

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 November 18, 2015

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, November 18, 2015, at 7:00 PM. Chairman Henry Holman, 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/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.

The Chairman stated there were no Executive Sessions held, but he will be calling for one later in the meeting.

VISITORS

Lynn Hetrick

Ms. Hetrick is the local Daisy leader. The Daisies will be using Room 4 for their meetings and are requesting the rental fee for the room be waived. Upon a Holman/Peters motion, the PTS unanimously approved waiving of the fee.

CeCe Novinger

Ms. Novinger asked if the opening of a gun shop would be an approved use under Zoning Ordinance Section 803. The Secretary stated the Zoning Officer approved this use for the new gun shop on Routes 11/15. The Secretary stated if someone wanted to open a gun repair shop, they would need to refer it to the Zoning Officer.

Lenker Property – As a result of the decision by the Perry County Planning Commission and DEP to consider the application to be withdrawn due to a lack of response, Ms. Novinger asked when the pile of rubble along Routes 11/15 will be removed. Ms. Novinger stated that Zoning Ordinance Section 1314 states piles over 20' high are not allowed in a commercial district. The Secretary stated Mr. Lenker has a violation letter for the piles, but DEP did not allow Mr. Lenker to do anything. Upon a Peters/Holman motion, the PTS voted unanimously to contact the Solicitor on the legality of giving Mr. Lenker permission to reduce/remove the stone piles and to then notify the Zoning Officer to inform Mr. Lenker of this.

INVOICES AND EXPENDITURES

With unanimous approval of a Holman/Peters motion, the PTS voted to approve payment of checks 28759 through 28810 (excluding check 28801) totaling \$25,468.05 from the PLGIT General Fund account, ACH payments totaling \$11,844.05 from the Orrstown Bank General account, PTPRB checks 01610 through 01613 totaling \$294.70, Liquid Fuels check 247 in the amount of \$16,912.36, a transfer from the Orrstown Bank General Fund to the PTPRB Checking account in the amount of \$78.87, and a transfer from the PTPRB Savings account to the PTPRB checking account in the amount of \$215.83.

Check #28801 in the amount of \$924.25 was approved for payment with a Holman/Peters majority vote. Vice-Chairman Maguire abstained from voting on check #28801 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/Peters motion.

PARK & REC CD RENEWAL

There was a Maguire/Holman motion to approve investing this CD in a 35-month CD Special at the Bank of Landisburg at a rate of 1.50%. Motion passed by unanimous vote of the PTS. The Park & Rec CD which matures on November 18, 2015, was previously approved to be re-invested at the FNB of Mifflintown at a rate of 1.25%. Upon a Maguire/Holman motion, the PTS unanimously approved investing this in a 35-month CD Special at the FNB of Landisburg at a rate of 1.50%.

MINUTES

After a correction to Supervisor Peters' comments regarding the findings report of a personnel issue mentioned on page four of the minutes from the October 28, 2015, PTS meeting, the PTS unanimously approved the minutes with a Holman/Maguire motion.

HIGHWAY REPORT

- Removed dead tree on Faculty Road
- Continued work on shoulders on Linton Hill Road
- Made repairs on Sawmill Road
- Repaired auger
- Repaired air chambers on F8000
- Changed oil on all small engines in preparation for next summer
- Winterized lawn mower and Kubota for Park & Rec
- Replaced expansion tank
- Chipped branches
- Completing inspections of highway vehicles
- Trying to finish repairs to Schoolhouse Road entrance—rebar is available, concrete & bollards will be donated by Marstellar
- Duncannon Fire Company (DFC) hanging flag on Thursday, November 19, 2015
- DFC flushing out debris on Hoffman Road and Butchershop Road on Friday, November 20, 2015
- 1995 Ford truck is next to be replaced
- Fixed bulkhead on Sterling
- Chairman will allow new Board to use his oil tank for E3 oil, but he wants written confirmation that it will be returned to him if/when the tank is no longer needed. Upon a Peters/Maguire motion, the PTS agreed by a majority vote to use this oil tank and authorized the Secretary to prepare a letter as requested by the Chairman. The Chairman abstained from this vote.

PENN TOWNSHIP PLANNING COMMISSION (PTPC)

Randy Mladenoff Final Subdivision Plan, File 2015-05

The PTPC recommended PTS approval of this plan with six conditions. Joseph Burget of Burget & Associates stated the plan is still being reviewed by all residents involved. Per his conversation with Engineer Shradley, the Chairman recommended approval of the extension of time to allow review and approval by all parties involved. Upon a Holman/Maguire motion, the PTS unanimously approved this time extension. Upon a Holman/Peters motion, the PTS unanimously approved tabling of the plan. Upon a Holman/Peters motion, the PTS voted unanimously to mail the DEP mailer.

ZONING REPORT – Report was presented.

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Norm's Auto Zoning Hearing Board (ZHB), Docket 2015-08

Norm would like to purchase the storage area, which is considered a non-conforming use. The PTPC recommends the PTS not be a party to this hearing. Upon a Holman/Maguire motion, the PTS unanimously voted to not be a party.

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

New Blooms Holding Tank

The tank cleaning contract renewal was unanimously approved by the PTS upon a Holman/Peters motion.

William Warner Holding Tank

The tank cleaning contract renewal was unanimously approved by the PTS upon a Holman/Peters motion.

PARK AND RECREATION BOARD (PTPRB) REPORT -- Report was presented.

Work has been started in the installation of new kitchen cabinets.

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) – No report.

Lee Wright asked who would be taking care of the PA One calls in 2016. CeCe Novinger stated that has been taken care of.

SECRETARY'S REPORT

Holding Tank Ordinance

The Holding Tank Ordinance has been updated and is ready to advertise for adoption at a later date. Upon a Peters/Holman motion, approval was unanimously given to advertise for adoption at a later date.

Room Rental

Mrs. Weigle would like to use a Township room to hold a fundraiser for an Iraq veteran who has been burned in a house fire. Mrs. Weigle has requested the fee be waived. Upon a Holman/Maguire motion, the PTS unanimously voted to waive the rental fee.

Split Systems

The installation of the split systems has begun and will be completed within a week.

Kitchen Progress

The kitchen remodel has started and will be completed within a few days.

Request for Proposals (RFP)

A draft was presented to the PTS for review and corrections. The RFP's must be returned by December 21, 2015. Upon a Holman/Peters motion, the PTS unanimously approved advertisement of the RFP for Township Solicitor.

Appointments

The Secretary has received a re-appointment letter from the PTPC to reappoint Edward Chism to the PTPC for a four-year term ending December 31, 2019. Upon a Holman/Maguire motion, the PTS voted unanimously to reappoint Edward Chism to the PTPC for a four-year term.

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The Secretary has received a re-appointment letter from the PTMA to reappoint Jim Kocher to the PTMA for a five-year term ending December 31, 2020. Upon a Holman/Peters motion, the PTS voted unanimously to reappoint Jim Kocher to the PTMA for a five-year term.

ENGINEER REPORT – No report

POLICE REPORT – Chief Pickles presented the officer activity report.

Chief Pickles also reported:

- Hired three officers
- Updated one vehicle with printers and scanners. Must test with PennDot.
- Currently participating in Aggressive Driving Grant

Stanley Mutzabaugh asked if the installation of the printers in the police cars is part of the \$70,000 package from 2014. The Chief stated the \$70,000 was designated for the mainframe, but stated he thought there were funds remaining to cover this installation.

PERMIT REPORT - Secretary Klinepeter submitted the permit report.

CORRESPONDENCE – None

OLD BUSINESS

Roadmaster Transition Report

Chairman Holman stated he will leave written instructions for the Highway crew as a reminder of items that should continue to be done, i.e., charging batteries, pressure washing, etc.

All trucks will be inspected and will be ready to plow snow. All snow plows have good blades to start the winter season, and there are extra blades. The blades should be looked at and not worn down to the bolt holes. The snow plows should be inspected at least two times/year, depending on the amount of snow and ice.

All electric tools are in working order. All wrenches to the air tools are in the garage, and all ratchets and socket sets are in good shape and in their boxes.

There are three chainsaws, and all are in good working order with good chains.

The pole saw is in good working order. It has a new chain on it, and there is an extra chain.

All trimmers are in good working order with good heads on them, and all work properly in feeding wire.

The floor of the road saw in good working condition, and there is a good diamond blade for it. If lending out the road saw, do not lend the good diamond blade since it is very expensive.

Plate tamper is in good working order as well as the foot stomper.

The tar buggy engine and pump are in good working order. The tank where you add fuel oil is in good working order.

The portable generator isn't used much, but the PTMA uses it on occasion. It is a new piece of equipment and is in good working order.

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The pressure washer with the Honda engine is in good working order.

The gas-driven emergency generator was donated by the PTMA. A continuous flow of fresh gas should be added to the generator.

All fuel used is logged in a book and checked against the master meters on the pumps by the Roadmaster each month. The gas for the two Highway trucks is logged and checked as well.

Oil is purchased by the barrel. Cheapest place to purchase is Barrick's at Newville, PA, which costs approximately \$200 less than buying it in smaller quantities.

Barrel #1, which is the 1540 diesel oil, currently has 45 gallons remaining.

Barrel #2, the SAE 30 used for changing oil in generators and small motors, currently has 25 gallons remaining.

Barrel #3, the AW32 hydraulic oil, currently has 18 gallons remaining.

There are sixteen (16) quarts of loose oil leftover from the old police cars. The Highway crew uses it for small engines.

All small engines are ready for summer work next year.

John Deere backhoe—is not aware of any problems at the present time. It is in good working order. A new radiator was installed over the summer as well as a tie-rod end on the front.

The Ford tractor with the mower and broom is in good working order and does not have many hours on it. It is a good tractor with a good loader, and there are good forks for it.

The Huber sitting outside is in good working order.

The ribbed tin and screws for the roof are in shed. The 2x4 purlin replacements are located on the floor. This project was not completed.

The anti-skid bin and the salt shed are full.

Allendar Drive will not be completed by end of 2015. The culvert needs to be replaced. The Chairman asked that he be contacted before this job begins since survey pins and markers will need to be removed, and he wants to insure they are re-placed correctly.

Schoolhouse Road may not be completed by end of year depending on the weather. The rebar is in the shed, and he has a commitment from Mr. Marsteller.

The culvert replacement on Watts Drive will not be completed before the end of 2015.

The amounts for the 2016 Faculty Road and Barrick Drive projects are included in the 2016 budget. The Chairman offered his assistance in preparing the road bid, rather than pay Engineers for this service.

The Capital Reserve is in good shape. The Liquid Fuels accounts are in excellent shape and should provide funds for future road projects. The General Fund CD's are in good shape.

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The productivity of the road crew is excellent. They prefer to work through lunch and leave at 3:00 PM.

The Chairman stated that when he took office in 2004 the PTMA was in bad shape. He thanked Lee Wright for his assistance in turning that around.

The liquid assets in the Township are sound. The Chairman has trimmed costs since taking office. Engineering costs were \$15-17,000/month. Most of these costs have been eliminated. Previously the Township paid Engineers to design every culvert which needed to be replaced. Township costs were cut wherever they could be, i.e., engineering, heating, obtaining free anti-skid if available, etc.

The Chairman feels the Township has missed out by not having a Fire Tax. This would require the accountability of those funds. It would also allow sound planning for their needs.

The Chairman hopes the PTS continues to hold an employee appreciation banquet. He also hopes the coffee and food continues from cash donations from the Supervisors.

The Chairman offered the new Board any assistance, information, and points of contacts to insure a smooth turnover.

The Chairman has requested no plaque or luncheon for his service.

Bob Johnson asked if the salt and cinders are automatically re-filled. The Chairman stated it must be ordered prior to when it is needed. Chairman Holman stated the Township has a contract for the salt. The Chairman stated the school district provides two scoops of salt.

The Chairman stated two backhoe buckets of salt are mixed with one of the large dump truck beds of anti-skid. The Township purchases the anti-skid from Bruner Island at a cost of \$3/ton.

Bob Johnson asked if lending tools out is a good policy. The Chairman stated Duncannon Borough borrowed the road saw in the past but used their own diamond blade, not the Township's. The Chairman stated tools were loaned only to municipal agencies.

Jim Fickel asked if the road crew will be staying on. The Chairman stated he didn't know the status of the road crew during 2016.

Jodi Rissinger asked if Chairman Holman's Roadmaster duties are done at the end of the year. Chairman Holman stated that no one has discussed this with him. Ms. Rissinger stated we should talk about/plan for a Township manager. Ms. Rissinger asked if the Township paid for the survey of the Chairman's farm. The Secretary stated the Township did not pay for the survey, and the Chairman added that he paid for it personally.

Ms. Rissinger stated there are plans that identify the accountability associated with a Fire Tax. She also stated a meeting was offered between the Perdix Fire Company and a proposal presented, but Solicitor Wagner declined on behalf of the PTS and stated this an issue for the new Board. Chairman Holman stated a meeting was offered to Perdix Fire Company in July 2015, but no response was received until Monday, November 16, 2015.

Supervisor Peters asked if we should now advertise for a part-time Roadmaster/part-time Township Manager. Following a discussion on who drives the large plow truck, Chairman Holman explained

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that Steve Gardner plows the cul-de-sacs with the new snow plow, and the other trucks are used to keep the main roads open and to plow the tight roads, e.g., over the mountain top. Supervisor Peters asked if there are instructions in the garage showing which routes are plowed by each of the road crew. The Chairman stated that information is available.

A discussion took place regarding who creates the budget and whether funds were budgeted for a new Roadmaster. The Chairman stated the budget includes funds for two full-time employees and one part-time employee, the same as in previous years.

Lee Wright asked if all of the Solicitor's expenses have been paid. The Chairman answered in the affirmative. CeCe Novinger asked if the Solicitor's expenses for the Ward project have been paid. The Chairman answered in the affirmative.

Supervisor Peters asked if Solicitor Wagner will continue to work with the Perdix Fire Company issues in 2016. It was agreed that Solicitor Wagner should be approached about this issue.

Ms. Rissinger asked if there are any outstanding issues with Morrison and Deberk. Chairman Holman stated he does not know of any outstanding legal issues with these two cases.

Supervisor Peters asked the Secretary to find the status of the Josh Barrick legal issue.

Chairman Holman again offered his assistance to the new Board.

NEW BUSINESS – None

EXECUTIVE SESSION

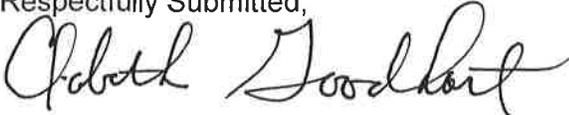
The meeting was adjourned at 8:35 PM for an Executive Session regarding a personnel issue.

The meeting re-convened at 9:30 PM. Chairman Holman stated the session was for informational purposes only and related to personnel.

ADJOURNMENT

With unanimous approval of a Holman/Peters motion, the PTS voted to adjourn the meeting at 9:31 PM.

Respectfully Submitted,



Elizabeth Goodhart
Treasurer/Recording Secretary