

**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 February 29, 2012**

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The Penn Township Board of Supervisors (PTS) met on Wednesday, February 29, 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), Max Shradley (Engineer), Police Chief Richard Pickles, and Christine Shaffer (Treasurer). Chairman 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**

**Henry Holman III, Shermanata Grange**

Mr. Holman III came on behalf of the Grange to invite the Board to participate in this year's Community Day on April 14, 2012. The event will be from 10 a.m. until 2 p.m. , with a yard sale starting at 8 a.m. Contact information was provided.

**INVOICES AND EXPENDITURES**

After due consideration and upon a Novinger/ Holman motion, the PTS voted to approve payment of checks 25089 through 25174, in the amount of \$40,996.02 from the PLGIT general account, ACH transfers in the amount of \$10,504.42 from the Orrstown Bank General Account, Checks 1357 through 1363 from the Orrstown Bank PTPRB Checking Account for a total of \$980.61 were also approved.

**TREASURER'S REPORT**

The Treasurer's report was accepted upon the passage of a Novinger/Holman motion, subject to audit. Treasurer Shaffer was directed to reinvest 2 mature Parks and Recreation CDs at Bank of Landisburg. One will be for a 3-month period at a rate of .35%, and the other will be for a 12-month period at a rate of .55% with approval of a Novinger/Maguire motion.

**MINUTES**

Minutes for the December 28, 2011 PTS meeting, January 3, 2012 Reorganizational Meeting, and January 25, 2012 PTS meeting were accepted with the approval of a Novinger/Holman motion.

**HIGHWAY REPORT**

**Advertisement of Bids**

The advertisements of the following bids were approved with the approval of the following motions:

- 2a Stone, Novinger/Maguire
- #8 AASHTO Stone Novinger/Maguire
- E3 Oil, Novinger/Maguire

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- Faculty Road Paving Project, Novinger/Maguire

An Escalator Clause resolution, #2012-04, was adopted with the approval of a Holman/Novinger motion to allow flexibility in the Paving project for fluctuating oil prices.

**Traffic Signal Maintenance Agreement**

The Board elected to take 30 business days to review the Traffic Signal Maintenance Agreement sent to the Township by PennDOT, and have the Solicitor review it also.

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

**MW2 Conditional Use**

A Novinger/Holman motion approved a Conditional Use Hearing for MW2, Docket 2012-03 to be held March 28, 2012 at 6:00 p.m.

**Morrison Zoning Request**

A Holman/Novinger motion was approved to grant the Board 30 days to review the proposed Morrison Zoning map change.

**Forrer Dodge**

Mr. Joe Burget presented the as-built plans to the Board for the ACD Realty/Forrer Dodge to the Board. The previously questioned changes to the embankment at the rear of the property have been reviewed by Doug Cwienk, Hydrogeologist for Geoservices, Ltd. and found to be stable. After a discussion between Mr. Cwienk, Mr. Burget, Mr. Shradley, and the Board, a Holman/Maguire motion was approved accepting the as-built plans. An extension of the guardrail along Spur Rd was also agreed to by Mr. Forrer, with 6-month window to install set forth in the approval of a Novinger/Holman motion. Chairman Holman stated that he would assist Mr. Forrer with contact information for a Guiderail Contractor. Finally, the installation of the fencing around the retention pond was delayed until September 2012 to monitor water levels with the approval of a Holman/Novinger motion.

**Comprehensive Plan**

Upon approval of a Holman/Novinger motion, the Board decided to take 30 days to review the Comprehensive Plan update.

**ZONING REPORT**

The Zoning Officer's report was accepted.

**SEWAGE ENFORCEMENT OFFICER REPORT**

The Sewage Enforcement Officer's report was accepted without comment.

**PARKS AND RECREATION BOARD REPORT**

There was no quorum at the February PTPRB meeting. There will be a Community Garden again this year by Mutzabaugh's Market. Medallions around the Flagpole are being repainted; the Volleyball net will be replaced, as the old one is beyond repair. The March meeting will be on the 29<sup>th</sup> to prepare for the Spring BBQ on the 31<sup>st</sup>.

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**PENN TOWNSHIP MUNICIPAL AUTHORITY**

The PTMA's report was presented to the Board, and the PTMA is pursuing a Community Block Development Grant to improve the water service on Sunshine Hill.

**SECRETARY'S REPORT**

**MRM Workers Compensation**

A \$1020 credit was received from MRM for the 2011 Workers Compensation Insurance.

**Shermans Creek Road**

A letter was sent to the residents of Shermans Creek Rd about the purchase and installation of a road sign, and they have agreed to purchase the sign.

**Resolution 2011-05**

A Holman/Novinger motion was approved accepting the change of wording in this ordinance from " of the unpaid tax bill receipt that is issued at a time other than for original payment to escrow companies." to "of a duplicate bill to escrow companies." at the request of Tax Collector Hamilton.

**Capital Tax Collection Bureau**

Susan Long attended the last meeting of the Capital Tax Collection Bureau, and a copy of her report was given to the Board.

**County Convention**

Attendees to the Annual County Convention gave their comments on information that was presented. Secretary Klinepeter attended a workshop on Unemployment Compensation Tips, Supervisors Novinger and Maguire spoke about the presentation given on DCNR grants.

**ENGINEER'S REPORT**

Mr. Shradley presented the Engineers report to the board. He attended a workshop on the upcoming MS4 applications that are due in the Fall of 2012, and felt that the Township would not get an exemption this time.

**POLICE REPORT**

The January police report was accepted. The 1<sup>st</sup> quarterly review of the police contract will be held at the Duncannon Borough office on March 15<sup>th</sup> at 7 p.m. This meeting will be open to the public. Binders containing the new applications for Part-time officers were given to the Board for their review. The Department would like to hire 2-4 additional officers to add to the rotation.

**SOLICITOR'S REPORT**

The Solicitor was absent due to another commitment that could not be rescheduled.

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

The February permit reports were presented and accepted without comment.

**CORRESPONDENCE**

**MRM Proxy**

A Holman/Maguire motion was approved to execute the proxy for the 2012 MRM Property & Liability Trust Annual Meeting.

**Perry County Conservation District**

Perry County Conservation District is offering assistance in setting up Electronics Recycling in the County. After comments and discussion a Novinger/Maguire motion was passed directing the Secretary to obtain more information about the recycling program.

**PennDOT Traffic Studies**

Notice was received by the Township that traffic studies will be conducted in the Township from March to June on randomly selected roads.

**OLD BUSINESS**

**Office Security Entrance**

Chairman Holman asked to discuss the office security entrance during Executive Session due to financial concerns.

**EXECUTIVE SESSION**

An executive session was held from 8:12 pm to 9:15 pm, to discuss police personnel issues, and financial issues.

**Office Security Entrance**

Chairman Holman announced that it was decided to wait on the quote from Hershocks for the window and security door to add in the cost to repair the rear entrance that had been damaged by winds. A Holman/Novinger motion was approved directing the Secretary to advertise the construction portion of the project

**Police Personnel**

Interviews will be scheduled soon for additional Police personnel.

**ADDITIONAL BUSINESS**

Mr. Lee Wright asked for clarification about the extension of the Guardrail along Spur Rd.

**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Maguire motion, the PTS voted unanimously to adjourn at 9:22 p.m.

Respectfully Submitted,

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Christine Shaffer  
Recording Secretary