

**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 5, 2015**

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The Penn Township Board of Supervisors (PTS) met on Monday, January 5, 2015 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, 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 Executive Sessions held on December 23, 2014, for employee reviews. 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.

**Visitor**

Joseph Burget of Burget & Associates provided an update to Charles Stoner's plans. Mr. Burget reviewed the changes to the plan which were made based on the Township letter sent to Mr. Stoner which he received on November 7, 2014. Mr. Burget stated Mr. Stoner is also requesting relief from the requirement to plant trees. Upon a Maguire/Peters motion, the PTS unanimously approved the amended plan as well as AOR 512.1, Street Trees, of the Subdivision Land Development Plan, contingent upon all fees being paid.

**APPOINTMENTS FOR 2015**

**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 a temporary appointment and appointment of Chairman.

**Temporary Secretary**

Upon a Maguire/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 Roadmaster**

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

**Appointment of Secretary**

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

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### **Appointment of Treasurer**

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

### **Appointment of Police Chief**

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

### **APPOINTMENTS CONTINUED**

### **Appointment of Township Solicitor**

Upon a Maguire/Holman motion, the PTS voted unanimously to appoint Wagner & Spreha as Township Solicitor at a rate of \$175 per hour.

### **Township Engineer**

Upon a Peters/Holman motion and by a majority vote, the PTS appointed Rettew Associates as Township Engineer at a rate of \$125 per meeting. Vice-Chairman Maguire abstained from voting due to his part-time employment with Rettew.

### **Township Vacancy Board Chairman**

Upon a Holman/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 appoint Madden Engineering Services, Inc., as Township Sewage Enforcement Officer and Alternate.

### **Township Zoning Officer and Alternate**

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

### **Township Uniform Construction Code Inspection Agency**

Upon a Maguire/Holman motion, the PTS voted unanimously to appoint Pennoni, Inc. as Township Uniform Construction Code Inspection Agency and to accept the increase in their fee schedule.

### **Penn Township Municipal Authority (PTMA)**

Upon a Peters/Maguire motion, the PTS voted unanimously to retain Sam Auxt as a member of the PTMA for a period of five years.

### **Penn Township Planning Commission**

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint Ken Martz to the Penn Township Planning Commission for a four-year term.

### **Penn Township Zoning Hearing Board**

Upon a Holman/Peters motion, the PTS voted unanimously to re-appoint David Clark to the Penn Township Zoning Hearing Board for a three-year term.

### **Penn Township Right to Know Officer**

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

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**Penn Township Elected Auditors**

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

**Cumberland/Perry County 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 County Task Force.

**Capital Tax Collection Bureau Representative and Alternate**

Upon a Maguire/Holman 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 Holman/Maguire 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 Holman/Peters motion, the PTS voted unanimously to continue using Orrstown Bank and PLGIT as checking account depositories and to continue using Riverview Bank (Marysville) and FNB of Mifflintown for Certificates of Deposit.

**Secretary and Treasurer Bonds**

Both the Secretary and Treasurer are currently covered under a \$250,000 bond. Secretary Klinepeter stated the cost to increase the bond to \$500,000 would be \$500 per year, and the cost to increase the bond to \$750,000 would be \$625 per year. Based on the Township's current funds and upon a Peters/Maguire motion, the PTS unanimously approved to increase the bond to \$750,000 for both the Secretary and Treasurer.

**WAGES/SALARIES**

Upon a Maguire/Peters motion, the PTS voted unanimously to approve a two percent increase for all employees, excluding the Police whose wages were approved with the budget. The following wages were approved, with the Roadmaster's wages to be set by the Elected Auditors.

**Police Chief**

\$25.00 per hour

**Police Captain**

\$24.00 per hour

**Police Officer – part-time**

\$14.50 per hour (probation)

\$19.00 per hour

**Secretary**

\$17.39 per hour

**Treasurer**

\$12.25 per hour

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**Custodian**

\$10.94 per hour

**Full-Time Highway**

\$16.61 per hour (Tom Rissinger)

\$13.39 per hour (Steve Gardner)

**Part-Time Highway**

\$12.41 per hour

**Part-Time Highway – Henry Holman**

Wages are set by the Elected Auditors.

**Groundskeeper**

\$10.93 per hour

**BUSINESS MATTERS**

**Groundskeeper Hire**

Rodney (Ken) Mullen informed Secretary Klinepeter that he is interested in this position. Upon a Maguire/Peters motion, the PTS voted unanimously to hire Mr. Mullen to the Groundskeeper position.

**Points Of Contact**

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

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

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

**Mileage Rate**

Upon a Holman/Maguire motion, the PTS voted unanimously to set the mileage rate at 55¢ per mile.

**Tax Levy**

Upon a Maguire/Holman motion, the PTS voted unanimously to adopt Resolution 2015-01 setting the property and occupation tax levy at .5644 mills per dollar of assessed value, unchanged from 2014.

**2015 Fee Schedule**

Upon a Maguire/Peters motion, the PTS unanimously approved the following wireless fees:

- Set escrow for existing Tower Base Wireless at \$500
- Set escrow for new and existing Non-Tower Base Wireless at \$500
- Set annual Right-of-Way fee at \$400
- Set annual Right-of-Way Management Fee per linear foot of aerial or underground facilities at 50¢ per foot (or \$2,640 per mile)
- Set Administrative fee at \$50

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Upon a Peters/Maguire motion, the PTS voted unanimously to approve Fee Schedule Resolution 2015-01.

**2015 Meeting Dates**

Upon a Maguire/Holman motion, the PTS voted unanimously to approve the meeting dates proposed for 2015,

**Tax Collector Audit**

Upon a Holman/Maguire 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 checks 27873 through 27898 totaling 33,180.07 from the PLGIT General fund account, ACH payments totaling \$7,904.10 from the Orrstown Bank General account, a transfer from the Orrstown Bank General Fund to the PLGIT General fund account for \$20,000.00, and a transfer from the Orrstown Bank General Fund to the PLGIT Capital Reserve account in the amount of \$8,000.00.

**TREASURER REPORT**

Upon a Holman/Peters motion, the PTS voted unanimously to accept the Treasurer Report for the period December 18 through December 31, 2014, subject to audit. Chairman Holman stated the Township is in a good financial position at this time.

**MINUTES**

The minutes for the December 9, 2014, Ziats Zoning Map Change Hearing, the December 9, 2014, PTS meeting, and the December 17, 2014, PTS meeting were unanimously approved with a Maguire/Peters motion.

**VISITORS**

**Lee Wright**

Mr. Wright asked for clarification on whether the right-of-way fee is an annual fee. Chairman Holman stated it is an annual fee. Mr. Wright then asked for clarification on the 2015 Engineer fee.

**OLD BUSINESS**

**PSATS Convention**

The Secretary reported that the PSATS convention will be held April 19-22, 2015, and asked who would like to attend. Both Supervisor Peters and Secretary Klinepeter stated they would like to attend. The Secretary also requested permission to attend an additional session on Best Practices which is an additional fee of \$125. Upon a Holman/Maguire motion, the PTS voted unanimously to approve Supervisor Peters' and Secretary Klinepeter's attendance at the convention as well as the additional training class for the Secretary.

**PSATS Dues**

Secretary Klinepeter mentioned several items she added/removed from the PSATS invoice, reducing the total amount owed to \$1,193.00. Upon a Maguire/Holman motion, the PTS unanimously approved the revised invoice for services in 2015.

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### **CDL Program**

Upon a Peters/Maguire motion, the PTS voted unanimously to approve payment of this membership fee to PSATS.

### **Perry County Convention**

The Secretary reported that the annual convention for Perry County Township Officials would be held on February 28, 2015. Upon a Peters/Maguire motion, the PTS voted unanimously to pay the cost of \$15 per person to attend the Convention for the Tax Collector Barbara Hamilton, Chairman Holman, Vice-Chairman Maguire, Supervisor Peters, Secretary Klinepeter and Treasurer Goodhart.

### **Duncannon Fire Police**

At the present time, the Duncannon Fire Police has not requested a donation from the Township. Upon unanimous approval of a Peters/Holman motion, the PTS voted to forego a donation at this time but will review again if the subject arises.

### **Duncannon EMS**

Upon unanimous approval of a Holman/Peters motion, the PTS voted to designate a \$15,000.00 donation for the Duncannon EMS.

### **Duncannon Fire Company (DFC)**

Supervisor Peters said he understands the DFC has approximately \$800,000 of debt. As such he would agree to approve the \$65,000 donation to the DFC with the stipulation that we request it be applied towards their debt until they can get their expenses under control. He stated other Townships have recently requested the same from their fire departments. Supervisor Peters stated the DFC has not shown fiscal restraint. He stated we should require the same fiscal restraint from those who service our Township as that shown by Penn Township. Chairman Holman stated we should investigate the legality of stipulating how the donation is used, as well as meet with representatives of the DFC to discuss this issue. Chairman Holman stated he would like to increase the diesel fuel donation to 600 gallons. He also stated there are 28 gallons remaining from 2014. A Peters/Holman motion approving the above was unanimously approved.

Bob Johnson mentioned the use of Capital Reserve funds by the DFC.

Jodi Rissinger stated the DFC is looking into purchasing another Chief's vehicle.

A Holman/Maguire revised motion was unanimously approved changing the number of gallons to stay within the dollar amount budgeted for 2015.

### **Harrisburg Area Humane Society**

Upon unanimous approval of a Peters/Holman motion, the 2015 contract fee of \$250.00 for the Harrisburg Area Humane Society was approved.

### **Perry County Planning Commission Planning Assistance Program**

We participated in this program several years ago but have not participated in recent years. Upon a Holman/Peters motion, the PTS unanimously declined participation in this program for 2015.

### **Ordinances**

Secretary Klinepeter requested permission to advertise the ordinances for Township Health Insurance, Township Pension Trust, and Unemployment Compensation. Upon a Holman/Peters motion, unanimous approval was given to advertise these items.

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**NEW BUSINESS**

**Newsletter**

Secretary Klinepeter stated all articles are due by February 13, 2015, in order to mail out by March 1, 2015.

**Bloomfield Public Library**

The library is requesting donations from the Township. Upon a Maguire/Peters motion, the PTS voted unanimously to not make a donation to the library at this time.

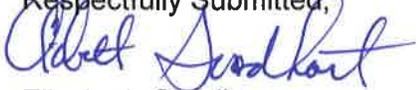
Secretary Klinepeter stated the Duncannon Fire Protection Committee is scheduled to meet on January 27, 2015, at 7:00 PM, for those who would like to attend.

Chairman Holman mentioned that Mark Keller visited the Ellenberger farm and participated in a photo session the weekend after Christmas.

**ADJOURNMENT**

With no further business to be conducted, and upon a Holman/Peters motion, the PTS voted unanimously to adjourn at 8:16 PM.

Respectfully Submitted,



Elizabeth Goodhart  
Treasurer/Recording Secretary