

**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 July 27, 2016**

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The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, July 27, 2016, at 7:22 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, 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 were Executive Sessions held on July 18, 2016, July 19, 2016, and July 27, 2016, regarding personnel issues, insurance, and potential litigation.

**VISITORS**

**William Hill**

Mr. Hill reported his neighbors in Perdix have been setting off bottle rockets and fireworks, setting fires, and allowing an 8-year old to ride a 4-wheeler on township roads. He said the police have been involved and it has been better during the past week, but this activity has been going on for several years. Mr. Hill feels his civil rights have been violated. Chief Pickles said this situation is being addressed. Chairman Peters informed Chief Pickles to keep the PTS updated on this issue.

**Jessica Qualls**

Ms. Qualls said she has spoken to Lenny Sizer about 12 Rupp Road. She also stated she has obtained a demolition permit to remove the existing structure and wanted to replace it with a new one, but it will not happen quickly. Ms. Qualls provided the Secretary with a copy of the new deed showing her husband as co-owner of the property. The Secretary stated this topic will be addressed in her report later in the meeting. The PTS agreed to move the Rupp Road action for discussion after the visitors.

**Debra Brouse**

Ms. Brouse stated around the corner from Mourning Dove Way, there is no place for the water to run since recent storms. All of the debris from the side of the road is coming onto the road. Mr. Brouse also stated the road crew recently cut the brush on Mourning Dove Way but did not go back far enough. She requested that they cut further back, but the Secretary said the township can only cut on the right-of-way. Ms. Brouse stated the brush on other roads was not cut back. Chairman Peters stated the new Roadmaster will be taking care of the brush, the drainage and the right-of-way.

**Jim Chrisman**

Mr. Chrisman had previously reported that Quail Trail needs to be repaired. He stated the tar is coming up through the stone. Vice-Chairman Maguire stated he checked into this and agrees with Mr. Chrisman's comments on this road. This item will also be placed on the list for the new Roadmaster.

## Minutes Of July 27, 2016

Page 2 of 9

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### Kate Brown

Ms. Brown is a member of the Girl Scout troop. She stated they are making shelters for stray cats and plan to go door-to-door to give residents a home for stray cats in the area. Ms. Brown stated she knows a peddler's permit is required and requested that the fee be waived. Girl Scout Leader Angela Sheffler stated the girls will also be handing out informational pamphlets about spay/neutering stray cats. She also stated this is the Girls Scouts community service project. Upon a Peters/Landis motion, the PTS unanimously acknowledged this project by Girl Scout Junior Troop 10627 to provide shelters for stray cats.

### Henry Holman III

Mr. Holman stated he has noticed several areas that have been sprayed to kill weeds. He requested that his property not be sprayed.

### Stanley Mutzabaugh

Mr. Mutzabaugh asked if training hours are included in the Police budget. Chief Pickles confirmed they are. Mr. Mutzabaugh asked if the wages for the new officers currently being trained are included in the budget. He also questioned if the police have bicycle patrols, which Chief Pickles confirmed. The Chief added that a hitch was installed on a police vehicle which will also hold a bicycle.

Mr. Mutzabaugh asked if the Penn Township police are part of the Perry County Drug Task Force. The Chief stated they do not actively participate, but they share information and assist other police departments. Chairman Peters stated he spoke with the Perry County District Attorney (DA) who informed him the Penn Township Police have always cooperated with the DA when asked.

Mr. Mutzabaugh asked the Chairman about a statement he made about a Borough resident who recently died from a heroin overdose. The Chairman stated as an assistant Pastor, he had worked with this person and saw his struggles. He said he has discussed with the Perry County DA the idea of setting up a hotline. The Chairman stated he wants to get the message out on the streets that the township is "coming after you".

Mrs. Debra Brouse asked Chief Pickles if the police have Narcan. He replied they currently do not, but they are looking into it.

### Jesse Boyer

Mr. Boyer stated he feels it would benefit the township to get involved in the Drug Task Force.

### Kraig Nace

Mr. Nace provided the PTS with a letter formally requesting to change the first response for fire box 2-09 to be Duncannon EMS. If the PTS approves this request, the letter would be sent by the township to the Perry County Communications Director. The Chairman stated this will be addressed under New Business. Mr. Nace stated he has submitted a request to the PTS requesting the police respond to EMS calls. This item is on the agenda later in the meeting. Mr. Nace provided a six-month report of EMS calls. Mr. Nace thanked Chairman Peters for organizing the benefit concert on July 2, 2016.

### Bryant Rohrer

Bryant Rohrer stated he is a member of Cub Scout Troop 64 in Duncannon and is here to observe the meeting for a merit badge.

## Minutes Of July 27, 2016

Page 3 of 9

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### Byron Worner

Mr. Worner stated the next Fire Protection Committee meeting is scheduled for Tuesday, August 30, 2016, at 7:00 PM in the Duncannon Borough Fire station.

### Lee Wright

Mr. Wright asked if the police are hiring officers with experience in drug activities or simply hiring patrolmen. The Chairman stated there aren't many applicants with that specific experience. However, Officer Jason Klouser, who was recently hired, is a Drug Recognition Expert (DRE). The Chief stated there are approximately 120 DRE's in the State. Officer Klouser stated he has experience in undercover drug operations and works with the Pennsylvania State Police and the Perry County Drug Task Force. Chief Pickles stated Officer Klouser is on call throughout the State. The Chief also stated Officer Klouser is setting up training for the other officers.

### Darryl Croutharmel

Mr. Croutharmel, Chair of the Duncannon Borough Public Safety Committee, stated he is here to answer any questions regarding the Duncannon Borough Police contract.

## SECRETARY'S REPORT

### Rupp Road

The Secretary provided the PTS with pictures of the property. The Chairman stated it appears very little, if anything, has been done to the property. The sixty days to complete the clean-up has expired. Jessica Qualls, whose husband has recently been added to the deed, stated they were never notified of any action to be taken. The Chairman stated the property owners were notified. Ms. Qualls stated the notices were given to the owner's husband who did not share it with the other owner of the property. Chief Pickles stated the notices were delivered directly to one of the owners. In addition, the Chief stated he spoke to the owner both times he delivered notices. He also stated that when Ms. Jennifer Qualls lived at the property, she was served with the several notices to clean up the property, which was not done. Jennifer Qualls stated someone cut trees on the property without her knowledge. Chairman Peters stated that Jennifer Qualls has known about the need to clean up the property since May 2016 when she applied for a demolition permit and asked for the permit fee to be waived, but she still has not taken any action. If the township chooses to proceed with legal action, Solicitor Allshouse recommended the township file for a court hearing on or after August 4, 2016. However, if the property owners have substantially cleaned up the property by the Hearing date, the PTS may choose to give the owners an additional thirty (30) days as well as continue the Hearing. Upon a Peters/Landis motion, the PTS unanimously voted to proceed with legal proceedings as described above by the Solicitor.

Mr. Qualls stated he is planning to demolish the house and asked if he must replace the broken windows knowing that the house will be demolished. The Solicitor answered that he does not need to replace the windows if the house is demolished by the date of the Hearing. He informed Mr. Qualls to notify the Secretary once the demolition is complete. The Chairman confirmed that both 10 and 12 Rupp Road must be demolished.

## INVOICES AND EXPENDITURES

With unanimous approval of a Peters/Landis motion, the PTS voted to approve payment of checks 29478 through 29550 (excluding check 29546) totaling \$33,691.27 from the PLGIT General Fund account, ACH payments totaling \$16,058.79 from the Orrstown Bank General

## Minutes Of July 27, 2016

Page 4 of 9

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account, PTPRB checks 01660 through 01666 totaling \$742.07, and a transfer from the PTPRB savings account to the PTPRB checking account in the amount of \$742.07.

Check #29546 in the amount of \$280.00 was approved for payment with a Peters/Landis majority vote. Vice-Chairman Maguire abstained from voting on check #29546 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.

### DIRECT DEPOSIT

Upon a Peters/Maguire motion, the PTS unanimously authorized Secretary Klinepeter to implement direct deposit of employees' payroll at a cost of \$20/month plus 15¢/employee/pay.

### GENERAL FUND CD RENEWALS (3) and CAPITAL RESERVE CD RENEWAL (1)

There was a Peters/Landis motion to approve re-investing all four 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/Maguire motion, the PTS unanimously approved the minutes of the June 29, 2016, PTS meeting.

### HIGHWAY REPORT

- Roads have been tar and chipped. Highway crew has a list of roads to be done.
- Direction is needed for Mourning Dove and Quail Trail.
- Township has been mowed completely two times.
- Weeds have been sprayed for the second time.
- A leak was found while painting room 4,. The PTS instructed the Secretary to get quotes for roof repair and to have the new Roadmaster inspect the roof.
- Faculty and Barrick Roads are scheduled for paving August 1, 2016. Due to budget restraints and the long workdays during the paving project, Chairman Peters suggested the road crew adjust their schedule during the paving project in order not to exceed 40 hours for the week. This schedule adjustment was unanimously approved with a Peters/Maguire motion.

### Roadmaster

The Chairman stated due to budget constraints for the remainder of 2016, the Board chose to hire a full-time Roadmaster rather than a part-time Roadmaster/part-time Township Manager. Upon a Peters/Landis motion, by a majority vote, the PTS approved to offer the full-time position of Roadmaster to Ken Chubb at a salary of \$18/hour with full benefits. Chairman Peters abstained from voting since he knows Mrs. Chubb. The Chairman stated this will be a salaried position.

### Petersburg Lane

A representative from the Petersburg Homeowners Association contacted the Secretary requesting "No Soliciting" signs be placed in the development. The cost of a sign is \$24.75 plus the pole and bolts. The Secretary suggested the sign reads "No Soliciting Without a Township

## Minutes Of July 27, 2016

Page 5 of 9

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Permit". Upon a Peters/Landis motion, the PTS unanimously approved the posting of signs along Petersburg Lane which read "No Soliciting Without a Township Permit". These signs will be paid for by the Petersburg Homeowners Association.

### **Schoolhouse Road**

A resident has requested speed bumps be placed on Schoolhouse Road near the townhouses. The Secretary consulted with the township's PennDot representative who stated speed bumps are not allowed on a township road, but speed humps are allowed. The Secretary stated the cost for a speed hump on Schoolhouse Road would be \$1,176 - \$1,500, plus any required signage. Upon a Peters/Maguire motion, this item was tabled to the next meeting.

Henry Holman III stated he noticed signs on Schoolhouse Road between Sawmill Road and the Cove Barn regarding planned activity on that road which would require using heavy equipment. He asked if the township has plans to insure the integrity of the road. The Solicitor stated the township could request a meeting with Spectra, the vendor, to assess the road prior to beginning the project, or the township could request Spectra voluntarily provide a bond for the road repair. If a bond is not provided, the township will have its engineers inspect the damage and a bill will be sent to Spectra for the engineer's fee and for the repairs.

**PENN TOWNSHIP PLANNING COMMISSION (PTPC) – No report.**

**PENN TOWNSHIP ECONOMIC DEVELOPMENT – No report.**

**ZONING REPORT – Report was presented.**

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

### **Duncannon Borough Land Use Letter**

The township received an Act 14 Notification letter from Pennoni Associates, Inc. The purpose of the letter is to inform the township that Duncannon Borough intends to submit an application to the Pennsylvania Department of Environmental Protection to install a high-density polyethylene geomembrane liner in the existing Trout Run Reservoir. Pennoni has requested the township complete and return the enclosed Municipal Land Use letter. Upon a Peters/Landis motion, the PTS unanimously authorized Secretary Klinepeter to process the review and permits.

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

**PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) – Draft July minutes were submitted.**

### **SECRETARY'S REPORT**

#### **Citgo/Dino's Letters**

The Secretary stated both properties were posted, and the 30-day time limit is August 12, 2016. She stated we have not received any type of response from the owner. Secretary Klinepeter also stated both properties are on the list for Sheriff's Sale, and any liens the township may want to place against them should be initiated as soon as possible. According to the Solicitor, the cost to place a lien against the Citgo property is more than the township's expenses. Upon a Peters/Maguire motion, the PTS unanimously authorized the Secretary to obtain quotes for demolition of these properties.

## Minutes Of July 27, 2016

Page 6 of 9

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### FEMA Update

Secretary Klinepeter stated she contacted the Pennsylvania Emergency Management Agency for an update on the payment for the January 2016 storm. Due to a personnel shortage, the payment has been delayed but we should receive it soon.

### Fall Clean-up

The fall clean-up is scheduled for October 13-15, 2016. Secretary Klinepeter is requesting permission to go out for bids. She also asked the Board if she should pursue vendors who will accept electronics. Upon a Peters/Maguire motion, the PTS unanimously authorized the Secretary to request bids for the fall clean-up, excluding the old-style TV's and PC monitors.

### 303 New Bloomfield Road

The owner's brother, Angel Vazquez, Jr., would like to resolve this matter quickly. He stated they plan to sell the property and intend to tear down the structure. There is a storm drain that had a wooden top over it which collapsed. The drain must be cleaned out and covered with a cement top. Upon a unanimous Peters/Landis motion, this matter was tabled to the next meeting in order to determine the date these items will be completed.

### FYI – Probation

An employee's probation will be completed on August 8, 2016. Chairman Peters instructed Vice-Chairman Maguire to prepare an evaluation of the employee.

### **ENGINEER REPORT – No report**

### **POLICE REPORT – Report was presented.**

Chief Pickles stated they are participating in an Aggressive Driving grant. He stated they hired four new police officers.

The Chairman stated we received a letter from the Duncannon Borough Public Safety Committee requesting a meeting to negotiate the police services contract. Upon a Peters/Landis, the PTS unanimously approved a committee be formed to represent the township in a meeting with the Public Safety Committee. This committee should include Supervisor Landis, Police Chief Pickles, and Solicitor Mark Allshouse. The Chairman instructed the Secretary to notify Duncannon Borough that we have formed a committee to meet with them.

Chairman Peters stated we received a letter from the Duncannon Emergency Medical Services (EMS) requesting the police respond to all EMS calls. The Chairman stated this item is currently being addressed, and a policy is being developed.

### **SOLICITOR REPORT – A report for June 2016 was submitted to the PTS.**

### Ward Holdings

The Solicitor spoke to Attorney Dissinger on this matter. Solicitor Allshouse stated he is trying to have the issues with the screen fence, the gates and the entranceways brought into compliance with the conditional use before the court date of August 18, 2016. If these issues are not resolved by this date, the Solicitor stated he will be asking the court to list this item for hearing on August 18, 2016.

**PERMIT REPORT - Secretary Klinepeter submitted the permit report.**

## Minutes Of July 27, 2016

Page 7 of 9

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### **CORRESPONDENCE**

#### **Central Westmoreland COG**

The township joined this Council of Governments (COG) many years ago but has not renewed the membership since that time. Since we participate in COSTARS, this membership will not be renewed.

#### **TRANSCAER®**

The township received an invitation to a Hazardous Materials Tabletop Training Exercise to be held at the Duncannon EMS building on September 17, 2016. This training is sponsored by the Perry County Emergency Management Agency along with TRANSCAER®. Chief Pickles and Supervisor Landis will attend.

#### **DEP e-mail**

The township received emails regarding two grants. The first grant is the Small Business Advantage Grant which will fund pollution prevention and energy efficiency projects. This will be shared with the township's Economic Committee. The second grant is for landowners to assist with planting trees along streams to improve water quality. Both grants will be advertised in the upcoming township newsletter.

#### **Perry County Council of the Arts (PCCA)**

The PCCA is hosting a fundraising event on September 4, 2016, at a cost of \$50/person. Upon a Peters/Landis motion, the PTS unanimously approved payment of \$50/person for members of the Board and township office who like to attend.

### **OLD BUSINESS**

#### **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. The Solicitor stated there are 150 licenses available within Pennsylvania but it will take two years to create any regulations. He stated if the township has zoning and this falls into one of those zones, the manufacturer must comply with all zoning ordinances. The Chairman suggested this topic be passed to the Planning Commission to review.

#### **Budget Workshops**

Secretary Klinepeter stated the budget 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 Park and Recreation; Police
- September 29, 2016 Office

#### **Newsletter**

The Secretary needs articles for the newsletter by August 5, 2016.

#### **Edkin – Answer**

The Secretary stated the RV parked on the Edkin property has been moved. The Zoning Officer informed her that this situation is the same as her son having a car for sale on her property.

## Minutes Of July 27, 2016

Page 8 of 9

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### Lenker – Answer

The Secretary stated DEP only gave Mr. Lenker permission to comply with our ordinance which is why the rock piles have not been totally removed. She stated she received a letter from Perry County Conservation stating the Completeness review has been completed and the Technical review will now be done. The Secretary will submit a Right To Know request for copies of documents submitted.

### Request for Proposals (RFP)

Upon a Peters/Maguire motion, the PTS unanimously approved the advertising, payment of associated fees, and mailing of the RFP's for the positions of Engineer, Uniform Construction Code Inspectors, Zoning Officer, Sewage Enforcement Officer, and CPA.

### Concert Thank You

Chairman Peters thanked the businesses who sponsored the recent benefit concert. They are:

- Bortek Industries who sponsored half of the concert
- Rohrer Bus
- Bootleg Creamery
- Forrer's Dodge
- Haldeman Landscape & Supplies
- Cove Mountain Restaurant
- Zeiderelli's, Duncannon and Marysville
- Juke Box Hits
- Mutzabaugh's Family Market

## **NEW BUSINESS**

### Medical Insurance

The Secretary stated the cost for dental insurance will remain the same for the next benefit year. Upon a Peters/Maguire motion, the PTS unanimously voted to continue with United Concordia dental insurance.

The Secretary stated the cost for vision insurance will decrease for the next benefit year. Upon a Peters/Landis motion, the PTS unanimously voted to continue with Davis Vision for vision insurance.

The Secretary stated the cost for the same medical plan with the same company will increase by 6.18% for the next benefit year. She stated other medical plans were discussed during the Executive Session with Glenda Leister of the Hartman Group. Due to the high cost for some of those plans, the only equivalent plan to consider is with Capital Blue Cross. The Chairman stated the current Geisinger plan is a group plan and the Capital Blue Cross plan falls under the Affordable Care Act. With a majority vote of a Peters/Maguire motion, the PTS voted to remain with the current Geisinger plan. Supervisor Landis voted nay.

### George Junior Republic – Community Service Coordinator

Drew Tush is a Community Service Coordinator who is looking for community service hours for juveniles. He has asked if the township would participate in this program. Chief Pickles stated Mr. Tush monitors the juveniles. Upon a Peters/Landis motion, the PTS unanimously agreed to table this issue to the next meeting.

**Minutes Of July 27, 2016**

Page 9 of 9

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**EMS Letter, Box 2-09**

Box 2-09 covers Burley Road and south to the Marysville Borough line. The EMS has requested that Perry Medic 81, stationed at 16 Shermanata Drive, become the primary paramedic unit to respond to Box 2-09 and Cumberland County Medic 86 become the secondary unit to respond. Kraig Nace of the EMS provided a draft letter for the township to send to the Perry County Communications Director requesting this change. Upon a Peters/Landis motion, the PTS unanimously agreed to make this change.

**ADJOURNMENT**

With unanimous approval of a Peters/Landis motion, the PTS voted to adjourn the meeting at 10:07 PM.

Respectfully Submitted,



Elizabeth Goodhart  
Treasurer/Recording Secretary