

**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 NOVEMBER 12, 2013**

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The Penn Township Board of Supervisors (PTS) met on Tuesday, November 12, 2013 at 6:30 p.m. in the Municipal Building. Chairman Henry Holman, Jr., Lucinda Novinger and Supervisor Brian Maguire were in attendance. Other personnel present were Helen Klinepeter (Secretary), Police Chief Richard Pickles, and Clifford Karlsen (Police Captain). 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.

Chairman Holman offered that two executive sessions were held on November 4, 2013 for discussion regarding the transition of the Uniform Construction Code third party agency and November 12, 2013 for discussion on pensions.

**VISITORS** – All Visitors were acknowledged.

**BUDGET**

Secretary offered that the only changes made were to the Workmen's Compensation from Duncannon Borough for our portion of the Duncannon Fire Company. The cost of the Minimum Municipal Obligation for the Police Pension must be increased by \$10.00. Secretary updated the amount spent and received from October bills and lowered the Building Repair line item.

Mr. Hollenbaugh asked if the amount transferred from the General Fund to the Capital Reserve was a statutory requirement. Mr. Hollenbaugh then asked why money would be transferred from the General Fund to Capital Reserve when the budget shows that there is money being transferred from the savings account to the General Fund.

Secretary explained that due to the law the revenue and expenses have to equal. We use the savings and CD's to show that we have a balanced budget. If everything is spent in the expenses then the Township would have to use the savings and CDs. Mr. Hollenbaugh asked if we had to place the \$39,000 in the Capital Reserve. Mr. Holman offered that we don't have to put money in the Capital Reserve Fund. This is money we want to transfer to Capital Reserve to build up the savings.

Stanley Mutzabaugh asked what the Foreign Fire Insurance was. Secretary explained that Foreign Fire Insurance is from Insurance Companies who do not have a home base in the State. The money is collected by the state and distributed by a formula to the municipalities with a volunteer fire company. The money comes in and goes out.

Mr. Lee Wright asked what the line item, Contribution – Nongovernment, was. Secretary explained that this is a contribution that the Board can give to a nongovernmental agency. An

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example would be the Boy or Girl Scouts and the CART. Secretary offered that the category, Contribution – Nongovernment, will have to be corrected to reflect that the amount is \$200.

Mr. Wright asked if there were plans for the purchase or lease of a police vehicle next year. Chief Pickles offered that none is planned for 2014. The monies placed in the categories, 01.410.337 and 01.419.337 Vehicle Purchase, are earmarked for transfer to Capital Reserve for a future vehicle purchase.

Mr. Mutzabaugh asked where the money for Police Special Services comes from. Chief Pickles offered that this is money that is paid for the police to cover games and other special events. Mr. Mutzabaugh asked if the school did not use their own people. Chief Pickles offered that the school wants extra coverage during home games.

Mr. Hollenbaugh asked how much Police Department money is brought in versus how much we pay out. Secretary replied that she would have to get the information back to him as the categories are spread throughout the budget.

Mr. Mutzabaugh asked what the category Communications included. Captain Karlsen offered that this category is for the phone bills, internet bills and any upgrade to communications to police vehicles. Mr. Mutzabaugh asked if there are cameras in the vehicles. Chief Pickles offered that two vehicles have cameras and that they are looking for a grant to get a third and to replace the two we have now.

Mr. Wright offered that there is \$4,000 from the Duncannon Borough and Township Police portion of the budget to be transferred to Capital Reserve and the Capital Reserve Revenue shows \$9,000 in the transfer from General Fund, Police. Captain Karlsen offered that \$8,000 is from the Vehicles line items and that \$1,000 is from the money that has come in from the reimbursement of Hampton Township for a vest and the school reimbursement.

Upon a Holman/Novinger motion, the PTS voted unanimously to table the budget for the next scheduled meeting.

**Distribution of Meeting Minutes** - Secretary asked if the Board would like to keep the recording of the October 30, 2013 meeting due the issue with Rupp Road. Upon a Holman/Maguire motion, the PTS voted unanimously to keep a recording of the October 30, 2013 meeting.

**Uniform Constuction Code (UCC) Change of Inspectors** - Mr. Holman offered that a meeting was held with Pennoni and Glace for the details of the change over. Upon a Holman/Novinger motion, the PTS voted unanimously to adopt Pennoni as the new UCC third party agency to begin on November 13, 2013.

**Fee Schedule Amendment** – Secretary offered that the Fee Schedule would need to be amended to remove Glace and to insert Pennoni fees. Upon a Novinger/Holman motion, the PTS voted unanimously to amend the fee schedule.

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**Pension Ordinance** – Mr. Holman offered that there are some items that need to be investigated before we can proceed with the ordinance. Upon a Holman/Maguire motion, the PTS voted unanimously to table this matter.

**Pension Letter** – Secretary informed the PTS that it was not needed any longer.

**NEW BUSINESS**

**William Warner Holding Tank** – Secretary offered that Mr. Warner has the agreement signed and asked if there is an escrow fee required. Upon a Holman/Maguire motion, the PTS voted unanimously to approve the holding tank agreement for William Worner with an escrow of \$200.00.

**PTMA Request for Fee Waiver** – Secretary offered that the PTMA is asking for a fee waiver for the sewer to Mr. Ward’s property Highway Occupancy Permit. Upon a Holman/Maguire motion, the PTS voted by majority to waive the fee for the Highway Occupancy Permit for the PTMA. Ms. Novinger abstained as she is on the Municipal Authority. Mr. Wright asked what the fee waiver was for. Secretary offered that when someone works in the Township Right-of-Way there is a permit with fee required. Ms. Novinger offered that this is for the work on Schoolhouse Road.

**Treasurer Applications** – Mr. Holman offered that we have the applications and asked if a date could be set for interviews. The PTS set the date of November 20, 2013 at 6:00 p.m. for the interviews.

**Closure of the Office** – Secretary requested permission to close the office on November 15 and 29, 2013 at noon. Upon a Holman/Novinger motion, the PTS voted unanimously to allow the office to be closed on November 15 and 29, 2013 at noon.

**Brian Peters** - Mr. Peters asked if the Township would pay for the training for new supervisors. Upon Holman/Maguire motion, the PTS voted unanimously to approve the payment of training for Mr. Peters.

**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Maguire motion, the PTS voted unanimously to adjourn at 7:05 p.m.

Respectfully Submitted,

Helen Klinepeter  
Secretary