeliness of updates on the Township website. It was found that the webmaster had been sent information on a regular basis, but it hasn't been posted in a timely fashion. Chairman Holman asked the Board to consider bringing the website management in-house. A Holman/Novinger motion was approved granting this request.

### **ENGINEER REPORT**

Mr. Shradley reported that the MS4 deadline is now March 15, 2013. The application process should begin in September of 2012, and a waiver doesn't look likely at this point. He also performed a site visit to the Morrison Property and recommended a reduction in the Letter of Credit to \$228,190.44. A Novinger/Maguire motion was approved granting that reduction. Finally, The latest plans for the traffic signal at Rt. 274 and Business Campus Way have been reviewed, and the Township's concerns have all been addressed.

### **POLICE REPORT**

#### **Vascar**

The police department is researching other vendors to maintain the calibration of the Vascar equipment, and was asked by Chairman Holman to obtain written quotes.

### **11/15 Truck Study**

The recent proposal by PennDOT to lift the current truck restriction on Routes 11/15 was dropped after letters that were submitted by the community. The road will remain an emergency truck route, and all restriction signs that were removed will be replaced.

### **Proposed Police Contract**

After a discussion about the standard operating policy, start up issues, and a request by the Board to see how service hours will be tracked for each municipality, A Holman/Novinger motion was approved adopting the proposed police contract to provide the Borough of Duncannon with police coverage. Chairman Holman then asked for an executive session at the end of the meeting.

### **SOLICITOR'S REPORT**

The Solicitor wished everyone a happy holiday season.

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

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

### **CORRESPONDENCE**

#### **Duncannon Fire Company**

A letter was received from Duncannon Fire Company about a loan they are pursuing for a new Pumper Truck. There will be a public meeting on the purchase of this equipment on December 6, 2011 at 6 pm at the Duncannon Fire House.

### **OLD BUSINESS**

#### **Office Security Entrance**

Vice-Chairman Novinger asked if any progress had been made on getting quotes for the security entrance for the Township office. She was informed that the measurements were not complete yet.

#### **Window Quotes**

There are six cracked windows in the building, and quotes were obtained for their repair. Vice-Chairman Novinger noted that the Mabco quote was not very specific and she would like to see quotes for repair, instead of a mix or repair and replacement quotes. 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.

### **BUDGET**

The proposed budget was updated to include the latest receipts and expenditures. Questions from the audience were answered about taxes, balancing the budget without depleting reserves, the possibility of future tax increases, and volunteer hours in the highway department. Also asked were questions about the webmaster, carryover figures, and the Humane Society. Vice-Chairman Novinger asked that notes 4 and 5 be checked to be sure they correspond with the correct categories. Upon unanimous approval of a Novinger/Holman motion, the secretary was directed to advertise the proposed budget.

### **EXECUTIVE SESSION**

The PTS entered into executive session from 8:48 pm to 9:30 to discuss personnel issues. No decisions were made.

### **ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Maguire motion, the PTS voted unanimously to adjourn at 9:31 p.m.

Respectfully Submitted,

Christine Shaffer, Recording Secretary