

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 7, 2013

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The Penn Township Board of Supervisors (PTS) met on Monday, January 7, 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), Police Chief Richard Pickles, Captain Cliff Karlsen and Christine Shaffer (Treasurer). Chairman Holman called the meeting to order at 7:00 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. A list of visitors is on file in the Township office.

APPOINTMENTS FOR 2013

Temporary Chairman

Upon a Holman/Novinger motion, the PTS voted unanimously to appoint Brian Maguire as Temporary Chairman. Mr. Holman then turned the meeting over to Supervisor Brian Maguire for temporary appointments.

Temporary Secretary

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

Appointment of Chairman

Upon a Novinger/Holman motion, the PTS voted unanimously to appoint Henry Holman, Jr. as Chairman of the PTS. After the appointment of Chairman, Mr. Maguire returned chairmanship of the meeting to Mr. Holman.

Appointment of Vice-Chairman

Upon a Holman/Maguire motion, the PTS voted unanimously to appoint Lucinda (CeCe) Novinger as Vice-Chairman of the PTS.

Appointment of Roadmasters

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

Appointment of Secretary

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

Appointment of Treasurer

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

Appointment of Police Chief

Upon a Maguire/Novinger motion, the PTS voted unanimously to appoint Richard Pickles as Police Chief.

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INSURANCE PACKAGE

Ms. Robin Vorous, of W.J. Moore Agency presented the 2013 Insurance package to the Board. She obtained quotes from 3 different companies, and recommended MRM Property & Liability Trust to again be the insurance company for the Township. After questions from Vice-Chairman Novinger and Chairman Holman, Ms. Vorous agreed to look into a few items in the quote that needed correction. A Novinger/Holman motion was unanimously approved to accept the Quote from MRM, subject to the changes discussed with Ms. Vorous. The policy will take effect on January 10, 2013.

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/Holman motion, the PTS voted unanimously to reappoint Rettew Associates as Township Engineer.

Township Vacancy Board Chairman

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

Township Sewage Enforcement Officer and Alternate

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

Township Zoning Officer and Alternate

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

Township Uniform Construction Code Inspection Agency

Upon a Novinger/Maguire motion, the PTS voted unanimously to reappoint Glace Associates as Township Uniform Construction Code Inspection Agency.

Penn Township Municipal Authority

Upon a Holman/Maguire motion, the PTS voted unanimously to reappoint Lucinda (CeCe) Novinger to the Penn Township Municipal Authority Board.

Penn Township Parks and Recreation Board

Upon a Novinger/Maguire motion, the PTS voted unanimously to appoint Mike Freeman to the Penn Township Parks and Recreation Board.

Penn Township Uniform Construction Code Board of Appeals

Upon a Novinger/Maguire motion, the PTS voted unanimously to appoint William Warner to the Penn Township Uniform Construction Code Board of Appeals.

Penn Township Right to Know Officer

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

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Penn Township Elected Auditors

Upon a Holman/Novinger motion, the PTS voted unanimously to reappoint Brad DiPaolo and Robert Shaffer as Elected Auditors. GiGi McDade-Smith has moved from the Township, and her Letter of Resignation has still not been received, after two letters have been sent to her new address. The Solicitor will be asked to contact her on behalf of the Township.

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/Maguire 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 Novinger/Maguire motion, the PTS voted unanimously to continue using Orrstown Bank and PLGIT as depositories.

WAGES/SALARIES

With a Maguire/Novinger motion, 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. Chairman Holman asked that when his highway wages are set by the Elected Auditors, that he receive no increase.

Secretary

\$17.05 per hour.

Treasurer

\$11.66 per hour.

Custodian

\$10.42 per hour.

Police Chief

\$22.25 per hour, as per contract with Duncannon Borough.

Police Captain

\$21.25 per hour, as per contract with Duncannon Borough.

Part-time Police Officer

\$17.50 per hour, as per contract with Duncannon Borough.

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Full-Time Highway

\$15.81 per hour with benefits (Tom Rissinger).

\$12.75 per hour with benefits (Steve Gardner).

Part-Time Highway

\$11.82 per hour.

Groundskeeper

\$10.41 per hour.

Tax Collector

Upon a Novinger/Maguire motion, the PTS unanimously approved an increase from 4% to 5% for the Tax Collector, to bring her compensation in line with tax collectors in the rest of the county.

BUSINESS MATTERS

Points Of Contact

Upon a Holman/Novinger 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 Holman/Maguire motion, the PTS voted unanimously to set the mileage rate at \$.555 per mile.

Tax Levy

Upon a Novinger/Holman 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 2013-01.

2013 Fee Schedule

Upon a Novinger/Maguire motion, the PTS voted unanimously to approve Fee Schedule Resolution 2013-02, with the following changes: Increase in Building Permit fee from \$5 to \$12; increase in Zoning permit fee from \$50 to \$65; and \$50 administrative fee for water feasibility report application, with applicant to also pay the actual cost of review.

2013 Meeting Dates

Upon a Holman/Novinger motion, the PTS voted unanimously to meet the last Wednesday of each month in 2013, with the exception of the annual Roadmaster meeting, which will be held on March 23rd, and the December meeting, which will be held on Thursday, December 26th. 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.

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INVOICES AND EXPENDITURES

Upon a Novinger/Holman motion, the PTS voted unanimously to approve the Invoice and Expenditure report. A second Novinger/Holman motion was approved to allow the Treasurer to pay Blue Cross via ACH instead of paper check to avoid late fees.

TREASURER REPORT

Upon a Novinger/Holman motion, the PTS voted unanimously to accept the Treasurer Report for the period November 29 through December 31, 2012, subject to audit. A Novinger/Maguire motion was approved to move a Parks and Recreation Department CD that is maturing January 19th from Orrstown Bank to Marysville Bank.

PENN TOWNSHIP CITIZENS GROUP

Chairman Holman stated that he has long felt that the Penn Township Citizens Group has merit; however, he is disturbed by the inaccuracies that appear in their Newsletter. He would like to have the Board respond to those inaccuracies. After mentioning a few specific instances, a Holman/Novinger motion was approved to publish Township corrections and responses to Citizens Group newsletters on the Township website, Blue Ridge Cable channel 8, in the Township newsletter, and in the PTS Meeting minutes, in addition to sending those corrections directly to the Citizens Group.

VISITORS

Gene Hollenbaugh

In response to his question, Mr. Hollenbaugh was told that LST Taxes that are received by the Township are deposited into the General Fund.

OLD BUSINESS

PSATS Convention

The Secretary reported that the PSATS convention would be held April 21-24, 2013. Upon a Holman/Novinger motion, the PTS voted unanimously to pay for Secretary Helen Klinepeter to attend two workshops at the Convention, at a cost of \$130.

Perry County Convention

The Secretary reported that the annual convention for Perry County Township Officials would be held on February 23rd. Upon a Novinger/Maguire motion, the PTS voted unanimously to pay the cost for Secretary Klinepeter, Chairman Holman, Vice-Chairman Novinger, and Supervisor Maguire to attend the Convention, and pay the 2013 dues.

Perry County Municipal Planning Support Service

Upon unanimous approval of a Holman/Novinger motion, the PTS elected not to be a part of the Perry County Municipal Planning Support Service.

PSATS Dues

Upon a Novinger/Maguire motion, the PTS voted unanimously to authorize payment of the 2013 PSATS dues of \$1145.00

Duncannon Fire Police

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Upon unanimous approval of a Holman/Maguire motion, the PTS voted to designate a \$100 donation for the Duncannon Fire Police

Duncannon EMS

Upon unanimous approval of a Novinger/Holman motion, the PTS voted to designate a \$14,856.91 donation for the Duncannon Fire EMS.

Duncannon Fire Company

Upon unanimous approval of a Holman/Maguire motion, the PTS voted to designate a 450 gallon donation of Diesel fuel for the Duncannon Fire Company. The fuel would come from the Township's storage tank, and must be witnessed by both a Township Supervisor and a Township Police officer. A Holman/Novinger motion was also approved to donate \$65,000 to the Duncannon Fire Company, with \$25,000 earmarked for their Capital Reserve account.

Per Capita/Occupation Taxes

Upon unanimous approval of a Holman/Novinger motion, the Secretary was directed to advertize 2 Ordinances for the collection of Per Capita and Occupational Taxes, and establish an exemption based on the Federal Poverty Level.

Harrisburg Area Humane Society

Upon unanimous approval of a Novinger/Holman motion, the 2013 contract with the Harrisburg Area Humane Society was approved, along with payment of the \$250 fee. No escrow was requested.

MINUTES

Minutes of the November 28, 2012 PTS Meeting, and November 29, 2012 Conditional Use hearings for Deberk and Morrison were accepted with the approval of a Novinger/Holman motion. Minutes for the December 26, 2012 PTS meeting were accepted with the approval of a Holman/Maguire motion, with Vice-Chairman Novinger abstaining.

HIGHWAY REPORT

Chairman Holman reported that the Highway personnel have been busy replenishing salt and antiskid from the recent storms. A Novinger/Maguire motion was approved to earmark \$20,000 from the Capital Reserve account for Building improvements to the Garage and Salt sheds, in case the amount previously budgeted is insufficient. In response to questions asked, the Chairman stated that the department is in need of an additional storage area for the salt/antiskid mix, and was concerned that the construction of that addition to the current salt shed, along with the construction of a previously planned lean-to at the west end of the Garage would exceed the amount set aside in the 2013 budget. He wished to have the additional funds earmarked just in case they were needed.

PENN TOWNSHIP PLANNING COMMISSION

Morrison Sewer Module

Chairman Holman commented about the Board's concerns with the Morrison Inc. sewage facilities planning module, building, and a previous agreement with the Board regarding that property. The Chairman stated that just as issues can be twisted around in the community, which can also happen internally as well. He reviewed the PTMA minutes and was disappointed to find

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there was no mention of a recent meeting between himself, Solicitor Wagner, Mr. Melham, Mr. Bunt, and Mr. Morrison. In that meeting, issues with the delay in Mr. Morrison's completion of a DEP module were addressed and a solution was reached that would allow Mr. Morrison to complete what was needed so that his module can be sent in for approval by DEP and the plans recorded with the county. There was also no mention in those minutes about a timeframe for this to be completed. The Chairman stated that he intended to address those issues with the PTMA. Upon additional research, it was found that PTMA rules and regulations state a 180 day timeframe for construction to be completed once a plan is approved. Discussion between Mr. Melham, Mr. Morrison and the Chairman ensued about difficulties by both the applicant and the Authority that have occurred since 2009 since the matter began, and it was agreed that the recent meeting between the Township and the applicant proved very helpful in getting issues addressed so that the applicant can complete his process, and address a current building violation that the Township has notified him about. A Holman/Novinger motion was unanimously passed to approve the resolution and sign the module so that it can be forwarded to DEP for approval. Upon Receipt of the completed module from DEP, the plan will be recorded with the county and the PTMA notified immediately, so they may contact Mr. Morrison. At that point, as per PTMA regulations, Mr. Morrison will have 180 days to complete his construction of the sewer connection to the Kinkora Wastewater treatment plant.

ZONING REPORT

The Zoning Officer's report was accepted without comment.

SEWAGE OFFICER REPORT

The Sewage Officer's report was accepted without comment.

PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department report was accepted without comment.

PENN TOWNSHIP MUNICIPAL AUTHORITY

Eagles Nest Extension

The PTMA asked for a 60 day extension for the sewer connection order that was issued to Eagles Nest so that their Solicitor can research a previous agreement, connection, and UCC issues. A Holman/Novinger motion was approved to grant the request.

SECRETARY'S REPORT

PSATS Pension Statements

A Novinger/Holman motion was approved to adopt the pension statements received from PSATS as per Act 44.

School District Census

Tax Collector Hamilton notified the Township that the County does not want to pay Susquehanna School District for a copy of the census. This affects the Township's per capita and occupational taxes, as the township is not given an accurate listing of people that move into or out of the Township. The secretary contacted the school to ask them how much the census cost, and if it was possible to obtain just the Township's data. No response has been received. A Holman/Maguire motion was approved to grant her request of a letter being sent to the County commissioners to ask them to pay that fee and obtain the census.

Newsletter

Articles for the 2013 spring Newsletter are due by January 18, 2013.

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CD Resolution

A Maguire/Novinger motion was approved to sign a CD resolution for Members 1st Federal Credit Union.

Capital Tax Collection Bureau

A Capital Tax Collection Bureau meeting was held December 12th, 2012. The 2013 budget was approved, and changes to the bylaws were discussed. Copies of those proposed changes were given to the Board so they may review them and return any questions or concerns to the secretary to be passed back to the Capital Tax Collection Bureau.

ENGINEER'S REPORT

The Engineer's report was accepted without comment.

POLICE REPORT

Chairman Holman addressed comments that were made by Mr. Lee Wright at the December 26, 2012 meeting regarding software for the Police department. He reviewed purchases made by the department during 2012, and found there was no purchase made in the dollar amount stated by Mr. Wright, and asked where Mr. Wright got his information. Mr. Wright stated it was during a budget meeting, and it was explained that the dollar amount in question was for any purchase in that category, not for a specific program. A program was tested by the department at one point, but it was decided not to purchase that program. Mr. Wright asked to hear the tape of the meeting to review the discussion in question, and was told that it would be made available to him.

Chairman Holman also addressed the repeated questioning of the amount of officers in the police department, and if the Township was covered on a 24/7 basis. He stated that as of July 1, 2012 that there is 24/7 coverage in the Township and Duncannon Borough, and as such, no schedule is provided to the State Police. A phone call to County Dispatch can also confirm that an officer is on duty at all times. Chief Pickles presented a summary of police activity for 2012, divided by municipality. The chief also stated that as of December 31, 2012, all officers had completed necessary training and finished their probationary period. Discussion ensued about the effect of part-time vs. full time employees on the turnover rate. Ms. Lisa Dorman asked about the pay rate for Police, and was told that they were now to be paid at \$17.50/hour as per the contract with Duncannon Borough. Capt. Karlsen then thanked both the Board and the Borough Council for their cooperation through the first year of the contract, and the progression that the department has made.

SOLICITOR'S REPORT

The Solicitor was unable to attend the meeting due to a prior commitment.

PERMIT REPORT

The permit report was accepted without comment.

CORRESPONDENCE

PA Farm Show

An invitation was declined to attend PA Public Officials Day at the PA Farm Show, as no one would be available.

Resignation

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A resignation from Paul Soltis was accepted with the approval of a Holman/Novinger motion, and Mr. Soltis was thanked for his service as Emergency Management Coordinator. Mr. Soltis said he will assist the Township during the transition period if needed.

Juniata Sewage Committee

A letter was received from the Juniata Sewage Committee regarding their services to local Townships in administering the Act 537 sewage facilities program.

COMMENT

Mr. Brian Peters asked the Board and the Police if there would be any action to restrict 2nd Amendment rights in light of the recent shooting in Newtown, CT. Chairman Holman stated that the Board and Police were pro-2nd Amendment. Mr. Peters then asked that if the Board intended to respond to inaccuracies in the Penn Township Citizens Group Newsletter, if they would also respond accordingly to letters to the editor in the local news publications. Discussion ensued about the necessity of rebutting inaccuracies in the local papers.

ADJOURNMENT

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 9:19 p.m.

Respectfully Submitted,

Christine Shaffer
Recording Secretary