

**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 March 28, 2012**

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The Penn Township Board of Supervisors (PTS) met on Wednesday, March 28, 2012 at 7 pm 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), Rich Wagner, (Solicitor), 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. Stanley Mutzabaugh announced that he also was recording the meeting. A list of visitors is on file in the Township office.

**CHANGE OF ORDER**

**Morrison Zoning Map Hearing**

Chairman Holman announced that the Morrison request for Zoning Map change was to be forwarded up to the County Planning Commission. Also, with the approval of a Holman/Novinger motion, a Public Hearing was scheduled for May 8, 2012 at 6 PM at the Municipal Building.

**VISITORS**

**Nancy Valdez**

Ms. Valdez came as proxy for Mr. Lee Wright to ask how many officers are currently employed by the Township. She was told 3, 2 full-time and 1 part-time. Her second point was to clarify a statement in the spring newsletter directing residents to call the Humane Society about any stray cat issues. Residents should call the Township instead, as that is what the Humane Society will tell them. She also suggested that maybe that correction could be posted on the website, and commended the Township on renewing their contract with the Humane Society. Her final point was about a letter that had been sent to the PTMA and responded to by Sam Auxt about discounts for advance payments, and the numbers not seeming to make sense. She asked for clarification on delinquency numbers. Vice-Chairman Novinger replied back to her, and also thanked Mr. Bob Johnson for attending the last PTMA meeting. Ms. Valdez said that there would be attempts by more residents to attend the meetings.

**Paul Soltis**

Mr. Soltis apologized for not being in attendance at the February PTS meeting, as he was welcoming a new grandson into his family. He attended the County Convention at the end of February, and had the opportunity to speak with the new County Emergency Management Coordinator, Mr. Tom Bell. Mr. Soltis stated that he was pleased with Mr. Bell so far and hopes he follows through with his plans to be more interactive with the communities. He asked the Supervisors to consider inviting him to a future meeting to meet the residents of the Township. Mr. Soltis also passed along to the residents that there is a new law coming regarding cell phone usage and CDL licenses, and warned residents about

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the potential fines that could result from violating this law. Finally he attended the PTMA meeting on March 7 to get more details on the emergency plans for power outages and PTMA responses. He was satisfied with the proposed response plan on timeframes to obtain port-a-potties for areas that are adversely affected by an outage.

**Stanley Mutzabaugh**

Mr. Mutzabaugh inquired about funding for guardrail projects that had been mentioned in previous meetings, and was told that money that was budgeted for the guardrail replacement on Summit and Highland had been reallocated to Spur Ln. He then asked why there was no mention of the Township Garden in the Spring Newsletter, and was told that no article was submitted in time. His final question was whether the Township had any liability in a recent fatality that had occurred within the Township. Chief Pickles responded to his question and said there was no Township liability due to the nature of the incident.

**Kraig Nace**

Mr. Nace dropped off the first part of the EMS financial paperwork from 2011, and stated that the 990's would be dropped off in May, along with the audit statement. Mr. Bob Johnson then had a discussion with Mr. Nace about mass casualty responses.

**INVOICES AND EXPENDITURES**

After due consideration and upon a Novinger/ Holman motion, the PTS voted to approve payment of checks 25175 through 25232, in the amount of \$29876.26 from the PLGIT general account, ACH transfers in the amount of \$12146.63 from the Orrstown Bank General Account, Checks 1364 through 1376 from the Orrstown Bank PTPRB Checking Account for a total of \$3567.35 were approved, and checks 177 and 180 in the amount of 29,190.37 were approved from the Capital Reserve account..

**TREASURER'S REPORT**

The Treasurer's report was accepted upon the passage of a Novinger/Holman motion, subject to audit.

**MINUTES**

Minutes for the February 29, 2012 PTS meeting were accepted with the approval of a Novinger/Maguire motion.

**HIGHWAY REPORT**

**Awarding of Bids**

Bids for Highway materials and projects were awarded as follows, subject to Solicitor's approval of bid:

2A Aggregate: Harsco Metals, Steelton, PA. 2,000T @ \$21,900.00 Holman/Novinger

#8 AASHTO: Handwerk Materials, Hummelstown, PA. 200T @\$2970.00  
Novinger/Holman

Bitumen Liq./E3: Specialty Emulsions, York, PA 8,000G @\$19,120.00 (no delivery charge)  
Novinger/Maguire

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2012 Paving Project: Handwerk, Hummelstown, PA. \$124,324.56 Novinger/Maguire

**Traffic Signal Agreement**

A Novinger/Holman motion approved the agreement to assume maintenance of the Traffic signal to be installed at Rt. 274 and Business Campus Way.

**Guardrail Project**

Chairman Holman obtained the prices for the guardrail replacement projects to be done this year: Summit Ave. \$994.00 (Duncannon Borough share), \$2344.85 (Township Share). Spur La. \$3984.60 to be billed to Forrer Dodge upon completion to extend the guardrail behind Forrer Dodge.

**Other Notes**

- Chairman Holman followed up on the possibility of recycling TV's and other electronics, and found it would not be a good idea to get involved with. Deimler's Recycling does take them.
- The Park BBQ pavilion was completed. The approximate cost was \$3422, with some bills yet to be received. The possibility of purchasing a portable BBQ will be on the agenda for the next PTPRB meeting.
- The first loads of E3 and stone have been received to begin patching roads.
- Plows have been removed from the Township trucks and prepped and stored for summer.
- An offer was received from Miller and Juniata Townships to share in the rental of a boom mower. Each Township would receive 1 week's rental including transportation for \$2000. The offer will be researched further.
- Chairman Holman mentioned that an issue had been brought to his attention that involved a member of the Penn Township Citizen's Group (PTCG) and some mistruths about an old issue and previous employee. It was the Chairman's opinion that the comments unfairly represented that group, and he wanted them to be aware of the situation. After some discussion about the issue, members of the PTCG that were present were appreciative of the understanding that the actions of one of its members were recognized as that of an individual and not of the group as a whole.

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

**Comprehensive Plan**

A Holman/Novinger motion tabled action on the revised Comprehensive plan until the Planning Commission holds a public meeting.

**ACD Realty Letter Of Credit**

A Holman/Maguire motion was approved accepting the engineer's recommendation to lower the ACD Realty Letter of Credit to \$18067.50. The drainage issue that was suspected is tied to debris in the Penndot pipe under Rts. 11/15, and not to silt in the pipes as was first suspected.

**ZONING REPORT**

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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 (PTPRB)**

The PTPRB will meet on March 29, 2012 to prepare for the Chicken BBQ. Solicitor Wagner waived his fee for attending the meeting and asked that the funds be used to pay for 25 dinners for residents in need.

**PENN TOWNSHIP MUNICIPAL AUTHORITY**

The PTMA's report was presented to the Board. A letter was given to the Board offering to donate 1325 State Rd., a property owned by the PTMA, to the Township. Approval of a Holman/Maguire motion accepted the donation of the property, subject to Chairman Holman attending the next PTMA meeting to discuss sharing the demolition costs. Vice-Chairman Novinger abstained.

**SECRETARY'S REPORT**

**Office Entry Bid Award**

The office security entry project was awarded to Northwood Home Builders, Ellitsburg, PA at a cost of \$3,375 for the construction with the approval of a Novinger/Maguire motion. An additional cost of \$1666.00 for an installed steel door and hardware, and \$847.00 for the sliding window will also be incurred, with that work being done by Hershock's, Harrisburg, PA. A discussion about a card-based security system concluded that it would be too expensive to pursue this year. The previously discussed remote opening ("buzz-in") lock system was postponed in the event that the card system can be installed next year.

**PSATS Prevailing Wage Resolution**

A Holman/Novinger motion was approved signing a resolution recommended by PSATS calling for the reform of the Prevailing Wage Law in Pennsylvania.

**Custodian Position**

Sharon Graff submitted a letter to the Board advising them of her decision to retire as custodian effective June 30, 2012. A Novinger/Maguire motion was approved giving the secretary permission to advertise for a new custodian.

**Back Door**

The rear entrance to the Municipal Building was damaged by wind, and a replacement quote from Hershocks, Inc. was provided to the Board. A Novinger/Maguire motion approved the replacement of the rear door without an optional electric strike plate at a cost of \$866.00. Ms. Jodi Rissinger asked about other security systems and offered to provide information on another system that she had researched.

**County Convention**

Attendees to the Annual County Convention gave their comments on information that was presented. Secretary Klinepeter attended a workshop on Unemployment Compensation

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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.

**POLICE REPORT**

The February police report was accepted. The first quarterly review of the Police contract with Duncannon Borough was positive, and the Borough has elected to continue services for the next 3 months. Also it was mentioned that the car that was transferred from the Borough is running well, and helping to save on fuel costs as it gets good gas milage. The police department is researching options on bidding out bulk fuel as a cost savings measure. Finally, interviews were to be scheduled later in the meeting to hire additional officers.

**SOLICITOR’S REPORT**

The Solicitor had nothing further to report, other than April 10, 2012 is Be Kind to Lawyers Day.

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

The March permit reports were presented and accepted without comment.

**CORRESPONDENCE**

**ARLE Grant**

The Township did not receive a 2011 ARLE grant that was applied for to cover street sign purchases due to lack of available funding, but was encouraged to try again in 2012.

**OLD BUSINESS**

**Road Survey**

The 2012 road survey was scheduled for March 31, 2012

**OTHER ISSUES**

**Boom Mower**

A Novinger/Maguire motion was approved directing Chairman Holman to discuss the rental of the boom mower with Juniata and Miller Townships.

**Police Personnel**

Interviews for police officer applicants were scheduled for April 10 and 11, 2012 at 6 pm. Officer Potteiger resigned his position due to lack of time.

**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 8:45 p.m.

Respectfully Submitted,

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Christine Shaffer  
Recording Secretary