

**PENN TOWNSHIP BOARD OF SUPERVISORS**  
**100 Municipal Building Road**  
**Duncannon, PA 17020-1100**

Henry A. Holman, Jr., Chairman      Brian Maguire, Vice-Chairman      Brian K. Peters, Supervisor

**MINUTES OF JANUARY 6, 2014**

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The Penn Township Board of Supervisors (PTS) met on Monday, January 6, 2014 in the Municipal Building. Chairman, Henry Holman, Jr., Vice-Chairman Brian Maguire, and Supervisor Brian Peters were in attendance. Other personnel present were Helen Klinepeter (Secretary), Police Chief Richard Pickles, Captain Cliff Karlsen, and Elizabeth Goodhart (Treasurer). Chairman Holman called the meeting to order at 7:00 p.m. with the *Pledge of Allegiance* and a moment of silence. Chairman Holman stated there were no Executive Sessions held since the last meeting. 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.

**APPOINTMENTS FOR 2014**

**Temporary Chairman**

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

**Temporary Secretary**

Upon a Holman/Peters motion, the PTS voted unanimously to appoint Elizabeth Goodhart as Temporary Secretary.

**Appointment of Chairman**

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

**Appointment of Vice-Chairman**

Upon a Holman/Peters motion, the PTS voted unanimously to appoint Brian Maguire as Vice-Chairman of the PTS.

**Appointment of Road Master**

Upon a Maguire/Peters motion, the PTS voted unanimously to appoint Henry Holman, Jr. to the position of Road Master.

**Appointment of Secretary**

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

**Appointment of Treasurer**

Upon a Maguire/Peters motion, the PTS voted unanimously to appoint Elizabeth Goodhart as Township Treasurer.

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**Appointment of Police Chief**

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

**APPOINTMENTS CONTINUED**

**Appointment of Township Solicitor**

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint Wagner & Spreha as Township Solicitor.

**Township Engineer**

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint Rettew Associates as Township Engineer.

**Township Vacancy Board Chairman**

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint Donald Carpenter as Township Vacancy Board Chairman.

**Township Sewage Enforcement Officer and Alternate**

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint Madden Engineering Services, Inc., as Township Sewage Enforcement Officer and Alternate.

**Township Zoning Officer and Alternate**

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint Madden Engineering Services, Inc., as Township Zoning Officer and Alternate.

**Township Uniform Construction Code Inspection Agency**

Upon a Maguire/Peters motion, the PTS voted unanimously to appoint Pennoni, Inc. as Township Uniform Construction Code Inspection Agency.

**Penn Township Municipal Authority**

A motion was made by Vice-Chairman Maguire to re-appoint Henry Holman III to the Penn Township Municipal Authority Board for a 5-year term. Chairman Holman called for a second to the motion three times to which there was none made. Chairman Holman then seconded the motion. He stated he questioned Solicitor Wagner whether he could vote on this position since the Board was appointing his son. Chairman Holman stated that Solicitor Wagner gave his approval for him to vote on this position since this is not a paid position and Henry Holman III is not a paid employee of the Township. When Chairman Holman called for a vote, Supervisor Peters did not vocalize. Upon a Maguire/Holman motion, a PTS majority voted to re-appoint Henry Holman, III.

**Penn Township Planning Commission**

Upon a Maguire/Peters motion, the PTS voted unanimously to appoint Arthur Dalla Piazza to the Penn Township Planning Commission.

**Penn Township Park and Recreation Board**

Upon a Maguire/Peters motion, the PTS voted unanimously to appoint Jim Renner to the Penn Township Parks and Recreation Board.

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**Penn Township Zoning Hearing Board**

Upon a Peters/Maguire motion, the PTS voted unanimously to appoint JoAnn Glosner to the Penn Township Zoning Hearing Board.

**Penn Township Right to Know Officer**

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint Helen Klinepeter as the Penn Township Right to Know Officer.

**Penn Township Elected Auditors**

Upon a Peters/Maguire motion, the PTS voted unanimously to re-appoint Brad DiPiolo and Robert Shaffer, Sr. as Elected Auditors.

**Cumberland/Perry Joint Task Force Representative and Alternate**

Upon a Peters/Holman motion, the PTS voted unanimously to re-appoint Brian Maguire as representative and Helen Klinepeter as alternate to the Cumberland/Perry Joint Task Force.

**Capital Tax Collection Bureau Representative and Alternate**

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint 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/Holman motion, the PTS voted unanimously to re-appoint Helen Klinepeter as representative and Brian Peters as alternate to the Perry County Tax Collection Committee.

**Depositories**

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

**WAGES/SALARIES**

The PTS voted unanimously to set the wages and salaries listed below to paid employees, with the Road Master's wages to be set by the Elected Auditors.

**Police**

Chairman Holman stated there is no hiring at the present time. He also stated that he wanted to make changes to the proposed 2014 wages in order to maintain the Duncannon Borough contract value with no increase. In order to do that, Chairman Holman stated that Police Chief Pickles and Captain Karlsen have requested no increase in their wages but instead requested a fifty cents/hour increase for the part-time police officers. With a Maguire/Peters motion, the PTS voted unanimously to maintain Chief Pickles' pay rate at \$22.25/hour and Captain Karlsen's pay rate at \$21.25/hour and to increase the part-time police officers' pay to \$18.00/hour, an increase of fifty cents/hour.

**Secretary**

Chairman Holman requested an Executive Session of the Board to discuss the Secretary's employee evaluation. Upon a Peters/Maguire motion, the PTS voted unanimously to make any increase retroactive to "this date".

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### Treasurer

Upon a Peters/Maguire motion, the PTS voted unanimously to review this wage after the Treasurer's probationary period.

### Custodian

\$10.63 per hour.

### Full-Time Highway

\$16.61 per hour with benefits (Tom Rissinger).

\$13.40 per hour with benefits (Steve Gardner).

### Part-Time Highway

\$12.42 per hour.

### Part-Time Highway – Henry Holman

Chairman Holman asked that when his highway wages are set by the Elected Auditors, that he receive fifty cents/hour more than the highest-paid highway employee which would be \$17.11/hour. Upon a Peters/Maguire motion, the PTS voted to recommend to the Elected Auditors the wage of \$17.15/hour.

### Groundskeeper

\$10.94 per hour.

## **BUSINESS MATTERS**

### Points Of Contact

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint Henry Holman as point of contact for the Highway and Police Departments.

Upon a Maguire/Holman motion, the PTS voted unanimously to appoint Brian Peters as point of contact for the Municipal Authority and Park and Recreation Board.

Upon a Holman/Peters motion, the PTS voted unanimously to appoint Brian Maguire as point of contact for the Planning Commission and the Office.

### Mileage Rate

Upon a Maguire/Peters motion, the PTS voted unanimously to set the mileage rate at \$.56 per mile.

### Tax Levy

Upon a Maguire/Peters motion, the PTS voted unanimously to set the property and occupation tax levy at .5644 mills per dollar of assessed value.

### 2014 Fee Schedule

Upon a Maguire/Peters motion, the PTS voted unanimously to approve Fee Schedule Resolution 2014-02.

### 2014 Meeting Dates

Upon a Holman/Maguire motion, the PTS voted unanimously to approve the meeting dates proposed for 2014, with the exceptions of the November meeting to be held on November 19 and the December meeting to be held on December 17<sup>th</sup>.

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**Tax Collector Audit**

Upon a Maguire/Peters motion, the PTS voted unanimously to have the elected auditors perform the annual audit of tax collector Barbara Hamilton.

**INVOICES AND EXPENDITURES**

With unanimous approval of a Peters/Maguire motion, the PTS voted to approve payment of check 26923 in the amount of \$14,856.91.

**TREASURER REPORT**

Upon a Maguire/Peters motion, the PTS voted unanimously to accept the Treasurer Report for the period December 27 through December 31, 2013, subject to audit.

**TOWNSHIP HIGHWAY EQUIPMENT**

Chairman Holman stated for the record that there is no highway equipment parked on his personal property, nor do they use his property to turn around without his permission.

**VISITORS**

**Chairman Holman** recognized Brian Peters as the new Supervisor.

**Lee Wright** – asked whether the Solicitor rate is per hour or per meeting. Secretary Klinepeter stated it is an hourly rate. Chairman Holman added that we can call the Solicitor at any time and he never charges us for phone calls.

**OLD BUSINESS**

**PSATS Convention**

The Secretary reported that the PSATS convention would be held April 13-16, 2014. Upon a Holman/Maguire motion, the PTS voted unanimously to table this issue until the January 29 meeting.

**Perry County Convention**

The Secretary reported that the annual convention for Perry County Township Officials would be held on February 22nd. Upon a Holman/Peters motion, the PTS voted unanimously to pay the cost of \$15 each for Secretary Klinepeter, Vice-Chairman Maguire, Supervisor Peters and Treasurer Goodhart to attend the Convention, and pay the 2014 dues. Chairman Holman stated that he expects a report after the meeting.

**PSATS Dues**

Upon a Holman/Peters motion, the PTS voted unanimously to retain the same services that the Township had in 2013.

**Duncannon Fire Police**

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

**Duncannon EMS**

Chairman Holman stated he wants to wait until further into the year to decide if a donation should be made this year. Supervisor Peters made a motion to allocate the \$15,000 as a donation. Motion died due to lack of a second. Chairman Holman stated there are issues that need to play out.

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Supervisor Peters made a motion to donate one-half of the budgeted amount now and review this issue later in the year. Motion died due to lack of a second. Upon unanimous approval of a Holman/Maguire motion, the PTS voted to table this issue for review later in the year.

### Duncannon Fire Company

Chairman Holman stated the Duncannon Fire Company did not request any monies from us for 2014. Upon approval of a Holman/Maguire motion, a PTS majority, with Supervisor Peters opposing, voted to designate a 450 gallon donation of diesel fuel for the Duncannon Fire Company, in addition to the remaining 37 gallons from 2013, as well as a \$65,000 donation.

### Harrisburg Area Humane Society

The contract requires a \$250 fee and an escrow payment of \$1088.70. Of the \$3,000 budgeted, one-half of the funds is split between the Police and Dog Warden. The other half is for residents. Upon unanimous approval of a Maguire/Peters motion, the 2014 contract with the Harrisburg Area Humane Society has been tabled to the January 29 PTS meeting.

## NEW BUSINESS

### Holding Tank Amendment

Solicitor Wagner reviewed the amendment and approved it. Secretary Klinepeter asked whether it should be advertised before the next meeting. Upon unanimous approval of a Holman/Maguire motion, the amendment will be advertised for adoption at the January 29 PTS meeting.

### Morrison Letter of Credit

Chairman Holman stated he discussed this issue with Solicitor Wagner. Chairman Holman stated Morrison met all of the compliance requirements when the letter of credit was issued. Although Morrison does not have an occupancy permit for the building and has not had the sewer hooked up as yet, he has met other requirements for the building. Chairman Holman stated that both he and Solicitor Wagner do not feel we can hold the \$10,000. When Morrison submitted the plans and got the DEP module approved, he was in compliance. Solicitor Wagner felt that because he met those requirements, he was in compliance and we should release the \$10,000. Upon unanimous approval of a Peters/Holman motion, the \$10,000 Letter of Credit will be released based on requirements made by the Pennsylvania DEP and which have been met by Morrison.

### Highway Crew

Chairman Holman reported that the Highway personnel have been busy. He also stated that Chief Pickles and Captain Karlsen have offered their services to run plow trucks if needed.

### Advertising

Secretary Klinepeter stated Solicitor Wagner approved the Municipal Authority Water Connection Ordinance. A Holman/Maguire motion to advertise was approved.

### Perry County Training

Supervisor Peters retracted his offer to attend the Perry County Association of Township Officials meeting on February 22 as he has another commitment on that date.

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**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Maguire motion, the PTS voted unanimously to adjourn at 8:30 PM.

Respectfully Submitted,



Elizabeth Goodhart  
Treasurer/Recording Secretary

