

**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 August 31, 2016**

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The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, August 31, 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, Roadmaster Ken Chubb, 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 28, 2016, and August 25, 2016, regarding personnel issues.

The Chairman introduced Ken Chubb, the new Roadmaster.

**VISITORS**

**Dave Licht**

Mr. Licht provided pictures of the intersection at Linton Hill Road and Route 849 and the intersection at Butchershop Road and Route 849. He stated you cannot see to cross the roads due to the corn fields. The chairman stated the cornfield at Linton Hill Road and Route 849 is in Wheatfield Township. The Secretary will confirm this area is in Wheatfield Township and will notify the Roadmaster who will discuss with Solicitor Allshouse.

**Candance & Chris Sanderson**

The Sandersons live at 16 Rupp Road. Mr. Sanderson stated the new owner of 18 Rupp Road is living in an RV on the property with four German Shepherd dogs. He stated when they introduced themselves to her, two of the dogs nipped his six-year old daughter. He then told the neighbor that he does not want the dogs on his property and shortly thereafter, a dog was in his fish pond. Mr. Sanderson stated the dogs do not listen to the owner's commands. Mrs. Sanderson stated the dogs were on their property one day after they informed the neighbor the dogs were not allowed on their property.

Mr. Sanderson stated the Board granted a waiver to have four (4) properties on a private drive. He thought the 4<sup>th</sup> property was to be a residential property. On three different occasions the owner stated she was planning to run a dog training business on this property. Mrs. Sanderson stated they do not feel safe and asked the PTS for their assistance.

Secretary Klinepeter stated the owner does not have permission to have an RV on the property nor to have a shed. She stated the owner applied for a zoning permit for the fence, but it has not been approved yet. The Zoning Officer gave the owner two options:

1. Appeal the Zoning Officer's decision to the Zoning Hearing Board
2. Request permission from the PTS to use the RV as a temporary residence

The Secretary confirmed the owner is aware she cannot live in the RV, and the shed must be removed. The Solicitor stated the owner must come before the Board to have any type of business, to install a fence, and to stay on the property. Chairman Peters stated the township

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will enforce its ordinances. The Solicitor stated if the dogs are not contained, the township may need to take further action.

### Mike Gensemer, Building Inspection Underwriters (BIU)

Mr. Gensemer stated he is attending this meeting since he has responded to the RFP. Mr. Gensemer was informed this topic is on the agenda later this evening.

### Susan Smith

Mrs. Smith thanked the road crew for fixing the potholes on Hickory Drive. Mrs. Smith stated the dogs discussed by the Sanderson's were also running loose on her property.

### Stanley Mutzabaugh

Mr. Mutzabaugh asked if the Police Department performs drug testing before hiring police officers. Supervisor Landis stated there is none at the present time but it is currently being reviewed. Mr. Mutzabaugh asked if there is mandatory drug testing for existing employees. The Chairman stated random drug testing is done, as well as mandatory testing after work-related accidents.

### Kraig Nace

Mr. Nace stated the first response for fire box 2-09 has been changed to Duncannon EMS. Mr. Nace thanked the road crew for fixing the pot hole on the east end of Shermanata Drive. Mr. Nace introduced Eddie Ream as a new EMS volunteer.

### Lee Wright

Mr. Wright shared his concerns with the dogs discussed by the Sanderson's. He stated Stonebridge nursing home is located on the other side of this property where the residents sit outside and could be injured by these dogs.

Mr. Wright asked if Chief Pickles has a job description for all police positions. The Chief confirmed in the affirmative. Mr. Wright asked the Chief if he can stay within the budget if Duncannon Borough cannot continue with the police contract. The Chief stated with schedule changes, they can stay within the budget.

Mr. Wright asked if police officer Klouser is still working for Penn Township. The Chief stated he works full-time for the State and has not been available to work in Penn Township recently.

### Byron Worner

Mr. Worner stated the Fire Protection Committee met Tuesday, August 30, 2016, and the next meeting is scheduled for Tuesday, October 25, 2016, at 7:00 PM in the Duncannon Borough Fire station.

Kraig Nace stated Lee Wright worked with Commissioner Benner to arrange transportation for residents of Stonebridge Nursing Home to go to the Perry County Fair.

### Randy Watts

Mr. Watts of HRG Engineers stated he submitted a proposal in response to the RFP.

## **INVOICES AND EXPENDITURES**

With unanimous approval of a Peters/Landis motion, the PTS voted to approve payment of checks 29551 through 29656 (excluding check 29648) totaling \$54,158.43 from the PLGIT

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General Fund account, ACH payments totaling \$17,171.96 from the Orrstown Bank General account, PTPRB checks 01667 through 01669 totaling \$237.66, a transfer from the PTPRB savings account to the PTPRB checking account in the amount of \$237.66, a transfer from the PLGIT General Fund to the Orrstown Bank General Fund in the amount of \$10,000, and a transfer from the Orrstown Bank General Fund to the PLGIT General Fund in the amount of \$30,000.

Check #29648 in the amount of \$130.00 was approved for payment with a Peters/Landis majority vote. Vice-Chairman Maguire abstained from voting on check #29648 due to his part-time employment with the vendor.

With unanimous approval of a Peters/Landis motion, the PTS unanimously voted to approve Liquid Fuels check #248 for mailing upon notification that the paving project has been completed.

### **TREASURER'S REPORT**

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

### **MINUTES**

Upon a Peters/Landis motion, the PTS unanimously approved the minutes of the July 27, 2016, PTS meeting after a correction to "EMS Letter, Box 2-09" on page 9. The minutes for the July 28, 2016, Budget Workshop meeting were also approved with this same motion.

**HIGHWAY REPORT** – Report was presented,

#### **Paving**

Roadmaster Chubb stated the paving of Faculty Road and Barrick Drive has been completed and the cost was less than the budgeted amount. As such, he requested approval to get quotes for additional road repairs, some in preparation of future paving. Mr. Chubb also provided the PTS with quotes for repair and for replacement of the township building roof. With a Peters/Maguire motion, the PTS unanimously gave the Roadmaster approval to request quotes for the additional road repairs on Watts Drive, Quail Trail, Mourning Dove Way and Sawmill Road. The PTS unanimously approved the roof repair of \$600 with a Peters/Landis motion. Upon a Peters/Landis motion, the PTS unanimously approved to table the roof replacement.

#### **Schoolhouse Road**

A resident had requested speed bumps be placed on Schoolhouse Road near the townhouses. The Secretary stated speed bumps are not allowed but speed humps are allowed. The Solicitor stated if someone incurred an injury from a speed hump, the township would be liable. The Chairman instructed the Police Chief to set up the speed sign along this road. CeCe Novinger asked if the speed sign could be set up at the end of Schoolhouse Road near her residence.

### **PENN TOWNSHIP PLANNING COMMISSION (PTPC)**

#### **Wireless Ordinance**

A member of the PTPC has requested a change to the wording of this ordinance to exclude certain types of antennas. In order to change the ordinance, the township must advertise for a public Hearing regarding Ordinance No. 2014-4. Upon a Peters/Landis motion, the PTS unanimously approved this advertisement. A Hearing was set for October 26, 2016, prior to the PTS meeting.

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

Committee member Cliff Lindgren stated they met with Duncannon Borough who seemed very receptive.

**ZONING REPORT –** Report was presented. Upon a Peters/Landis motion, the PTS unanimously accepted the Zoning Officer's report dated August 24, 2016. The Secretary stated the PTS had received an RFP for the Zoning Officer. Upon a Peters/Maguire motion, the PTS unanimously approved to reappoint Madden Engineer Services as the township Zoning Officer for 2017 pursuant to the terms contained in their proposal dated August 15, 2016.

**SEWAGE ENFORCEMENT OFFICER'S (SEO) REPORT –** Report was presented. Upon a Maguire/Peters motion, the PTS unanimously accepted the SEO's report. The Secretary stated the PTS had received an RFP for the SEO. Upon a Peters/Landis motion, the PTS unanimously approved to reappoint Madden Engineer Services as the township SEO for 2017 pursuant to the terms of their proposal and fee schedule on page 2, dated August 15, 2016.

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

**PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) –** Draft August minutes were submitted. Chairman Peters stated there is a survey being conducted of residents on Sunshine Hill to assist in obtaining grant funds for the Sunshine Hill water project.

### **SECRETARY'S REPORT**

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

The Secretary provided the PTS with quotes for demolition of both properties. The Chairman stated that due to a number of factors with the Citgo property, including the possibility of asbestos, it may cost the township more to use township resources to demolish the property than to pay an outside company. Secretary Klinepeter stated Mr. Bratic, the property owner, wants to 'repair' the Citgo property, i.e., new roof, new siding, and secure the building. Solicitor Allshouse stated that if Mr. Bratic completes these items, the township cannot demolish the property unless there are other ordinance violations. Mr. Bratic did not respond to the letters regarding the Dino's property. Chairman Peters stated the township should continue to follow the legal process with both properties.

#### **Fall Clean-up/Electronics**

The fall clean-up is scheduled for October 13-15, 2016. Secretary Klinepeter stated we received only one bid. Upon a Peters/Landis motion, the PTS unanimously agreed to award the bid to Sylvester's Services for the fall clean-up at the prices quoted in the August 28, 2016, agreement, excluding all electronics. Upon a Peters/Maguire motion, the PTS unanimously agreed to utilize iGreen Electronics for electronics, excluding TV's and PC monitors.

#### **303 New Bloomfield Road**

Secretary Klinepeter was provided the date of October 15, 2016, to complete the demolition of this building and to cover the storm drain. Upon a Peters/Maguire motion, the PTS unanimously agreed to accept the plan of action provided for this property.

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### Federal Surplus

The Secretary stated she must update the list of personnel who can shop at the Federal Surplus. The current list includes the supervisors, the Roadmaster, the Police Chief and the Secretary. The PTS agreed there should be no changes made to this list.

### Training

The Secretary requested to attend two training sessions. The first is a webinar on the new overtime pay rules effective December 1, 2016, at a cost of \$30. The other is a course on the Right-to-Know Law and Sunshine Act Compliance at a cost of \$35. Both training classes were unanimously approved by the PTS with a Peters/Landis motion.

### **ENGINEER REPORT** – Report was submitted.

Engineer Shradley stated he contacted Specter Energy to inform them they need to obtain township road access permits. He also informed them they must provide a letter of guarantee that they will be responsible for all damages to township roads made by their equipment and other vehicles.

Engineer Shradley also discussed the new MS4 permit requirements. He explained the township currently has a waiver from the permit, and DEP will again allow waivers for 2018. To file for a waiver, a number of items must be submitted to DEP by the end of 2016 for a pre-determination, which includes preparing a map of all stormwater pipes, inlets, swales, and facilities within the township. Upon a Peters/Landis motion, the PTS unanimously gave approval for Rettew Associates to begin the process for pre-approval, particularly the mapping, but not to exceed \$5,000 in fees without PTS approval.

### Request for Proposals

Upon a Peters/Maguire motion, the PTS unanimously agreed to table this item to the next meeting to allow time to review.

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

Chief Pickles stated Duncannon Borough has requested a copy of the Police report each month. The Chief stated a new grant will begin next month.

Chairman Peters requested the police policies and procedures be given to the Secretary as soon as possible. The Chairman instructed Supervisor Landis to provide the details related to part-time coverage if there is no contract with Duncannon Borough in 2017.

Chairman Peters mentioned the video on This Is Duncannon of Officer Murphy playing basketball with several youth in the Borough. The Chairman stated this community interaction is what sets us aside from other police departments. The Chairman also shared that Officer Babik was involved with locating a Duncannon resident who was kidnapped while traveling. Officer Babik worked with West Virginia and Ohio Police to find the resident, who will be returning safely to Duncannon in the near future, and arrest the person who kidnapped her.

**SOLICITOR REPORT** – A report for July through end of August 2016 was submitted to the PTS.

### Ward Holdings

The Solicitor stated he attended a court hearing with Judge Morrow on this issue. Judge Morrow set a pre-trial conference which the Solicitor also attended, and a trial date will be set for late November/early December. The Solicitor has heard that one of the gates has been

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installed. He informed Secretary Klinepeter that we need to monitor the situation to see if Mr. Ward follows through with the required updates.

**PERMIT REPORT** - Secretary Klinepeter submitted the permit report. The Secretary mentioned that Joyce Hand has received all of her permits. CeCe Novinger asked the Secretary to forward the correspondence on Ms. Hand to the Municipal Authority.

### **CORRESPONDENCE**

#### **AECOM**

AECOM has been retained by Texas Eastern to provide design and permitting services. The letter from AECOM stated Texas Eastern will be conducting excavations and repairs along an existing natural gas pipeline. The Solicitor stated if there are any concerns, they should be submitted to DEP.

#### **PSATS Board of Trustees**

The term of one member of the Board of Trustees of the Pension Trust, the UC Trust, and the Health Trust will expire at the end of 2016. The Executive Board of PSATS has nominated Michael Keller to fill the open positions. Official ballots will be mailed to municipalities in September 2016. Upon a Peters/Maguire motion, the PTS unanimously voted to table this item until the next meeting.

### **OLD BUSINESS**

#### **Budget Workshops**

Secretary Klinepeter stated there is a budget workshop scheduled for September 29, 2016, at 7:00 PM for the office and any other unfinished budget items.

#### **Newsletter**

The Secretary provided the PTS with draft articles for the newsletter and requested any corrections be provided by Thursday, September 8, 2016.

#### **Request for Proposals (RFP)**

Secretary Klinepeter stated Pennoni Associates will no longer be involved with UCC inspections in 2017. An RFP was received from Building Inspector Underwriters (BIU). Mr. Gensemer of BIU stated there is a separate fee schedule for members of the COG which he will provide to the Secretary. Upon a Peters/Maguire, the PTS unanimously agreed to table this item to the next meeting to allow time to review.

The Secretary stated she received one RFP for Auditor from Smith, Elliott, and Kearns. They provided a one-year and three-year proposal. Upon a Peters/Maguire motion, the PTS unanimously approved to accept the three-year term RFP at the fee schedule included on page 9.

#### **Concert Thank You**

Chairman Peters stated he overlooked thanking several people last month who assisted with the benefit concert. He thanked Skip Rohrer of Rohrer Bus, Mr. Kent of the Susquenita School District, and the Duncannon EMS.

#### **George Junior Republic – Community Service Coordinator**

Drew Tush is a Community Service Coordinator who is looking for community service hours for juveniles. Mr. Tush dropped off additional information for the PTS to review. Upon a

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Peters/Maguire motion, the PTS unanimously agreed to table this issue to the next meeting to allow time to gather more information about this program.

### **NEW BUSINESS**

#### **Taschek Property**

Chairman Peters stated this property is included in the upcoming tax sale. The Chairman stated Perdix residents previously inquired about having a park in Perdix. The Secretary stated the taxes owed on this property are \$600. In addition, the township has a lien against this property in the amount of \$2,305, and the PTMA has a lien against it for several thousand dollars. After discussion about ADA requirements/parking, the value of the property, etc., a motion by Chairman Peters to bid up to \$4,500 on this property was withdrawn.

#### **Highway Training**

The highway department has asked to attend Flagger training on October 12, 2016, at a cost of \$50/person. A Peters/Landis motion to approve this training was later withdrawn after Chief Pickles stated Cliff Karlsen is a certified trainer.

The highway crew has asked to attend 911 Excavator training on November 3, 2016. Upon a Peters/Maguire motion, the PTS unanimously approved for the Roadmaster to attend this training, free of charge.

The highway crew has also asked to attend the Salt and Snow Management and Snow Management and Stormwater Facility Operation and Maintenance training. The Secretary stated that if there are ten participants, the township could host the training at our facility. Upon a Peters/Maguire motion, the PTS unanimously gave the Secretary permission to schedule the training session.

### **ADJOURNMENT**

With unanimous approval of a Peters/Landis motion, the PTS voted to adjourn the meeting at 9:35 PM.

Respectfully Submitted,



Elizabeth Goodhart  
Treasurer/Recording Secretary