

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 June 29, 2016

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, June 29, 2016, at 7:00 PM. Chairman Brian Peters, Vice-Chairman Brian Maguire and Supervisor Joseph Landis were in attendance. Other personnel present were Helen Klinepeter (Secretary), Solicitor Mark Allshouse, Engineer Max Shradley, 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.

Chairman Peters stated the PTS passed the resolution for the Conduct of Business which limits visitors to speak five minutes and limits comments on agenda topics to three minutes.

The Chairman stated there were two Executive Sessions held on June 23, 2016, and June 27, 2016, regarding employment issues.

VISITORS

CeCe Novinger

Ms. Novinger stated she has a paper which indicates Mr. Lenker must be in compliance by May 31, 2016. She stated the piles have been reduced to twenty feet but have not been removed. Chairman Peters stated that the Zoning Officer stated there is no further action regarding the size of the stone piles. Ms. Novinger asked when the piles will be removed. The Chairman instructed the Secretary to contact Zoning Officer on this issue.

Jim Chrisman

Mr. Chrisman stated the tar is seeping up through the stone at 2 Mourning Dove Way. He also stated he saw the road crew spraying the weeds on the shoulders of Cove Road, but missed the area at 2 Mourning Dove Way. The Chairman asked Roadmaster Maguire to have the road crew look at both of these issues.

Mr. Chrisman mentioned the cease and desist of the barn at Morrison's. He stated there should be periodic checks performed to confirm there are no commercial materials stored in the barn and asked if any checks have been done. The Chairman stated there have been no complaints reported on this property. Chief Pickles stated he stopped at this property a couple of months ago and nothing is being stored that is not allowed. The Chairman asked Chief Pickles to check on this again.

Robert Benner

Mr. Benner stated rodents have now taken over at the Rupp Road properties. He said there is food and all types of garbage sitting outside the properties. The Chairman asked the Secretary to check into the situation and notify the PTS.

Susan Smith

Ms. Smith stated if the property owners are collecting trash in the yellow Sylvester's bags, she doesn't know where they put them as they were not put out for trash pickup. She asked about the next step if the property owners do not clean up the properties. Solicitor Allshouse stated the

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township can go to the District Justice, or the township could clean them up and place a lien against the properties. Chairman Peters mentioned that the state now allows a lien to be placed against the property owners' private homes.

Ms. Smith asked about the status of the bingo card and fundraising event previously discussed. Chairman Peters stated it has been pushed back a week, and the bingo cards will be available at the township office and at local businesses. He also stated the concert is scheduled for July 9, 2016, at Susquenita High School beginning at 5:00 PM.

Ms. Smith asked about the recreational vehicle (RV) sitting along SR 11/15 that is for sale. Chief Pickles stated the RV is owned by the property owner's son which is allowable.

Jesse Boyer

Mr. Boyer mentioned the fence at the MW2 property. The Chairman stated this is still in litigation. The Solicitor stated he is waiting on information from an attorney. Mr. Boyer also mentioned the damaged road at Schoolhouse Road and SR 11/15. The Secretary stated the road crew was working on that but the hole has not been patched as yet.

Stanley Mutzabaugh

Mr. Mutzabaugh stated he received an email from a resident requesting that all meetings for 2016 be placed on the township website. The Secretary stated all meetings are on the calendar on the website.

Lee Wright

Mr. Wright stated Furnley Frisch informed him he will fix the damaged road at Schoolhouse Road and SR 11/15.

Mr. Wright also stated he dropped off a piece of tin at the township building today which had come off the Citgo property. He is concerned that someone could be injured by tin being blown around by the wind.

Mr. Wright said he saw the ads for a township manager and asked about the status of this position. The Secretary and the Chairman gave an update on this status.

Mr. Wright asked if the township hired a full-time police officer and if the position was advertised. The Chairman confirmed that a current part-time officer was made full-time and that a promotion from within does not need to be advertised. He asked about the salary and benefits and asked if the employee could choose to be paid for the benefits rather than enroll in benefits. The Chairman stated the employee would need to approach the Board for discussion.

Kraig Nace

Mr. Nace stated the EMS is receiving more calls from outside their jurisdiction since the Marysville EMS went out of business.

Byron Worner

Mr. Worner stated the annual maintenance on several fire department vehicles was completed. Mr. Worner thanked the Penn Township Police Department for assisting with a recent incident at The Cabin.

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INVOICES AND EXPENDITURES

With unanimous approval of a Peters/Landis motion, the PTS voted to approve payment of checks 29403 through 29477 (excluding check 29473) totaling \$48,440.23 from the PLGIT General Fund account, ACH payments totaling \$19,463.32 from the Orrstown Bank General account, PTPRB checks 01654 through 01659 totaling \$265.57, a transfer from the Orrstown Bank General Fund to the PLGIT General Fund in the amount of \$20,000.00, and a transfer from the PTPRB savings account to the PTPRB checking account in the amount of \$46.57.

Check #29473 in the amount of \$130.00 was approved for payment with a Peters/Landis majority vote. Vice-Chairman Maguire abstained from voting on check #29473 due to his part-time employment with the vendor.

TREASURER'S REPORT

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

LIQUID FUELS CD RENEWALS (2)

There was a Maguire/Landis motion to approve re-investing both CD's as 11-month Municipal Easy Access CD's at the FNB of Mifflintown at a rate of .65%. Motion passed by unanimous vote of the PTS.

MINUTES

Upon a Peters/Landis motion, the PTS unanimously approved the minutes of the May 25, 2016, PTS meeting.

HIGHWAY REPORT – Report was presented.

The pipe on Haas Drive has been crushed and must be replaced.

PENN TOWNSHIP PLANNING COMMISSION (PTPC) – No report.

PENN TOWNSHIP ECONOMIC DEVELOPMENT – Meeting notes were presented.

ZONING REPORT – Report was presented.

Model Medical Marijuana Ordinance

The Tri-County Regional Planning Commission provided this ordinance for municipalities to decide whether and how to regulate medical marijuana farms within the township. Chairman Peters stated the PTS should review this model since the township may want to adopt. Upon a Maguire/Peters motion, the PTS unanimously voted to table this item.

SEWAGE ENFORCEMENT OFFICER'S (SEO) REPORT – No activity.

PARK AND RECREATION BOARD (PTPRB) REPORT – Report was submitted.

A community yard sale will be held in the township parking lot on Saturday, July 9, 2016.

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) –

SEDA-COG Letter

The Board has been asked to send a letter to SEDA-COG in support of the joint water agreement between Penn Township and Duncannon Borough. The Chairman stated the township currently has a verbal agreement with the borough. Secretary Klinepeter has a draft letter to be sent to

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SEDA-COG. Upon a Peters/Maguire motion, the PTS unanimously approved this letter be sent. Henry Holman III requested this letter be sent tomorrow since there is a meeting tomorrow evening.

SECRETARY'S REPORT

Citgo/Dino's Letters

The Secretary stated the Board must decide whether to accept Mr. Bratic's plans for these properties. The Chairman stated Mr. Bratic has done nothing as yet. Upon a Peters/Landis motion, the PTS unanimously agreed to move forward legally with the demolition of both properties. The Chairman stated any correspondence on these properties should also be sent to the bank and the Sheriff since both properties are coming up for Sheriff Sale. The Solicitor explained the process that must be followed, informing the residents this will take some time to complete. The Solicitor suggested the township road crew secure the building to eliminate any potential damage/injuries and to track their hours. The cost to demolish these properties was mentioned as a concern, but Chairman Peters explained the township can place a lien against the property owner's personal property if needed under the blight regulations.

Tree Quotes

Secretary Klinepeter stated she received two quotes to cut down the ash tree on Shearer Drive. One company gave us a quote of \$500 to simply cut down the tree. The other quote for \$1,760 is to cut down the tree, leave all large wood in long lengths, flush the stump close to ground level, and clean up resulting debris. The second quote includes an optional fee of \$350 to move the large wood to the municipal building garage. Upon a Landis/Maguire motion, the PTS unanimously approved awarding the job to Stumps & More at a cost of \$500.

Girl Scout Troop

The Secretary stated the Girl Scouts have been meeting in the township building Wreck Room but due to increased attendance, they would like to meet in the large room. They have also requested the rental fee be waived. Upon a Peters/Landis motion, the PTS unanimously agreed to waive the rental fee for the 2016-2017 school year.

Office Computers

Secretary Klinepeter requested permission to purchase two new computers for the office, one for the Secretary and the other for the Township Manager. The Secretary received a proposal from Alliance Computers which includes a monthly maintenance fee. Upon a Peters/Landis motion, the PTS unanimously approved the purchase of two computers, one monitor and mouse, and the monthly maintenance fee of \$129/month.

ENGINEER REPORT

Engineer Shradley stated he reviewed the new stormwater berm located on the Betz property. His report indicates the existing berm may now be removed.

POLICE REPORT – Report was presented.

Chief Pickles stated the Aggressive Driving grant ends this month and a new grant will begin the first week of July 2016.

The Chief stated several individuals were interviewed for part-time police employment and requested permission to hire three of them. Upon a Peters/Landis motion, the PTS unanimously approved the hiring of Nick Basov, Alex Babik, and Jerry Rusnov. Basov and Babik who were present were sworn in by Chairman Peters.

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SOLICITOR REPORT – A report for May 2016 was submitted to the PTS.

PERMIT REPORT - Secretary Klinepeter submitted the permit report.

CORRESPONDENCE

Tri-County – Hazard Mitigation Plan

The Tri-county Regional Planning Commission notified us they are reviewing the Perry County Hazard Mitigation Plan to determine if any updates are needed. The Secretary stated we don't have any projects included in this plan.

OLD BUSINESS

Outside Police Employment Policy

The Secretary stated this policy covers outside employment of full-time township police officers. Upon a Peters/Landis motion, the PTS unanimously adopted this policy for outside employment.

Third Party Police Employment

The Secretary stated this policy covers township police officers covering additional activities, e.g., football games, etc. This policy states that any requests for police to cover these activities must be voted on and approved at a PTS meeting prior to entering into any agreements. The policy includes the fee of \$50/hour per officer. Upon a Peters/Landis motion, the PTS unanimously approved this policy.

Budget Workshops

Chairman Peters stated budget workshops have been scheduled to allow public comment/input. All workshops are scheduled from 7:00 PM to 8:30 PM on the following dates:

- July 28, 2016 Highway Department/Capital Reserve/Liquid Fuels
- August 25, 2016 Police/Park and Recreation
- September 29, 2016 Office

NEW BUSINESS

Newsletter

Secretary Klinepeter stated the due date to receive articles for the upcoming newsletter is August 5, 2016. She informed the EMS and Duncannon Fire Company representatives that the township does not charge them for articles.

Request for Proposals (RFP's)

The Secretary stated the outside auditor's contract expired with the 2015 audit. She stated she was directed to prepare the draft RFP's for the Sewage Enforcement Officer, Zoning Officer, UCC inspection agency, and the engineering service agency. Upon a Maguire/Landis motion, the PTS unanimously approved to table this issue to allow time to review further.

Jesse Boyer asked for an update to his previous request to compare the UCC costs of the Council of Governments (COG) vs. our current costs with Pennoni Associates, Inc. The Chairman stated the RFP process will provide these costs.

Police Audit

Chairman Peters stated during previous financial audits, suggestions for improvements have been made. He stated by having an auditor review the Police Department, he may be able to suggest ways to improve policies and procedures. The Chairman stated the audit fee will be \$7,000-\$10,000. Solicitor Allshouse has had discussion with a company who has agreed to perform the

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audit this year but will wait for payment until 2017 since the funds were not included in the 2016 budget. The cost of the budget will be paid entirely by Penn Township. Duncannon Borough President Kraig Nace stated the Borough's contract with the Penn Township Police is not binding since the former Duncannon Borough council did not enter into the agreement via ordinance. Mr. Nace stated the Police contract will be discussed at a Borough meeting scheduled for Thursday, June 30, 2016. Upon a Peters/Maguire motion, the PTS unanimously agreed that Supervisor Landis would be the designated township representative to speak at the Borough meeting. Upon a Peters/Landis motion, the PTS unanimously authorized Solicitor Allshouse to acquire the Penn Township Police audit at a fee of \$7,000-\$10,000 and in agreement with the auditor, the fee will be paid in 2017.

Direct Deposit

The Treasurer stated some employees have requested direct deposit of their pay. The PLGIT checking account is currently used to pay employees. However, PLGIT does not offer direct deposit. The township has another checking account at Orrstown Bank which does offer direct deposit. The fee for this service is \$20/month plus 15¢/employee/pay. One additional cost could be the purchase of check stock for the Orrstown Bank checking account. Payforce, the payroll software, does accommodate direct deposit. Orrstown Bank has a customer care team in Chambersburg which will assist with questions and/or issues. Chairman Peters asked if the bank offers other solutions for employees who are not able to open a checking account, e.g., pay cards. The Treasurer stated checks would continue to be issued to those employees. Upon a Peters/Maguire motion, the PTS unanimously agreed to table this issue allowing time to canvas employees of their interest in direct deposit.

Secretary Klinepeter stated our insurance broker requested several dates that we could meet to discuss medical insurance plans for the 2016-2017 year. The dates provided were Tuesday, July 19, 2016, or Thursday, July 21, 2016.

Elected Auditor Lucinda Novinger requested a copy of the tax audit.

ADJOURNMENT

With unanimous approval of a Peters/Landis motion, the PTS voted to adjourn the meeting at 8:50 PM.

Respectfully Submitted,



Elizabeth Goodhart
Treasurer/Recording Secretary