

**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 May 29, 2013**

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The Penn Township Board of Supervisors (PTS) met on Wednesday, May 29, 2013 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), 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**

**Erin Shermer, Robert Morris CPA**

Mrs. Shermer presented the 2012 Township audit to the Board. She explained the new audit format, stating it was an industry effort to create clarity standards beginning with the year ending December 31, 2012. She highlighted some specific pages within the audit that highlight the Township's assets, liabilities, and fiscal accountability. She ended her presentation stating that Robert Morris CPA gave a clean opinion of the Township.

Chairman Holman offered that although Solicitor Wagner could not attend the meeting due to another concern, the solicitor felt that a letter that had circulated recently with claims that the Township is nearly broke needed to be addressed. The audit presented by Mrs. Shermer shows otherwise. He referenced the Certificates of Deposit that the Township holds that total over \$250,000.00 in General Funds alone. The Chairman went on to explain the process of creating periodic surplus to save up for larger projects and purchases that are scheduled for upcoming years. The projects referred to would exceed the annual revenue for one year in the appropriate fund, so creating a surplus by not using the entire revenue for a given year allows the available assets to build for future use. He also talked about the \$30,000.00 line item in the General Fund budget that is earmarked for road repair. This line item is used only as needed, and repairs that are paid for from this line had previously been paid with liquid fuels funds. Those Liquid Fuels funds are now used for paving projects only to maximize their impact.

After discussing a section in the letter in question with the Auditor and the Solicitor which referred to a "recent independent audit that showed that the Township's finances were in critical condition", the Chairman chose to respond to that statement. He said the Township has a right to see that audit, and asked Mr. Peters if that could be provided. Mr. Peters replied that after a previous confrontation with Mr. Holman, he declined to answer that question. Mr. Holman said that the Solicitor would pursue the issue. Mr. Holman also asked Mrs. Shermer if she had been contacted about any other audit being performed on the Township, and she replied that she knew of no other audit being conducted. She also stated that it was customary for another auditor to make contact with the contracted auditor during that process.

Mr. Robert Shaffer, Elected Auditor for the Township, then commented that he has had the opportunity to review the 2012 audit, and it was his opinion that the Township was not broke, and has created a sufficient safety net. Mr. Shaffer reported that he had the experience of being a previous supervisor for the Township at a time when the Township's finances were in worse condition. He was satisfied with recommending the Township accept the Audit as presented by Robert Morris CPA. Mr. Shaffer did comment on the contents of the Management letter, and suggested the control issues that were mentioned be reviewed to see if they can be addressed given the size of the office staff. Mr. Holman stated that since Treasurer Shaffer has submitted a letter of resignation, he would ask that the new Treasurer be allowed to work with the Auditors to

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receive increased training in order to address the issue of checks and balances between the computer programs that are used by the office staff. Mr. Brad DiPaolo, also an elected auditor for the Township seconded Mr. Shaffer's recommendation. Upon unanimous approval of a Holman/Novinger motion, the 2012 Township audit was accepted by the Board.

**Kraig Nace, Duncannon EMS**

Mr. Nace thanked the Highway crew for the repair of Shermanata Dr. He also thanked Secretary Klinepeter and Captain Karlsen for their recent assistance with the paperwork and reports resulting from an accident that involved one of their personnel. He noted that the non-emergency transport services have increased over the last few months. This benefits the EMS as it provides an additional source of revenue. The 2008 ambulance is currently being repaired to correct an axle issue and a fuel issue. Finally, he asked the Board and the police to look into an access issue on Inn Rd. by Tubby's Nightclub. A recent increase of calls has made apparent the difficulties in bringing in emergency vehicles during heavily-attended events.

Chairman Holman discussed recent issues that arose during the 2013 primary election. He stated that he has never fielded so many questions during a period where he was not an incumbent or candidate. Comments that were made about the financial state of the Township, reasons for Executive sessions, and the separation of church and state that is required with the position of Supervisor were all addressed. The Chairman welcomed Mr. Peters to the Board if he wins the November election, and told him that he would learn a lot about the nature of the position of Supervisor if he does win. Part of that learning would include why certain matters including financial, legal, and personnel matters can be handled during an executive session, but that no decisions can be made until a regular scheduled meeting. The Chairman also discussed the confrontation that occurred between himself and Mr. Peters on the morning of Election Day, stating that he did tell Mr. Peters that a separation between church and state is necessary, and if Mr. Peters would like to continue to support his campaign platform that he was running on, he might find it necessary to continue to promote falsehoods, or he could find it necessary to retract some of the information from his campaign platform. Mr. Holman asked Mr. Peters if he did in fact approach him outside the building with an open hand, and Mr. Peters again refused to answer and repeated his previous statement.. Mr. Holman repeated what he had said to Mr. Peters, and stated that there were no threats made, and if Mr. Peters felt his financial information was correct, then he should question the Auditors.

**INVOICES AND EXPENDITURES**

With unanimous approval of a Novinger/Holman motion, the PTS voted to approve payment of checks 26298 through 26385 in the amount of \$88,243.76 from the PLGIT general fund account. ACH payments totaling the amount of \$13,477.32 from the Orrstown Bank General Account, checks 1457 to 1463 from the Orrstown Bank PTPRB Checking Account for a total of \$386.55, and check 224 in the amount of \$2,325.89 from the Liquid Fuels account were also approved.

**TREASURER'S REPORT**

The Treasurer's Report was accepted upon the passage of a Novinger/Holman motion, subject to audit. A Park and Recreation Department CD will mature on June 17, 2013 with a value of 10,998.80. Upon unanimous approval of a Novinger/Holman motion, the treasurer was directed to move the funds to First National Bank of Mifflintown, unless a better interest rate is found prior to that date.

**MINUTES**

Minutes for the April 24, 2013 PTS meeting were approved with a Novinger/Holman motion.

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**HIGHWAY REPORT**

**Notes**

- Trimming has been done along Cove Rd. in the area near Kinkora Nursing Home. The addition of more guardrails in the Township has made for the overall trimming process to be more time-consuming; however the safety benefits that the new guardrail has provided make the extra time involved worthwhile.
- Repairs have been performed to areas along Shermanata Dr. and Sawmill Rd.
- Shoulders have been repaired in areas that have been presenting problems for mail carriers. In response to the rumors that this was done at the request of the Post office were denied, with the Chairman stating that this item has been on the agenda for quite a while, and efforts to prevent this problem from occurring in the future have been undertaken during previous paving projects, by extending the shoulders near mailboxes.
- Culvert repair to damaged areas especially on Sawmill Rd. will be undertaken once school traffic will no longer be affected.
- No Parking signs will be installed along Petersburg La., Hilltop Rd. and a end of Township Road sign for Rupp Rd.
- Contact with the contractor will be made to obtain the timeline for tar and chipping on Butchershop Rd. as soon as the school year is finished.
- Widening of Sawmill Rd. is scheduled for this year in preparation for paving next year.
- A sight distance issue at the corner of Linton Hill Rd and Rt 849 has been resolved with the cooperation of a Wheatfield Township resident who permitted the road crew to cut back some brush on their property.
- Guardrail along Haas and Gambers Corner Rd is scheduled for installation in the last few days of May 2013 and the beginning of June 2013.

**PENN TOWNSHIP PLANNING COMMISSION**

**Stone Mill Estates Extension**

A two-month extension was granted for the Stone Mill Estates plan, until July 31, 2013 with the approval of a Holman/Maguire motion. The Chairman commented that he is optimistic that the planned development will come to fruition and be a benefit to the Township. Mr. Lee Wright asked if a proposed water tower is still included, and was told that it is not certain that it will be included. Also, in response to the question of how many homes are being proposed, the latest revision of the plan shows 74 proposed home sites.

**Appointment**

Upon unanimous approval of a Novinger/Maguire motion, Mr. John Owen was appointed to the Penn Township Planning Commission for a four-year term.

**ZONING REPORT**

The Zoning Officer's report was accepted.

**SEWAGE ENFORCEMENT OFFICER'S REPORT (SEO)**

There was nothing to report.

**PARK AND RECREATION BOARD REPORT (PTPRB)**

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The PTPRB report was presented to the Board. Ms. Kim Miller resigned from the Board due to her relocation and medical issues. The PTPRB, in conjunction with Duncannon Borough and The Duncannon Appalachian Trail Festival will be sponsoring a Gold Panning exhibit on June 1, 2013 at Noye Park in Duncannon. The next senior day event will be June 7, 2013.

**PENN TOWNSHIP MUNICIPAL AUTHORITY**

The PTMA report was presented to the Board.

**SECRETARY'S REPORT**

**Act 44**

The Act 44 compliance resolution (Resolution #2013-08) will be re-advertised to reflect corrections that were requested.

**Prevailing Wage**

PSATS has asked municipalities to vote for prevailing wage legislation and adopt a resolution supporting this legislation. The Township had previously adopted this legislation in 2011. A Holman/Novinger motion was approved to draft a letter reminding our legislators about our resolution.

**Census Update**

The comparison and update to the School census is now complete, with the addition of 613 people to the Occupational/Per Capita tax rolls. Problems that resulted in these people being missed included not responding to the original census, and lack of reporting by landlords when renters turn over. If all the new additions pay, the Township will gain an additional \$6,130 in tax revenue.

**ENGINEER'S REPORT**

Mr. Shradley presented the Engineer's Report to the Board.

**Members 1<sup>st</sup> Letter of Credit**

Upon review of the Members 1<sup>st</sup> property at 48 Business Campus Way, the engineer recommended release of the Letter of Credit. After a question by Vice Chairman Novinger to clarify the amount of the letter, a Novinger/Maguire motion was approved to accept the engineer's recommendation.

**POLICE REPORT**

Chief Pickles presented the April 2013 Police report to the Board. He commented that two of the four newly hired officers have been sworn in and started with the department. One has completed his field training, and the second is currently in the process of being field-trained. The remaining officers are still awaiting receipt of their MPOEC certifications. Chairman Holman stated that he has looked at the old budgets and compared with when the department had only 1 full-time and 1 part-time officer, and the current size of the department. After receipt of fines, the current department is operating for close to \$20,000.00 less and providing better coverage. Mr. Stan Mutzabaugh commented that he seldom sees the unmarked SUV in service. Chief Pickles said that was good, and commented that all 3 vehicles are routinely used, and when not in use, one of the vehicles is kept in the Police Bay in the Township Garage.

**SOLICITOR REPORT**

Chairman Holman again apologized for the Solicitor's absence due to an unexpected issue.

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

The April 2013 permit reports were presented and accepted without comment.

**CORRESPONDENCE**

**Greater Harrisburg Association of Realtors**

The Greater Harrisburg Association of Realtors is holding their annual breakfast on June 12, 2013.

**PSATS Youth Awards**

Applications are available at the Township office for the annual PSATS Youth Award Contest. The due date is August 1, 2013.

**Cable Franchise Negotiation Seminar**

A Cable Franchise Contract Negotiation Seminar will be held June 11, 2013 in Mifflintown.

**OLD BUSINESS**

**County Business Development Update**

Chairman Holman reported on the ongoing work with Commissioner Rudy's ongoing efforts to promote development within the county. It was brought to the Township's attention that PTR Manufacturing of Connecticut is planning to relocate in a new area. A Novinger/Maguire motion was approved to contact them about viewing the Business Campus as a possible relocation site. Mr. Wright asked how many employees they have, and was told that would be researched. A quick search by Mr. Nace said their website states they employ approximately 40 people.

**NEW BUSINESS**

**Resignation**

A Holman/Novinger motion was approved to accept the resignation of Christine Shaffer from the position of Treasurer/Recording Secretary, with regret. Mrs. Shaffer leaves the Township to pursue a full-time position. A second Holman/Novinger motion was approved to direct the secretary to advertise the position.

**Cable Franchise**

The current cable franchise agreement fee is set at \$300 per year, and is in need of updating before it expires at the end of June, 2013. A Maguire/Novinger motion was approved to notify Blue Ridge Communications that the Township would like to renegotiate the agreement. Chairman Holman and Captain Karlsen will attend a previously mentioned seminar about cable contract negotiations prior to meeting with Blue Ridge Communications to help facilitate the renegotiation process.

**UCC Inspection Agency**

Glance Associates has notified the Township that as of December 31, 2013 they will no longer be providing UCC inspection services. A Holman/Maguire motion was approved to send out requests for proposals to other agencies for review at the next PTS meeting.

**Electronics Recycling**

Advanced Green Solutions will have an electronics recycling collection day on June 8, 2013 in conjunction with the normal Boy Scout recycling activities. Drop-off will be at the Duncannon Borough building from 9:00 am until 1:00 pm.

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Ms. Nancy Valdez asked if there had been any progress on the injunction against Mid-Penn Scrap Resources, and was told that the necessary paperwork has been filed at the Perry County Court, and is awaiting approval by the Court.

**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Novinger motion, the PTS voted unanimously to adjourn at 8:17 p.m.

Respectfully Submitted,

Christine Shaffer  
Recording Secretary