

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 July 25, 2012

The Penn Township Board of Supervisors (PTS) met on Wednesday, July 25, 2012 at 7 pm in the Municipal Building. Chairman Henry Holman, Jr., and Vice-Chairman CeCe Novinger were in attendance. Other personnel present were Helen Klinepeter (Secretary), Frank Chlebnikow (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. Mr. Stanley Mutzabaugh also announced that he was recording the meeting.

VISITORS

District Justice Dan Maguire

District Justice Maguire came to clarify an ongoing issue regarding payment of fines that are disbursed from his office. He explained the procedures in his office, and why fines that were due to Duncannon Borough were being paid to Penn Township. The issue relates to the coding that is required in their system, and should be resolved in the near future since their system is now able to differentiate between Borough issues and Township issues that are handled by the Police Department.

Kevin Bissonette, Duncannon Fire Company

Mr. Bissonette informed the Board that the new pumper was scheduled to be delivered on August 1, 2012.

Stan Mutzabaugh

Mr. Mutzabaugh asked when a motion was passed stating the Township would not take over the roads for the Proposed Stone Mill Estates. He was told that there had been no motion, it was a decision by consensus.

Kraig Nace

Mr. Nace presented the Duncannon EMS 2011 Audit letter to the Board.

ANNOUNCEMENT

Chairman Holman announced that due to a health issue, Supervisor Maguire would be unable to make the meeting, and Solicitor Wagner would also be unable to be present.

INVOICES AND EXPENDITURES

After due consideration and upon a Novinger/ Holman motion, the PTS voted to approve payment of checks 25481 through 25555, in the amount of \$36,409.64 from the PLGIT general account, ACH transfers in the amount of \$9,946.00 from the Orrstown Bank General Account. Checks 1397 through 1402 from the Orrstown Bank PTPRB Checking Account for a total of \$310.34 were also approved.

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TREASURER'S REPORT

Approval of a Novinger/Holman motion directed the Treasurer to move a maturing Parks and Recreation CD from Bank of Landisburg to Marysville Bank. The Treasurer's Report was accepted upon the passage of a Novinger/Holman motion, subject to audit.

MINUTES

Minutes for the June 27, 2012 PTS meeting were approved with a Novinger/Holman motion.

HIGHWAY REPORT

Notes

- Culvert, sump installation and side preparation work is being completed along Faculty Rd. and Lavonne Dr. in preparation for paving. Chairman Holman expected to notify the Contractor on July 31, 2012 to schedule the paving.
- The culvert on Cove Rd. will be worked on after the Faculty Rd. paving project is completed.
- Chairman Holman thanked the Highway crew for their efforts on the recent hot days.

PENN TOWNSHIP PLANNING COMMISSION (PTPC) REPORT

Warden Time Extension

A Novinger/Holman motion was approved granting the Warden Property Subdivision plan a time extension until October 31, 2012.

ACD Realty Plan File # 2012-02

A Holman/Novinger motion passed approving 3 Alterations of Requirements:

- 304/306, *Preliminary Plat Procedure* of the Township Subdivision and Land Development Ordinance due to the fact that the plan is proposing to create an additional sales display area for an existing automotive sales area.
- 309.A.a, *Plan Scale* of the Township Subdivision and Land Development Ordinance to aid in creating a legible plan.
- 309.A.7, *Property Outline* of the Township Subdivision and Land Development Ordinance due to the property size (less than 2 acres)

A second Holman/Novinger motion was passed accepting the ACD Realty Plan subject to the following conditions and payment of fees:

- The Certification of title and the dedicatory statement should be signed and notarized.
- Stormwater Agreement reviewed and accepted by the Board of Supervisors.
- NPDES Permit is obtained from Perry County Conservation and presented to Penn Township.

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Ferster/Mervine Plan

A Novinger/Holman motion was passed approving 10 Alterations of Requirements:

- 304/306, *Preliminary Plat Procedure* of the Township Subdivision and Land Development Ordinance due to the fact that the plan is proposing an expansion to an existing building.
- 309.A.a, *Plan Scale* of the Township Subdivision and Land Development Ordinance to aid in creating a legible plan.
- 309.A.7, *Property Outline* of the Township Subdivision and Land Development Ordinance due to the property size (less than 2 acres).
- 309.A.11, *Exist/Proposed Contours* of the Township Subdivision and Land Development Ordinance due to the fact that the plan is proposing an expansion to an existing building.
- 309.B.4, *Erosion and Sedimentation Control Plan* of the Township Subdivision and Land Development Ordinance due to the fact that the plan is proposing an expansion to an existing building with minimal earthmoving activities.
- 309.B.5, *DEP Permit for Earthmoving Activities* of the Township Subdivision and Land Development Ordinance due to the fact that the plan is proposing minimal earthmoving activities.
- 309.B.7, *DEP Planning Module* of the Township Subdivision and Land Development Ordinance due to the fact that the plan is proposing no new sewage activities.
- 309.B.10 *SEO Report/Soils* of the Township Subdivision and Land Development Ordinance due to the fact that the plan is proposing no new sewage activities.
- 406, *Stormwater Management Plan* of the Township Stormwater Management Plan due to the fact that the plan is proposing an expansion to an existing building with minimal earthmoving activities.
- 407, *Erosion Control Plan* of the Township Stormwater Management Plan due to the fact that the plan is proposing an expansion to an existing building with minimal earthmoving activities.

A Holman/Novinger motion was approved accepting the Ferster/Mervine Plan subject to the certification of title and the dedicatory statement being signed and notarized and payment of fees.

ZONING REPORT

The Zoning Officer’s report was accepted.

Fishing Creek Associates Variance

A Novinger/Holman motion was passed to have the Board be a party to a variance request hearing by Fishing Creek Associates for the Stone Mill Estates Plan. They are asking for consideration of boring versus trenching where possible for the installation of utility lines.

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SEWAGE ENFORCEMENT OFFICER REPORT

The Sewage Enforcement Officer's report was accepted without comment. A request to review a question about the Eagles Nest holding tank agreement renewal was forwarded to the PTMA for review with the approval of a Holman/Novinger motion.

PARKS AND RECREATION BOARD REPORT (PTPRB)

The Parks and Recreation report was accepted by the Board.

PENN TOWNSHIP MUNICIPAL AUTHORITY

The PTMA had no report this month.

SECRETARY'S REPORT

Fall Clean-up

A Holman/Novinger motion was approved to direct the secretary to advertise the 2012 Fall Clean-up bid.

Employment Manual Update

A Holman/Novinger motion was approved to adopt the latest update to the employment manual.

Non Uniform Pension

A Holman/Novinger motion approved the non-uniform pension document.

ENGINEER'S REPORT

Mr. Chlebnikow presented the Engineers report to the Board. The MS4 Permit Application is due September 14, 2012, and has been started. Thanks were given to Mr. Max Shradley for his help with the many phone calls for direction on the application.

POLICE REPORT

Chief Pickles reported that patrols are now 24/7, including the use of bikes. He expected to have all officers make an appearance at National Night Out on August 7, 2012

SOLICITOR REPORT

A title search has been recommended for the property at 1325 State Rd., and the PTMA will check with their attorney to see if that has already been done.

BUILDING, ZONING, DRIVEWAY AND SIGN PERMIT REPORT

The June permit reports were presented and accepted without comment.

OLD BUSINESS

Newsletter

Articles for the newsletter are due August 10, 2012.

NEW BUSINESS

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Medical Insurance

The initial quotes for the renewal of medical insurance with Highmark are projecting a 36.2% increase. Applications have been filled out for 2 other companies, with pricing due shortly. A meeting to make a decision on health insurance was scheduled for July 30, 2012 at 2 p.m.

ADJOURNMENT

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 7:56 p.m.

Respectfully Submitted,

Christine Shaffer
Recording Secretary