

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, 2012

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The Penn Township Board of Supervisors (PTS) met on Monday, January 3, 2012 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), Cliff Karlsen (Officer in Charge), and Christine Shaffer (Treasurer). Chairman Holman called the meeting to order at 3:00 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. Mr. Stanley Mutzabaugh also recorded the meeting. A list of visitors is on file in the Township office.

APPOINTMENTS FOR 2012

Temporary Chairman

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

Temporary Secretary

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

Appointment of Chairman

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

Appointment of Secretary

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

Appointment of Treasurer

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

Appointments of Police Chief and Lieutenant

After comments by Chairman Holman about the recent resignation of Paul Sheaffer, and a proposal by Officers Pickles and Karlsen, and the approval of a Holman/Maguire motion, the PTS appointed Richard Pickles as Chief of Police. A Holman/Maguire motion was approved appointing Clifford Karlsen to Police Lieutenant. Both men will be full-time employees, with vacation and personal time, but no medical benefits.

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APPOINTMENTS CONTINUED

Appointment of Township Solicitor

Upon a Novinger/Maguire motion, the PTS voted unanimously to reappoint Manke, Wagner, & Spreha as Township Solicitor.

Township Engineer

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

Township Vacancy Board Chairman

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

Township Sewage Enforcement Officer and Alternate

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

Township Zoning Officer and Alternate

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

Township Uniform Construction Code Inspection Agency

Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Glace Associates as Township Uniform Construction Code Inspection Agency. The only change in fee is a \$30 increase for Manufactured Housing.

Penn Township Municipal Authority

Upon a Novinger/Maguire motion, the PTS voted unanimously to reappoint Elmer Knaub to the Penn Township Municipal Authority Board.

Penn Township Planning Commission

Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Ed Chism to the Penn Township Planning Commission.

Penn Township Zoning Hearing Board

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

Penn Township Parks and Recreation Board

Upon a Novinger/Holman motion, the PTS voted unanimously to reappoint Barbara Van Horn, and appoint Karen Tilkens to the Penn Township Parks and Recreation Board.

Penn Township Right to Know Officer

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

Penn Township Elected Auditors

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Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Brad DiPaulo and Robert Shaffer as Elected Auditors.

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.

Capital Tax Collection Bureau Representative and Alternate

Upon a Novinger/Holman motion, the PTS voted unanimously to reappoint 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 Maguire/Novinger motion, the PTS voted unanimously to reappoint 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

With the following motions, the PTS voted unanimously to set the wages and salaries listed below to paid employees, with the Roadmaster's wages to be set by the Elected Auditors with a Holman/Novinger motion recommending no increase from the current rate of \$17 per hour.

Secretary

\$16.72 per hour, Maguire/Novinger

Treasurer

\$11.44 per hour, Novinger/Maguire

Custodian

\$10.22 per hour, Novinger/Maguire

Police Chief

\$21.00 per hour, Holman/Maguire

Police Lieutenant

\$20.00 per hour, Holman/Maguire

Part-time Police Officer

\$14.28 per hour 6 month probationary rate, \$16.50 per hour thereafter as per contract with Duncannon Borough

Full-Time Highway

\$15.50 per hour with benefits (Tom Rissinger), Novinger/Maguire

\$12.50 per hour with benefits (Steve Gardner), Novinger/Maguire

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Part-Time Highway

\$11.59 per hour, Holman/Novinger

Groundskeeper

\$10.21 per hour, Novinger/Maguire

Police Clerk

\$12.24 per hour, Novinger/Maguire

BUSINESS MATTERS

Points Of Contact

Upon a Novinger/Maguire 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 \$.555 per mile.

Tax Levy

Upon a Novinger/Maguire 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 2012-01.

2012 Fee Schedule

Upon a Holman/Novinger motion, the PTS voted unanimously to approve Fee Schedule Resolution 2012-02.

2012 Meeting Dates

Upon a Novinger/Maguire motion, the PTS voted unanimously to meet the last Wednesday of each month in 2012, with the exception of the annual Roadmaster meeting, which will be held on March 31th. Also approved were the following meeting dates. PTPC – 3rd Monday of the month, ZHB – 2nd Thursday of the month as needed, UCC – 1st Thursday of the month as needed, PTPRB – 2nd Tuesday of the month.

Tax Collector Audit

Upon a Holman/Novinger motion, the PTS voted unanimously to have the elected auditors perform the annual audit of tax collector Barbara Hamilton.

INVOICES AND EXPENDITURES

Upon a Novinger/Holman motion, the PTS voted unanimously to approve the Invoice and Expenditure report, with no new expenditures since the December 28, 2011 meeting.

TREASURER REPORT

Upon a Novinger/Holman motion, the PTS voted unanimously to accept the Treasurer Report for the period December 29 through December 31, 2011, subject to audit. The Treasurer was asked if new rates had been obtained for the Parks and Recreation Department CD that is maturing in late January, and replied that she was waiting to obtain rates closer to the maturation date.

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OLD BUSINESS

PSATS Convention

The Secretary reported that the PSATS convention would be held May 6-9, 2012. Upon a Holman/Maguire motion, the PTS voted unanimously send Helen Klinepeter to the Convention.

Perry County Convention

The Secretary reported that the annual convention for Perry County Township Officials would be held on February 25th. Upon a Holman/Novinger motion, the PTS voted unanimously to pay the cost for Secretary Klinepeter, Vice-Chairman Novinger, Supervisor Maguire, Township Emergency Management Coordinator Soltis, and Tax Collector Hamilton to attend the convention.

PSATS Dues

Upon a Holman/Novinger motion, the PTS voted unanimously to authorize payment of the 2012 PSATS dues of \$1098.00

Police Calibrations

Upon unanimous approval of a Novinger/Holman motion, the PTS voted to use Rabold's of Harrisburg for equipment calibration services at an approximate savings of \$100 per year.

NEW BUSINESS

Duncannon Fire Police

Upon discussion and unanimous approval of a Novinger/Maguire motion, the PTS voted to allocate \$100 as a donation to the Duncannon Fire Police.

Duncannon EMS Donation

Upon unanimous approval of a Maguire/Novinger motion, the PTS voted to donate \$14,565.60 to the Duncannon EMS.

Duncannon Fire Company

Upon unanimous approval of a Novinger/Holman motion, the PTS voted to donate \$65,000 to the Duncannon Fire Company, with \$25,000 to go to their Capital Reserve Fund, and the balance for operating expenses.

VISITORS

Stanley Mutzabaugh

Mr. Mutzabaugh asked if Officer Leah Rissinger was still employed by the Township, and was told yes, she was. He also asked if the quarterly police meetings were to be open to the public, and was told that so far as the PTS knew, they should be.

Lisa Dorman

Ms. Dorman asked for clarification of spelling, the rates for Madden Engineering, and if there was a fire tax (no).

ADJOURNMENT

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 4:17 p.m.

Respectfully Submitted,

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Christine Shaffer
Recording Secretary