

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 October 29, 2014

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, October 29, 2014, at 7:00 PM. 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, Police Captain Clifford Karlsen, Solicitor Richard Wagner, Max Shradley (Engineer) 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.

ZONING MAP CHANGE REQUEST

Chairman Holman stated the Penn Township Planning Commission (PTPC) has recommended the Zoning Map Change request be approved. He stated the Board could vote tonight on this issue or a public hearing could be scheduled for residents to offer their comments. A Maguire/Peters motion was unanimously approved to consider this Zoning Map Change request and to follow the proper procedures for holding a public hearing. A public hearing has been scheduled for Tuesday, December 9, 2014, at 6:00 PM. Solicitor Wagner briefly explained the Zoning Map Change process and stated there will be a stenographer present at the hearing.

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) CONDITIONAL USE (CU) HEARING

Chairman Holman stated there was a Conditional Use Hearing at 6:00 tonight. With unanimous approval of a Maguire/Peters motion, the PTS granted the request for the Conditional Use.

Chairman Holman stated there were no Executive Sessions held since the last meeting.

VISITORS

Charles Stoner – Twin Oaks

Mr. Stoner stated the original plan called for a 30' wide blacktop street. However, the Township requires only 20' of blacktop. The Roadmaster at the time of the original plan changed the plan to 20'. Chairman Holman stated that the former PTS did not have the authority to make that type of change. Mr. Stoner would need to make an amendment to the plan. Engineer Shradley and Chairman Holman briefly discussed the required road specifications.

Mr. Stoner asked if he is entitled to a reduction in the performance letter of credit. Engineer Shradley stated if he makes an amendment to the plan, he would be entitled to a reduction. The amendment must be presented to the Penn Township Planning Commission.

Kraig Nace

Mr. Nace thanked the Township on behalf of the EMS.

Sean O'Shell

Mr. O'Shell is with the Duncannon Appalachian Trail Community. He would like to install an Appalachian Trail sign near Tubby's by the Trail entrance and asked permission to do so. Chairman Holman stated that if it is installed 16-1/2' from the center of the road, it would be off the Township right-of-way. Mr. O'Shell was instructed to get a sign permit from the Township office.

Minutes Of October 29, 2014

Page 2 of 6

Byron Worner

Mr. Worner stated he would like to establish a Fire Protection Committee which would include Wheatfield Township, Penn Township, Duncannon Borough and perhaps Reed Township. This committee would include only one representative from each municipality. Chairman Holman suggested Mr. Worner provide a list of proposed meeting dates.

Matt Rice

Mr. Rice said he has a copy of the Cease and Desist letter sent to Mr. Morrison dated June 2, 2014. He stated one of the items included in the Cease and Desist was the failure to obtain a Highway Occupancy Permit for Quail Trail. He said the Solicitor was to review whether this requirement should be removed. The Solicitor mentioned that Mr. Morrison responded that he does not need a Highway Occupancy Permit since he will not be using this road for commercial purposes. Mr. Rice feels the PTS is forcing Mr. Morrison to obtain this permit since it is included in the Cease and Desist letter. Solicitor Wagner stated that as long as Mr. Morrison does not use Quail Trail for commercial purposes, that requirement is not needed.

Annette Mullen, Wheatfield Township Supervisor

Ms. Mullen stated she would like the Fire Protection Committee mentioned by Byron Worner to meet at least quarterly.

Stanley Mutzabaugh

Mr. Mutzabaugh asked if the paperwork has been sent to the County and if it was approved by the Governor's office. Chairman Holman stated we received a letter from the Governor's office approving Chief Pickles' appointment.

Joe Burget

Mr. Burget received the condition statement related to the Haldeman plan. He asked whether the improvement bond is required. Engineer Shradley stated this is for the storm water pond and feels the bond should be required to insure the work is actually done. The Board agreed the bond is required.

Bob Johnson

Mr. Johnson thanked the Penn Township Police Department for their assistance with the Perdix Fire Company's open house.

INVOICES AND EXPENDITURES

With unanimous approval of a Holman/Maguire motion, the PTS voted to approve payment of checks 27643 through 27713, and checks 27715 through 27745 (excluding check 27733) totaling \$93,883.52 from the PLGIT General Fund account, ACH payments totaling \$13,227.85 from the Orrstown Bank General account, Liquid Fuels check 0000245 in the amount of \$4,432.50, Capital Reserve check 0000185 in the amount of \$6,800.00, PTPRB checks 01549 through 01552 in the amount of \$324.37, a transfer from the Orrstown Bank General Fund to the PTPRB Checking account for \$308.01, and a transfer from the Orrstown Bank General Fund to the PLGIT Capital Reserve account in the amount of \$14,535.00.

Check 27733 in the amount of \$414.50 was approved for payment with a Holman/Peters majority vote. Vice-Chairman Maguire abstained from voting due to his part-time employment with the vendor.

Minutes Of October 29, 2014

Page 3 of 6

TREASURER'S REPORT

The Treasurer's Report was unanimously approved, subject to audit, upon the passage of a Maguire/Peters motion.

MINUTES

The minutes for the September 24, 2014, PTS meeting and the October 14, 2014, Budget meeting were unanimously approved with a Peters/Maguire motion.

Chairman Holman clarified one item included in the minutes of the September 24, 2014, PTS meeting regarding the letter from the EMS to Mr. Fickel. He stated the letter was received and was shared with the Supervisors but was not presented before the Board since the subject was a personal issue and was not a Township matter. The letter was sent to the Penn Township Supervisors, along with numerous several law enforcement and health service agencies.

HIGHWAY REPORT

- Chairman Holman thanked those who helped with the Fall clean-up. Many residents took advantage of this service
- Trimmed trees and brush on YMCA and Barrick Drives
- Will be taking down trees near electric and communication lines
- Mowed high grass on Hoffman Road
- Made repairs to Watts Road, Cove Road, Sawmill Road, Holman Drive and School House Road. Chairman Holman thanked Marstellar Concrete for donating concrete to fix the road coming onto School House Road.
- Prepared roads for line painting
- Highland Avenue will be fixed before winter
- Will be purchasing ash at \$3/ton from PPL at Bruner's Island
- Receiving 44 tons of road salt Thursday, October 30, 2014

Chairman Holman stated he previously asked for volunteers to serve on a committee to look into economic growth within the Township. To date, only one person has shown interest in serving on this committee.

Supervisor Peters asked if there were any improvements made to Township properties or driveways. Chairman Holman said they make improvements to areas they find while working on the roads. They have done patching near driveways, taken care of drainage issues, done road patching in front of mailboxes, etc.

Lee Wright asked about the dead tree leaning on power lines in Perdix. Chairman Holman stated that is PennDot's responsibility and the Township has no jurisdiction. The Township had previously requested PennDot remove this tree but nothing was done.

PENN TOWNSHIP PLANNING COMMISSION (PTPC)

Resignation Letter

The PTPC received a letter of resignation from Charles Oakes and recommended the PTS accept it. The Board unanimously agreed to accept Mr. Oakes resignation with a Holman/Maguire motion.

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

Patrick Devlin Conditional Use Request, Docket 2014-06

A Hearing has been scheduled for 6:00 PM, Wednesday, November 19, 2014.

Minutes Of October 29, 2014

Page 4 of 6

SEWAGE ENFORCEMENT OFFICER'S (SEO) REPORT -- The SEO report was presented to the Board.

Joyce Hand

Ms. Hand is opening a business in Penn Township and still needs to find a way to dispose of her gray water. She is requesting permission to use 12 gallon totes placed under the sink in her concession stand to hold the gray water. Ms. Hand stated she has written permission from John Cunningham of the Riverfront Campground to dispose of her gray water. She stated she would dump the gray water every evening. She stated she is also requesting permission from the Chairman of the Perry County Recreation Association (PCRA) to dump there.

When asked how she will move the full totes, she said is able to lift the 96 pound tote into her vehicle. Supervisor Maguire asked if the SEO approved of these totes. Ms. Hand stated SEO Lenny Sizer suggested she use these totes.

Solicitor Wagner suggested Ms. Hand obtain a signed document from the campground giving her permission to dispose of gray water for an unlimited duration of time and allowing for an unlimited number of totes. This document would be retained by the Township.

Because the proposed location for this concession trailer is on Mike Ward's property, Chairman Holman questioned whether Ms. Hand should be hooked up to his sewer. Henry Holman III, Chairman of the Penn Township Municipal Authority (PTMA), stated the PTMA is having issues with getting this property hooked up to the sewer, and that Mr. Ward was given a deadline of November 1, 2014, to comply. Once this location is hooked up to the sewer, Township ordinance will require Ms. Hand to hook into his sewer.

Chairman Holman instructed Secretary Klinepeter contact both dumping stations to verify they are DEP approved. A Peters/Holman motion was unanimously approved allowing the use of the totes to collect gray water, but only after we determine the dumping stations are DEP approved and the Township receives signed letters from the dumping stations as described above by Solicitor Wagner. Chairman Holman informed Ms. Hand that nothing will be granted until these conditions are met.

PARK AND RECREATION BOARD (PTPRB) REPORT -- The PTPRB report was presented to the Board. Karen Tilkins thanked Lee Wright and Stanley Mutzabaugh for their donations to recent P&R activities. She stated the Park is closed down for the winter.

Ms. Tilkins asked for permission to donate \$100 to the Duncannon Recreation Board. Unanimous approval was given upon a Maguire/Peters motion.

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA)

1109 State Road Complaint

A letter was mailed to the property owner of 1109 State Road regarding a septic water complaint. The PTMA is working with the property owner to resolve this situation.

SECRETARY'S REPORT

EMS Donation

Secretary Klinepeter asked the Board if they want to make a donation to the EMS. A Peters/Maguire motion to process a \$15,000 donation was unanimously approved.

Minutes Of October 29, 2014

Page 5 of 6

Morrison Bonding Reduction

Mr. Morrison is requesting that his bonding be reduced. Max Shradley stated this request is based on the fact that certain items on the original plan have not been built. Solicitor Wagner instructed the Secretary to prepare a letter to Mr. Morrison denying his request and instructing him to submit an amendment to the original plan.

Draft Ordinance for Fire Company to Collect Costs

A draft ordinance was prepared for the Duncannon Borough Fire Company to recover reasonable costs incurred from accidents for equipment and materials. It does not include recovery of costs for structure fires. A Holman/Maguire motion to advertise for adoption was unanimously approved.

Tax Collector Training

Governor Corbett signed the Tax Collector Reform Bill which mandates all tax collectors take annual continuing education courses. Barbara Hamilton is asking the three municipalities that she serves to each pay one-third of the cost of these courses. A Holman/Peters motion to pay for the tax collector's training was unanimously approved.

Capital Tax Meeting minutes and minutes from the Perry County Tax Collection Reorganization meeting were provided to the Board.

ENGINEER'S REPORT – No written report was presented.

Morrison Bonding Reduction

Engineer Shradley confirmed that a letter will be mailed to Mr. Morrison denying his request.

POLICE REPORT – Chief Pickles presented the officer activity Police report.

Grants

The Teen Buckle-up grant completed last week. Another Aggressive Driving grant is now beginning.

SOLICITOR'S REPORT

Caldwell & Kearns Letter

Solicitor Wagner stated he received a letter from Caldwell & Kearns law firm asking if we would consider abandoning a Township road in order for his client, Jay Mutzabaugh, to have the land upon which the road is built. The Solicitor said he discussed this with Secretary Klinepeter who said this is not a Township road but rather a private road. The Solicitor stated if it is a private road, the Township has no authority to abandon it. Chairman Holman stated he thought it is a private road but will check into it.

PERMIT REPORT – Secretary Klinepeter submitted the permit report.

CORRESPONDENCE

PPL Municipal Contact

PPL would like to have a Township contact in the case of emergency. Chairman Holman stated we will provide office and home contact information for Secretary Klinepeter and the two Highway employees. Approval to provide this information was unanimously approved upon a Holman/Maguire motion.

Minutes Of October 29, 2014

Page 6 of 6

Training

Secretary Klinepeter requested permission to participate in two webinars sponsored by PSATS. Unanimous approval was given for both webinars upon a Peters/Maguire motion.

OLD BUSINESS

Taschek Property

Ms. Taschek stated due to an unexpected tragedy, she has not done anything about the house. A Peters/Maguire motion was made to table this issue until the next meeting. If not addressed at the next meeting, the Township will proceed with the collection of the fees. This motion was unanimously approved.

Comprehensive Plan Fees

Last month Lee Wright questioned the time frame when these fees were paid. Chairman Holman stated they were paid during the period 2010-2013.

NEW BUSINESS

Budget

Secretary Klinepeter reviewed the updates made to the 2015 budget since the last meeting. A Holman/Maguire motion to advertise the budget for adoption at the November 19, 2014, PTS meeting was unanimously approved.

Annette Mullen asked if Penn Township would be including funds in the 2015 budget to assist in the purchase of a generator for the EMS building which is designated as an emergency shelter. Chairman Holman stated these funds will not be included in the 2015 budget but will be considered in the future.

Supervisor Peters stated he is resigning his position as Township Supervisor as of the December 17, 2014, PTS meeting due to health issues. He stated he would provide the official letter on Thursday, October 30, 2014. He recommended that Jesse Boyer be considered as his replacement.

Lee Wright asked if the PTMA received a grant. CeCe Novinger stated they have not been notified as yet.

Upon a Holman/Maguire motion, the PTS voted unanimously to adjourn the meeting at 8:52 PM.

Respectfully Submitted,



Elizabeth Goodhart
Treasurer/Recording Secretary