

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

**Brian Peters, Chairman      Brian Maguire, Vice-Chairman      Joseph Landis, Supervisor**

**Minutes of April 7, 2016**

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The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Thursday, April 7, 2016, at 7:06 PM. Chairman Brian Peters, Vice-Chairman Brian Maguire and Supervisor Joseph Landis were in attendance. Other personnel present were Helen Klinepeter (Secretary), Police Chief Richard Pickles, and Elizabeth Goodhart (Treasurer/Recording Secretary). Chairman Peters 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 was an Executive Session held for the interview of a police officer candidate.

**NEW BUSINESS**

**New Hire**

Upon a Peters/Landis motion, the PTS unanimously approved the hiring of Jason Klouser as a Penn Township Police Officer.

**Qualls Demolition Permit**

Chairman Peters stated the property at 12 Rupp Road has been posted, and the owners have been served. A family member living in the home requested a demolition permit in order to fix some of the issues with the home and asked that the Township waive the permit fee of \$16. Upon a Peters/Landis motion, the PTS unanimously agreed to waive the demolition permit fee.

**Citgo Property**

Chairman Peters stated there was debris falling off this property which almost hit parked cars and blew onto US Route 11/15. He stated the UCC inspector will be inspecting this property on Friday, April 8, 2016. The Chairman stated he discussed this issue with the Solicitor who stated the Township may remove/secure any pieces hanging from this property. Upon a Peters/Maguire motion, the PTS unanimously authorized the Highway crew to secure any loose pieces on the property to avoid any damage or injuries. Robert Benner asked if the property owners will be charged for any expenses occurred by the Township. The Chairman stated they will be charged for all fees.

**Lenker Property**

Chairman Peters mentioned the Cease and Desist placed on this property in 2014. He stated Mr. Lenker will be cited for violating the Cease and Desist.

**VISITORS**

**Susan Smith**

Ms. Smith said the Qualls are able to pay the \$16 demolition fee and should not have requested the fee be waived. Ms. Smith asked about the inspection of the trailer and was informed the UCC inspector plans to do that inspection next week. Chairman Peters stated the residents of 12 Rupp Road may go into the property to make repairs but may not live in the property.

## Minutes Of April 7, 2016

Page 2 of 4

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### CeCe Novinger

Ms. Novinger asked how you could determine if someone is living in the property or simply working on the property. Chief Pickles stated the Police could investigate.

Ms. Novinger stated she received a phone call last evening from someone who was almost involved in an accident on Schoolhouse Road due to cars parked along the road watching a baseball game. Chief Pickles stated they should call to report this.

### Henry Holman III

Mr. Holman stated that during the recent meeting of the Penn Township Municipal Authority (PTMA), the loss of electric to the water service on Sunshine Hill was discussed. He asked if the generator earmarked for the PTMA is available and ready to use. Henry Holman Jr., former Roadmaster, stated the generator is always plugged in to keep the battery charged. He described how the road crew rotates gas through the generator into small engines as needed and fresh gas is then added to the generator.

Chief Pickles stated the State Surplus Property Program on Forster Street in Harrisburg has had generators in the past. Chairman Peters stated the Secretary should watch the surplus sales and let Lou Massey know when a generator is for sale.

Mr. Holman mentioned the SEDA-COG meeting scheduled for Friday, April 8, 2016, which the Chairman will be attending.

Newly hired Police Officer Jason Klouser was sworn in by Chairman Peters.

### TOWNSHIP MANAGER ORDINANCE

Chairman Peters stated this ordinance is the same one in place previously and is simply being reinstated. Ms. Novinger asked if the ordinance has been changed or is it the same one in effect previously. The Chairman stated it is the same except for grammar and/or punctuation.

Ms. Smith asked where the money will come from for this position. Chairman Peters stated he is familiar with corporate budgets which are different than municipal budgets. When he previously used the term 'bank' the money, in the corporate world that money would be invested. The Chairman stated in local government, any money left over is not banked but stays in the general fund. The Chairman stated he does not want to dig into a CD or raise taxes to fund this position. He stated he worked with the Secretary and looked at each line item of the budget to see where money was not spent over the years which could be used to fund this position. Chairman Peters said part of it has been funded in the part-time highway position. He also said that current expenses and revenue are on target where they should be.

Ms. Novinger asked if the portion funded by the part-time highway position is for 2016 only or for future years as well. Chairman Peters stated the cushion of funds budgeted in each category along with the part-time highway funds will cover the funds needed for this position. He also stated there will be two line items created to report the Roadmaster wages separate from the Township Manager wages. Ms. Novinger asked how the Chairman could report excess income at the end of each year when the Treasurer's report for 2015 shows a loss of \$33,000+. After discussion, Ms. Novinger asked from where the funds for this position will come. The Chairman stated the 2017 budget will be trimmed eliminating the cushion of funds. He also stated there will be three budget workshops which will be open to the public.

## Minutes Of April 7, 2016

Page 3 of 4

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Floyd Smith stated there is a set amount of income and asked what the Township is doing to increase future income. The Chairman stated the PTS must be fiscally responsible. He also stated we must take care of blighted properties in order to entice more businesses into moving to the Township. Chairman Peters stated he has had conversation with Chick-Fil-A who would be interested in opening a store within the Township. He also stated there is positive interest in the Business Campus. The Chairman stated he would like to see more of the local residents' products being sold locally. He stated the Township Economic Development Committee will be resuming meetings.

Henry Holman, Jr., asked if the previous covenants are still in effect which prevented certain types of businesses from moving into the Business Campus. Chairman Holman stated that changes by the federal government are allowing changes to the conditions set forth by the Perry County Economic Development Corporation (PCEDC) which will in turn allow more types of business. The PCEDC has contracted with a developer to assist in the process of bringing new business into the Business Campus.

Mr. Smith asked if the Township has an aggressive plan to clean up blighted properties within the Township. Chairman Peters stated PSATS can provide training on this topic. He also stated there are grants that can be used to promote development of the empty lots on US Route 11/15.

Robert Benner asked how new businesses will be serviced by tractor trailers with the current restrictions on US Route 11/15. Chief Pickles stated the restrictions begin at the Dollar General.

Henry Holman, Jr., reviewed the Township Manager Ordinance and only sees administrative work. He mentioned that if all money in all line items of the budget is spent, the Township would be broke. Mr. Holman stated that the inflated amounts shown in the budget are the CD's.

Mr. Holman asked if the Township Manager will be doing hands on work with the road crew, i.e., ditch work, road repair, building repair, new garage roof, operating the backhoe, etc. Mr. Holman stated he will be giving the Board a report on the new highway employee. Mr. Holman also stated he will be requesting a quarterly report to review how the Township money is spent.

Mr. Holman mentioned the Township Economic Development Committee which was formed during 2015. He stated the idea for this committee came from the Penn Township Planning Commission.

Mr. Holman asked if the Township took any action yet on the issue of roads being labeled wrong which he mentioned at the March 30, 2016, PTS meeting. He was informed the Secretary will be discussing this topic with the County.

After much discussion, Mr. Holman, as previous Roadmaster, stated he usually did not work 40 hours/week and after he provided instructions/directions to the highway crew, they were able to perform any work needed. Mr. Holman received minimal pay to cover the cost of his fuel. The Chairman then pointed out that the new Roadmaster should be able to fulfill his job duties within the 20 hours/week that is proposed. The Chairman also stated that the shed that has been included in the budget for the past several years has not been built.

Ms. Novinger had questions regarding the job description included in the ordinance. She mentioned Item D, "Serve as liaison between Board of Supervisors and all Township Authorities, Commissions and Committees" and Item E, "Attend all Board of Supervisors, Planning Commission, and all other meetings specified by the Board". She stated this was redundant. She

**Minutes Of April 7, 2016**

Page 4 of 4

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felt this was similar to the responsibilities of the Board as the points of contact for these areas. Ms. Novinger also questioned Items F, G, H, I, M, O, and P and stated her interpretation of these items. Both Ms. Novinger and Mr. Holman, Jr. expressed their concern with Item I which refers to public/private relationships.

Ms. Smith mentioned the Supervisor is an elected position. However, the Township Manager will have access to the same information as the Board but in an appointed position. Chairman Peters stated the proposed ordinance is the same one that was in place previously. He also stated there will be accountability from this employee and will report to the PTS, the same as all other Township employees. The Chairman stated the Board will deal with any employee concerns that may arise.

Chairman Peters stated he has observed the amount of business activity that occurs within the Township office and feels additional help is needed.

Upon a Peters/Maguire motion, the PTS unanimously gave permission for Secretary Klinepeter to meet with the County to make corrections to maps that incorrectly show a public road going onto Mr. Holman's property.

**ADJOURNMENT**

With unanimous approval of a Peters/Maguire motion, the PTS voted to adjourn the meeting at 8:47 PM.

Respectfully Submitted,



Elizabeth Goodhart

Treasurer/Recording Secretary