

**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 December 26, 2013**

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The Penn Township Board of Supervisors (PTS) met on Thursday, December 26, 2013 at 7:00 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 Elizabeth Goodhart (Treasurer/Recording Secretary). 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.

**INTRODUCTION OF NEW TOWNSHIP EMPLOYEE** - Henry introduced Elizabeth (Libby) Goodhart as the new Treasurer/Recording Secretary.

**VISITORS**

**Robin Vorous, W.J. Moore Agency**

Ms. Vorous presented the 2014 Insurance package to the Board. She obtained quotes from three different companies, and recommended MRM Property & Liability Trust to continue as the insurance company for the Township. Supervisor Novinger noted a correction to be made removing the Argo as it has been sold, as well as the trailer. Ms. Vorous stated that it did not appear that the trailer for the Argo was listed as a separate item in the policy but would insure it was also removed. Holman/Novinger motion was unanimously approved to accept the quote from MRM, subject to the removal of the Argo. The policy will take effect on January 10, 2014.

**Kraig Nace, Duncannon EMS**

In reference to the new traffic signal, Mr. Nace asked whether there was any testing done on the emitter. He stated that he tested it twice when there was no traffic and it did not work properly. Mr. Nace stated he did not know if it is the light or the EMS equipment that is not working properly. Mr. Nace asked if the police are equipped with emitters, to which Chief Pickles replied they were not. Mr. Nace offered the EMS vehicles for testing if necessary.

Mr. Nace mentioned that the EMS is trying to expand and asked if the 2013 budget contribution designated to be made in December would be considered for payment.

Mr. Nace mentioned that on behalf of the Duncannon Borough, they look forward to continuing the good working relationship with Penn Township that currently exists.

**Stanley Mutzabaugh**

Mr. Mutzabaugh asked who had purchased the Argo and the selling price. Secretary Klinepeter stated the Township received \$6,100.00 from Ralph Flick.

Mr. Mutzabaugh mentioned a fire that occurred on Christmas day and asked why water is not being pulled from the fire hydrants in the Business Campus for other properties. Chairman Holman stated that separate lines were not installed and that once they tap into one, they can't use that water for drinking. He also stated that the lines were set up strictly for the Business Campus. Chairman Holman said he would check into it further.

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Mr. Mutzabaugh inquired as to whether the Township has an Emergency Management Coordinator. Chairman Holman stated that one would be appointed at tonight's meeting. Mr. Mutzabaugh mentioned that he read about the courses required to be taken by the Emergency Management Coordinator and wondered if anyone had taken these courses. Chairman Holman stated that there have been no volunteers for this position, but tonight someone who has the required NIMS training will be appointed to this position.

### Jim Fickel

Regarding the conditional use hearing for Morrison, Mr. Fickel stated that in August 2013, he was told it is tied up in the courts. Chairman Holman stated that he met with Richard Wagner on this topic. Morrison won the appeals process due to a glitch within the Township office where it was not held within 60 days. Mr. Fickle asked if it was still ongoing, and Chairman Holman stated it was not.

Mr. Fickel inquired as to whether the Township would be responsible for hiring/paying for an attorney for Chief Pickles. Chairman Holman stated this would be addressed later tonight.

### Lee Wright

Mr. Wright also mentioned the water situation related to the December 25 fire. He stated the Fire Company tried to use his hydrant, but could only get one tanker of water. Mr. Wright stated his hydrant should be back flushed every year but that it has not been done in some time. He asked if the Township could help with this since he had no way to do it. Chairman Holman stated the Fire Company would need to do that since it requires a special adapter.

**INVOICES AND EXPENDITURES** - With unanimous approval of a Novinger/Holman motion, the PTS voted to approve payment of checks 26848 through 26922 in the amount of \$47,811.00 from the PLGIT general fund account, ACH payments totaling \$20,078.37 from the Orrstown Bank General Account, and checks 1501 to 1502 from the Orrstown Bank PTPRB Checking Account for a total of \$98.41. Secretary Klinepeter mentioned that we have not received the invoice from Sylvester Services, but if received in time, will be paid and included in the final Treasurer's report.

### **TREASURER'S REPORT**

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

A Park and Recreation Board CD will mature on January 22, 2014 with a value of \$5,552.24. Upon unanimous approval of a Novinger/Maguire motion, the CD will remain at Marysville Bank unless a better interest rate becomes available.

Treasurer reported that a new PPL account has been established for the new traffic signal at the Business Campus. Treasurer requested permission to remit these funds via ACH, the same as the other PPL accounts. The ACH was approved with a Novinger/Maguire motion.

**MINUTES** - With typographical updates, the minutes for the October 30, 2013, and November 12, 2013, PTS meetings were approved with a Novinger/Holman motion. Minutes for the November 27, 2013, PTS meeting were approved with a Novinger/Maguire motion, with corrections presented by each of them.

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### HIGHWAY REPORT

#### Notes

- Highway crew handled two snow storms.
- Many Highway employees used remaining vacation during November and December.
- Anti-skid bin was filled twice.
- One snow plow blade was replaced.
- Chairman Holman stated he was expecting a bid for the Ashmar Drive paving.
- Chairman Holman was invited to meet with Mark Keller and provided a brief update. He stated the liquid fuels funding the Township receives will double.
- The new turning lane at the Business Center was not plowed during the last snow storm. Chairman Holman indicated it is PennDot's responsibility to plow it but stated that if PennDot does not, he will take care of it. Mr. Mutzabaugh will contact PennDot on this matter.
- Chairman Holman explained the plow schedule.

### PENN TOWNSHIP PLANNING COMMISSION

#### Planning Commission Response to Comprehensive Plan Public Hearing

Secretary discussed the Planning Commission Response to the Comments and Questions from the Comprehensive Plan Public Hearing. The PTPC would like to do a newsletter-type mailing in January. Secretary indicated it would be simple to do this. Referenced mailing was approved with a Holman/Maguire motion.

Secretary stated a letter was received from Mr. Raub's attorney regarding the Warden property asking the same five questions as previously asked. Secretary indicated the Planning Commission is requesting the Board to review. Chairman Holman stated the letter should be forwarded to the Solicitor for his response. This was approved by a Holman/Maguire motion.

**ZONING REPORT** - The Zoning Officer's report was presented to the Board.

**SEWAGE ENFORCEMENT OFFICER'S REPORT (SEO)** - Holding tank for William Warner is completed.

**PARK AND RECREATION BOARD REPORT (PTPRB)** - The PTPRB report was presented to the Board. PTPRB Chairman thanked the Board for their assistance with getting the equipment ready for the winter. The chicken BBQ is scheduled for March 29, 2014.

**PENN TOWNSHIP MUNICIPAL AUTHORITY** - Secretary indicated the new Water Connection Ordinance is ready to be advertised. This was approved by a Holman/Maguire motion.

#### **SECRETARY'S REPORT**

**Morrison Letter of Credit** - Supervisor Novinger stated she has concerns regarding this issue and that this should be tabled until we have resolution. This was approved by a Novinger/Maguire motion.

**Holding Tank Ordinance Amendment** - Secretary reviewed changes to the amendment. Holman/Maguire motion to table until changes can be reviewed further was approved.

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**Pension Ordinance** - This ordinance was advertised and is ready for adoption. Supervisor Novinger discussed this with the Solicitor who gave his approval since it was provided by PSATS. Secretary noted items which have been amended. Adoption approved with Novinger/Maguire motion.

### **Traffic Light Maintenance**

The 30-day test period is in effect. Secretary stated we received quotes from four companies.

- Signal Service provided two versions of their quote—one includes re-lamping (updating/replacing with LED bulbs) and the other does not.
- The quote from ATS was very vague regarding fees although the company VP stated the fees were included.
- A new quote was provided by CM High, Inc., which included all of their fees.
- The Percs quote did not change.

After discussion on each quote, version 1 of the Signal Service quote was selected and approved with a Maguire/Novinger motion.

**Duncannon Fire Company** - Henry and Max met to review work. All work has been completed. Release of the letter of credit was approved with Holman/Novinger motion.

**2014 School District Census** - Barbara Hamilton asked if the Township could take care of this again for 2014. This was approved with Novinger/Holman motion.

**Cap Tax Board of Directors Meeting** - Secretary noted that Cap Tax is in the 'black' this year after being in the 'red' in previous years. Much of this is attributed to reorganization as a result of Act 32.

**ENGINEER'S REPORT** - Mr. Shradley presented the Engineer's Report to the Board.

**POLICE REPORT** - Chief Pickles presented report to the Board. He stated that he expects to have funds remaining in the 2013 budget of \$5,662.40 which will be moved to Capital Reserve vehicle fund.

**SOLICITOR REPORT** - Solicitor was not present. Chairman Holman stated that he had conversation with Solicitor regarding Chief Pickles. The Solicitor indicated we appoint an independent counsel if needed. Chairman Holman/Maguire motion was approved to notify and appoint an attorney if the need arises. Chairman Holman stated that the Solicitor recommended Scott Cramer be retained.

**BUILDING, ZONING, DRIVEWAY AND SIGN PERMIT REPORT** - The permit reports were presented and accepted without comment.

### **CORRESPONDENCE**

#### **PSATS Convention**

Secretary stated that correspondence is for review. Decision as to who will attend must be made at the January 6, 2014, re-organization meeting.

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**OLD BUSINESS**

**EMS Donation** - Chairman Holman met with Kraig Nace to discuss certain issues. As a result of those discussions, a Holman/Novinger motion was approved to release the EMS donation previously approved in the amount of \$14,856.91.

**Appointment of Emergency Management Coordinator** - Chairman Holman stated that he has spent much time reviewing possible candidates who have the required training. Chief Pickles was then appointed as the Emergency Management Coordinator with a Holman/Maguire motion.

**Holman Property Complaint** - Chairman Holman referred the Board to the pictures provided with a complaint which had been made regarding his property. Chairman Holman addressed each of the pictures and provided background information regarding the items shown in the pictures. He stated that neither he nor his parents purchased any of the items shown in the pictures and that they were present when the property was purchased by his parents. He stated that he has been removing many items from his property as the opportunity arises by either selling or donating items.

**Lenny Sizer E-mail** - Chairman Holman read the e-mail from Lenny Sizer, Zoning Officer, regarding the definition of a business.

**NEW BUSINESS**

**2014 Budget** - Budget was presented, advertised and adopted after approval with a Novinger/Maguire motion.

**Supervisor Novinger's Last Meeting** - Chairman Holman thanked Supervisor Novinger for her service to the Township.

**Return of Supervisor Novinger's Keys** - Supervisor Novinger returned her set of keys to the outer and inner Township office doors.

**Bus Stop at Pfauzt Apartments** - Supervisor Novinger mentioned that there is concern for the safety of children at a bus stop at the Pfauzt Apartments. She asked if the Highway Department could do something to protect the children standing along Creek Road since the apartment complex will not allow school buses to go onto their property. Chairman Holman stated that there is a flat area underneath the bridge for the children, but it is also used for parking cars. He stated that if bollards are added to protect the children, then cars cannot pull in there to get off the road. Chairman Holman stated if the concern is for the children, he would look into this further to see what can be done and said that if the residents are concerned, they should come to the meeting to discuss it.

**Visitor Questions**

Stanley Mutzabaugh asked who would be paying the fees to attorney Scott Cramer as independent counsel. Chairman Holman stated that the Township would pay those fees. The Solicitor indicated any work done on this issue should not take more than an hour.

Stanley Mutzabaugh also inquired as to the amount of the EMS donation. Secretary stated it is \$14,856.91.

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Upon a Holman/Maguire motion, the PTS voted unanimously to adjourn the meeting at 8:21 p.m.

The meeting was re-opened at 8:24 with a Holman/Novinger motion.

Chairman Holman offered that the police contract for police services in Duncannon Borough has been reviewed by the Board and Solicitor Wagner. The hours and amount of compensation will be the same as 2013. Upon a Novinger/Maguire motion, the police services contract was approved.

Upon a Holman/Maguire motion, the PTS voted unanimously to adjourn the meeting at 8:25 p.m.

Respectfully Submitted,



Elizabeth Goodhart  
Treasurer/Recording Secretary