

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 March 25, 2015

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, March 25, 2015, at 7:00 PM. Chairman Henry Holman, Jr., Vice-Chairman Brian Maguire, and Supervisor Brian Peters were in attendance. Other personnel present were Solicitor Richard Wagner, Engineer Max Shradley, Helen Klinepeter (Secretary), 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.

There were no Executive Sessions.

VISITORS

Erin Shirmer, Robert W. Morris & Company, PC

Ms. Shirmer stated they have finished the audit of the Township's financial records. She explained that the Township uses the modified cash basis of accounting which shows cash and investments and long-term liabilities and assets. She also stated that since pensions are audited by the Attorney General's office, they are not included in the audit performed by them. Ms. Shirmer stated it was a clean opinion on the audit. She suggested two items for strengthening internal controls.

1. The limited number of office personnel precludes optimum segregation of duties. As such, it was recommended that members of the PTS review the financial transactions. This is currently being done.
2. An audit committee of two people should be formed to act as liaison with the external auditors during the annual audit.

Ms. Shirmer also stated that since there is no Accountant employed by the Township, Robert W. Morris & Company has prepared the Township's financial statements from records provided by the Township's accounting staff.

Ms. Shirmer stated the audit report is clean, and the Township's financial statements are in compliance.

Robert Shaffer

Mr. Shaffer stated he feels one of the Supervisors should be on the Audit committee to review the Township financial transactions.

With a Maguire/Peters motion, the PTS voted unanimously to accept the audit.

Kraig Nace

Mr. Nace asked if the Township sent correspondence to the County to implement the change to the Township area previously covered by the Marysville ambulance service. Chairman Holman stated he had conversation with Philip Beck of the East Pennsboro Ambulance Association who informed him that the box change is usually done by the Fire Chief. Chairman Holman stated the decision as to who will make the notification has not been determined. Mr. Nace stated historically it is the

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Township who makes the notification. Mr. Nace stated the Fire Chief makes the changes related to fire response.

Mr. Nace stated he heard that the Chairman did not vote in favor of this change. Chairman Holman stated he felt there was not enough time to review, and there should have been more discussion on the number of calls missed. Chairman Holman stated he felt the vote was premature, and all concerns should have been discussed before voting on this change.

Supervisor Peters asked Mr. Nace if the Duncannon EMS has the proper equipment and staffing to service this additional area of coverage. Mr. Nace said yes. Supervisor Peters stated the vote was not rushed but was made on information from Mr. Beck and the previous statement by Mr. Nace that Duncannon EMS can handle the additional coverage.

Mr. Nace stated the EMS subscription letters will be going out shortly.

Kris Oberholtzer

Mr. Oberholtzer asked when the speed limit traffic study will be done on Cove Road. Chief Pickles said that they will be setting this up soon now that the snow is gone.

Stanley Mutzabaugh

Mr. Mutzabaugh asked about Barbara Hamilton’s suggestion to pass an ordinance requiring landlords report to the tax collector the name and address of all renters over the age of 18. Secretary Klinepeter stated the PTS have a draft ordinance provided by PSATS to review.

Mr. Mutzabaugh asked Chief Pickles if he contacted Oliver Township about lending police officers to patrol their township. Chief Pickles stated the Oliver Township Supervisor approached him about this at the County Convention held February 28, 2015, and he instructed her to contact the PTS. He stated her request was not to lend the officers but to enter into a contract similar to the one with Duncannon Borough.

Jim Fickel

Mr. Fickel stated the newsletter reported the Police responded to 12,608 calls last year and asked if this was correct. Chief Pickles stated it was correct.

INVOICES AND EXPENDITURES

With unanimous approval of a Holman/Peters motion, the PTS voted to approve payment of checks 28092 through 28167 (excluding check 28160) totaling \$45,020.50 from the PLGIT General Fund account, ACH payments totaling \$12,927.43 from the Orrstown Bank General account, PTPRB checks 01564 through 01568 in the amount of \$345.44, a transfer from the Orrstown Bank General Fund to the PTPRB Checking account for \$245.44, a transfer from the PTPRB Savings account to the PTPRB Checking account for \$100.00, two transfers from the Orrstown Bank General Fund to the PLGIT General account totaling \$27,000.00, a transfer from the Petersburg Commons account to Orrstown Bank General Fund of \$5.00, and a transfer from the Orrstown Bank General Fund to the Petersburg Commons account of \$5.00.

Check 28160 in the amount of \$268.50 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.

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TREASURER'S REPORT

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

MINUTES

The minutes for the February 25, 2015, PTS meeting, as well as the March 19, 2015, CFL Recycling Program meeting were unanimously approved with a Peters/Maguire motion.

Chairman Holman stated we have implemented the CFL recycling program. All unbroken CFL light bulbs are being collected in the Township office. Broken bulbs cannot be recycled.

HIGHWAY REPORT

We received quotes for #8 stone, 2A stone, and CRS 2/E3 oil, but we did not receive quotes from companies who had submitted in prior years.

Chairman Holman contacted the vendor who did not provide a quote for 2A stone and was informed he had moved and had not provided his new address. A Holman/Maguire motion to reject the bids for 2A stone and to re-bid was unanimously approved.

The bids for Aggregate #8 Aashto were reviewed. Upon a unanimous Maguire/Holman motion, the bid of \$16.00 per ton, which includes delivery, was awarded to Hempt Bros., Inc.

Chairman Holman contacted the vendor who did not provide a quote for CRS2/E3 oil. He stated he had not received the bid packet. A Holman/Maguire motion to reject the bids for CRS 2/E3 oil and to re-bid was unanimously approved.

Chairman Holman stated he met with Mr. Levine of PennDot to review the dirt section of Linton Hill Road. He said Mr. Levin agreed that this road could be paved with FB Modified material rather than Superpave. The Chairman stated they also reviewed Spur Lane which is so bad it cannot be plowed. Chairman Holman stated both roads can be paved with FB Modified for half the amount budgeted. Upon a Maguire/Peters motion, the PTS unanimously approved advertising for bids. A pre-bid meeting with the contractors is scheduled for April 15, 2015, and the bid opening is scheduled for April 27, 2015.

Chairman Holman mentioned the following items were completed by the Highway crew.

- Undercarriages/frames/beds of trucks and backhoe were pressure washed
- Plows were oiled
- Hydraulic connections were sealed
- E3 oil will be ordered for road repairs
- Met with Hempt Bros. to see a new product which will be available in the Fall of 2015. When used to patch the roads, this product will not come out like Cold Patch. Hempt Bros. gave us a few sample bags which will be used to fix some of the Township roads. This product will be available in bulk.
- Park & Recreation Board projects – will turn water on; batteries were put in lawn tractors
- Propane bills were reduced this winter as a result of the new heating system in building
- Salt budget is okay

Chairman Holman stated he had conversation with John Gerner after the March 19, 2015, CFL recycling presentation. Mr. Gerner stated he feels the Solicitor's absence at the last two PTS

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meetings should be addressed. Solicitor Wagner stated he had other commitments. In addition there were no agenda items that required his attention. Chairman Holman said that he had spoken to the Solicitor earlier in the day to discuss items that may require his input. Chairman Holman said in the past residents have complained when the Engineer attends the meetings and also when he does not.

As the only volunteer for the Economic Development committee, Mr. Gerner suggested that new businesses in the Township should be given a tax break. The Chairman stated the minimal Township tax savings would not attract new businesses. He stated the real tax savings would be with the School District and the County who most likely would not give a tax break.

When the Chairman asked Mr. Gerner how the PTS and the Penn Township Planning Commission are holding up growth within the Township, Mr. Gerner stated Chairman Holman voted against the road for the Warden project, even though Mr. Gerner knew the road design was poor. Chairman Holman stated he signed numerous extensions for this plan so that it could move forward. He also stated the work on the sewer for this project is currently in progress.

PENN TOWNSHIP PLANNING COMMISSION (PTPC)

Recommendation to the PTPC

Upon a Maguire/Peters motion, the PTS voted unanimously to approve the appointment of Forrest E. Woodward to the PTPC through December 31, 2018.

ZONING REPORT – Report was presented.

Selle Conditional Use

The date of April 29, 2015, at 6:00 PM, was set for the Conditional Use Hearing.

SEWAGE ENFORCEMENT OFFICER'S (SEO) REPORT — Report was presented.

PARK AND RECREATION BOARD (PTPRB) REPORT – There was no report.

Ms. Tilkens announced the PTPRB chicken BBQ is scheduled for Saturday, March 28, 2015. Chairman Holman stated he was contacted by Mike Freeman of the PTPRB to meet him to discuss how the ballfield mix for the fields could be stored to prevent being scattered. Upon a Maguire/Peters motion, the PTS voted unanimously approved the use of the bollards to create a box to store the ballfield mix.

Chairman Holman stated the road crew will not be working Thursday, March 26, 2015, to attend funeral services for Sara Watts.

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) – No report.

SECRETARY'S REPORT

Power Trade Ally

Secretary Klinepeter stated they are reviewing our electric bills prior to their assessment of facility lighting.

Rental Reporting Ordinance

A copy of a draft ordinance obtained from PSATS was provided for the PTS to review.

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Act 457 Plan

The Secretary watched the webinar on the Act 457 Plan. She said it is available to all employees and Supervisors. She said there are limitations on the amounts deferred. The Secretary suggested we invite Diane Calhoun of PSATS to review the plan with us. This was tabled to next month.

Revize Website Proposal

The proposal was given to the Supervisors to review so we can discuss next month. Secretary Klinepeter stated this is good, but it is expensive. This was tabled to next month.

ENGINEER'S REPORT –

Mr. Shradley stated we received a waiver from DEP from the MS4 permit requirements. The waiver is good for five years.

POLICE REPORT – Chief Pickles presented the officer activity report.

- Police hired new part-time officer, Gerald Cavanaugh
- Recently lost one officer to a full-time position
- PC upgrade started today, March 25, 2015
- Received complaints about trash bags left on Dellville Road. The Chief said that location is not a trash drop-off site for Sylvester's Services and stated there is a \$500 fine for littering
- Chief Pickles asked for permission to schedule UCC inspections for the properties located at 1451 and 1616 State Road, Duncannon. He said if the properties are declared to be a hazard, we can call PPL to remove the electric from both properties. Upon a Holman/Peters motion, the PTS unanimously agreed to pay for these inspections.

Chairman Holman referred to previous conversations regarding whether the Township can designate how the Duncannon Fire Company (DFC) donation is spent. He stated he called PSATS on this topic. He was informed that any funds requested by the fire company for a specific purpose must be used for that purpose. For unsolicited donations, the Township cannot designate how the funds are to be used. Solicitor Wagner confirmed this.

Chairman Holman then read from a letter dated 2010 from the DFC to the PTS explaining that any funds donated by the Township will be deposited into a Capital Reserve account to be used to pay on their debt with any remaining funds to be used for equipment.

SOLICITOR'S REPORT – There was no report.

Absence at Meetings

The Solicitor stated that when he is not able to attend the PTS meeting, he contacts the Township to provide any information for items that may be discussed during the meeting.

Chicken BBQ Donation

Solicitor Wagner stated he would like to donate his fee for tonight's meeting to purchase 25 BBQ dinners to be delivered to local families in need.

PERMIT REPORT – Secretary Klinepeter submitted the permit report.

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CORRESPONDENCE

FEMA Letter

FEMA sent a letter inviting us to a meeting on April 7, 2015, to discuss a Risk MAP project and to complete a questionnaire. No one will attend, but the questionnaire will be completed.

PSATS Resolutions

PSATS provided a list of the 2015 Proposed PSATS Resolutions. Secretary Klinepeter asked the PTS to provide her with any comments.

PSATS Youth Award

The PSATS Youth Awards Program recognizes youth groups that have made valuable contributions to their communities. The Secretary stated she is mailing letters and forms to local youth groups for completion if they are interested in applying.

P.C. Conservation District – Lenker

The Perry County Conservation District sent a letter informing us they have reviewed Mr. Lenker's application for completeness. This review is the first step in a series of reviews conducted by the District. The Secretary stated she contacted Mr. Williamson at DEP who confirmed DEP will consider our comments when they perform this evaluation.

Josh Parrish – Nature Conservation

Mr. Parrish submitted a grant notice with a map of the property that The Nature Conservancy plans to acquire for conservation purposes. He stated they are required to notify the municipalities in which the land is located.

OLD BUSINESS

Unemployment Compensation (UC) Update

Mrs. Burns of PA Labor & Industry (L&I) provided additional information which is the same as reported at the last meeting.

NEW BUSINESS

P.C. Tax Claim

Perry County has received an offer for 1009 State Road, Duncannon, PA. They are asking if Penn Township would accept the offer knowing the Township would only receive \$45.63 (less 5% commission) of the total unpaid Township tax of \$103.91. The PTS unanimously agreed to accept this offer with a Holman/Maguire motion.

Chairman Holman invited all residents of Penn Township to a dedication of his preserved farm to be held during May or June.

Carolyn Carnes

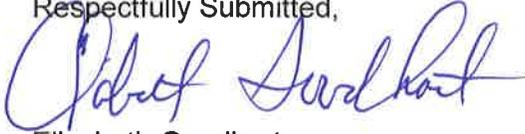
Ms. Carnes asked for clarification on the UC issue. Secretary Klinepeter stated we cannot change mid-year and reviewed the comments from Mrs. Burns, PA L&I. The Secretary stated this will be reviewed in the August time frame.

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Upon a Holman/Maguire motion, the PTS voted unanimously to adjourn the meeting at 8:27 PM.

Respectfully Submitted,



Elizabeth Goodhart
Treasurer/Recording Secretary