

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

Brian K. Peters, Chairman      Brian Maguire, Vice-Chairman      Joseph M. Landis, Supervisor

**MINUTES OF JANUARY 4, 2016**

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The Penn Township Board of Supervisors (PTS) met on Monday, January 4, 2016, in the Municipal Building. Chairman Brian K. Peters, Vice-Chairman Brian Maguire, and Supervisor Joseph M. Landis were in attendance. Other personnel present were Helen Klinepeter (Secretary), Police Chief Richard Pickles, and Elizabeth Goodhart (Treasurer). Vice-Chairman Maguire called the meeting to order at 7:00 p.m. with the *Pledge of Allegiance* and a moment of silence. Vice-Chairman Maguire 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 2016**

**Temporary Secretary**

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

**Appointment of Chairman**

Upon a Landis/Maguire motion, the PTS voted unanimously to appoint Brian K. Peters as Chairman of the PTS.

**Appointment of Vice-Chairman**

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

**Appointment of Roadmaster**

Vice-Chairman Maguire agreed to serve as temporary Roadmaster until a permanent Roadmaster is hired.

**Appointment of Secretary**

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

**Appointment of Treasurer**

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

**Appointment of Police Chief**

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

**APPOINTMENTS CONTINUED**

**Township Engineer**

Upon a Landis/Maguire motion, the PTS voted unanimously to re-appoint Rettew Associates as Township Engineer at a rate of \$130 per meeting.

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### Township Vacancy Board Chairman

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

### Township Sewage Enforcement Officer and Alternate

Upon a Maguire/Landis motion, the PTS voted unanimously to re-appoint Madden Engineering Services, Inc., as Township Sewage Enforcement Officer and Alternate, with no change in fees.

### 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, with no change in fees.

### Township Uniform Construction Code Inspection Agency

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

### Penn Township Park and Rec Board (PTPRB)

Upon a Maguire/Peters motion, the PTS voted unanimously to re-appoint John Sproch as a member of the PTPRB for a five-year term.

### Penn Township Zoning Hearing Board

Upon a Maguire/Landis motion, the PTS voted unanimously to re-appoint Brian Foster to the Penn Township Zoning Hearing Board for a three-year term.

### Penn Township Right to Know Officer

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

### Penn Township Elected Auditors

CeCe Novinger was elected to a two-year term as an Auditor. Upon a Landis/Maguire motion, the PTS voted unanimously to re-appoint Brad DiPiolo and Robert Shaffer, Sr. as Elected Auditors.

### Cumberland/Perry County Transportation Task Force Representative and Alternate

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

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**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 2016 budget. The following wages were approved.

**Secretary**

\$17.74 per hour

**Treasurer**

\$12.50 per hour

**Custodian**

\$11.16 per hour

**Full-Time Highway**

To be determined (open position)

\$13.66 per hour (Steve Gardner)

**Part-Time Highway**

\$12.66 per hour

**Groundskeeper**

\$11.15 per hour

**BUSINESS MATTERS**

**Points Of Contact**

Upon a Peters/Maguire motion, the PTS voted unanimously to appoint Joe Landis as point of contact for the Police Department, as well as for the public safety agencies within the Township.

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

**Mileage Rate**

Upon a Landis/Maguire motion, the PTS voted unanimously to set the mileage rate at 54¢ per mile.

**Tax Levy**

Upon a Maguire/Peters motion, the PTS voted unanimously to adopt Resolution 2016-01 setting the property and occupation tax levy at .5644 mills per dollar of assessed value, unchanged from 2015.

**2016 Fee Schedule**

Upon a Maguire/Landis motion, the PTS voted unanimously to approve Fee Schedule Resolution 2016-02. The only change from 2015 is to assess a fee for use of the Penn Township pavilions. Previously this was by donation only.

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### 2016 Meeting Dates

Upon a Peters/Maguire motion, the PTS voted unanimously to approve the meeting dates proposed for 2016.

### 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.

### **TREASURER REPORT**

Upon a Maguire/Landis motion, the PTS voted unanimously to accept the Treasurer Report for December 31, 2015, subject to audit.

### **VISITORS**

#### Byron Worner

Mr. Worner stated the facts in the Duncannon Record article about the Wheatfield Township meeting were totally incorrect.

#### Lee Wright

Mr. Wright asked about the appointment for Solicitor. He was informed this was done at the December 30, 2015, PTS meeting.

### **OLD BUSINESS**

#### PSATS Convention

The Secretary reported that the PSATS convention will be held April 17-20, 2016, and asked who would like to attend. Chairman Peters, Supervisor Joe Landis, and Secretary Klinepeter stated they would like to attend, with Chairman Peters being the voting delegate. Upon a Maguire/Landis motion, the PTS voted unanimously to approve attendance at the PSATS convention by all three.

#### Perry County Association of Township Officials Convention

The Secretary reported that the annual convention for Perry County Township Officials would be held on February 27, 2016. Upon a Maguire/Landis motion, the PTS voted unanimously to pay the cost of \$15 per person to attend the Convention for the Tax Collector Barbara Hamilton, Harry Hamilton, Chairman Peters, Vice-Chairman Maguire, Supervisor Landis, Secretary Klinepeter and Treasurer Goodhart.

#### Duncannon EMS

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

#### Duncannon Fire Company Donation

Upon unanimous approval of a Landis/Maguire motion, the PTS voted to designate a \$65,000.00 donation for the Duncannon Fire Company.

A Landis/Maguire motion was unanimously approved to donate \$1,300.00 of fuel to the Duncannon Fire Company.

#### Harrisburg Area Humane Society

Upon unanimous approval of a Maguire/Landis motion, the 2016 contract fee of \$250.00 for the Harrisburg Area Humane Society was approved.

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### Perry County Planning Commission Planning Assistance Program

We participated in this program several years ago but have not participated in recent years. Upon a Landis/Maguire motion, the PTS unanimously agreed to table this issue.

### Thomas Rissinger Resignation

Upon a Maguire/Landis motion, the PTS unanimously accepted the resignation from Thomas Rissinger.

### Point of Contact for Emergency Center

Upon a Peters/Maguire motion, the PTS unanimously appointed Joe Landis as the first contact temporarily until a Roadmaster is hired, and Steve Gardner was appointed as the secondary contact.

### Police End of Year Report

Report was provided to PTS.

### Election House Rental Agreement

The Perry County Voter Registration Office submitted a two-year lease agreement for use of a room in the Penn Township building as a polling place. The agreement states they will pay the Township \$150 each election. Upon a Landis/Maguire motion, the PTS unanimously agreed to accept the lease agreement.

## **NEW BUSINESS**

### Duncannon Fire Company 2015 Annual Report

Byron Worner of the Duncannon Fire Company has provided the PTS with the 2015 Annual Report.

### Chairman Holman's Letter for Use of his Personal Oil Tank and Trailer

Chairman Holman previously requested the PTS sign a letter stating they will return this personal property if they choose not to use it. Upon a Maguire/Landis motion, the PTS unanimously agreed to sign this letter. Chairman Peters stated the new Roadmaster should be informed of this agreement.

Secretary Klinepeter stated she has received the Highway keys from Chairman Holman and Thomas Rissinger.

## **EXECUTIVE SESSION**

The meeting was adjourned at 8:14 PM for an Executive Session.

The meeting re-convened at 9:25 PM. Chairman Peters stated the session was to discuss personnel issues and snow removal plans. An Executive Session is planned for 5:00 PM, Thursday January 31, to further discuss the snow removal plans.

Upon a Peters/Maguire motion, the PTS unanimously agreed to reimburse Supervisor Landis \$60 for PSATS training for which he had already paid and for his upcoming PSATS boot camp training which will be paid directly by the Township.

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**ADJOURNMENT**

With no further business to be conducted, and upon a Maguire/Peters motion, the PTS voted unanimously to adjourn at 9:30 PM.

Respectfully Submitted,

Elizabeth Goodhart  
Treasurer/Recording Secretary