

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 3, 2017

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The Penn Township Board of Supervisors (PTS) met on Tuesday, January 3, 2017, 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), Roadmaster Kenneth Chubb, and Elizabeth Goodhart (Treasurer). Chairman Peters called the meeting to order at 7:02 PM with the *Pledge of Allegiance* and a moment of silence. Chairman Peters stated there was one Executive Session with the Secretary and the Treasurer. 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 2017

Temporary Chairman

Upon a Peters/Maguire motion, the PTS voted unanimously to appoint Helen Klinepeter as Temporary Chairman. Mr. Peters then turned the meeting over to Helen Klinepeter.

Temporary Secretary

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

Appointment of Chairman

With a majority vote on a Landis/Maguire motion, the PTS re-appointed Brian K. Peters as Chairman of the PTS. Chairman Peters abstained from voting for himself. After the appointment of Chairman, Helen Klinepeter returned chairmanship of the meeting to Mr. Peters.

Appointment of Vice-Chairman

With a majority vote on a Landis/Peters motion, the PTS re-appointed Brian Maguire as Vice-Chairman of the PTS. Vice-Chairman Maguire abstained from voting for himself.

Appointment of Roadmaster

Upon a Peters/Landis motion, the PTS voted unanimously to re-appoint Kenneth Chubb as Roadmaster.

Appointment of Secretary

Upon a Peters/Maguire 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 Administrator

With a majority vote on a Peters/Maguire motion, the PTS re-appointed Joseph Landis as Police Administrator. Supervisor Landis abstained from voting for himself.

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APPOINTMENTS CONTINUED

Township Engineer

Upon a Peters/Landis motion, the PTS voted unanimously to re-appoint Rettew Associates as Township Engineer at a rate of \$135 per meeting.

Township Vacancy Board Chairman

Upon a Peters/Landis motion, the PTS voted unanimously to appoint Jesse Boyer as Township Vacancy Board Chairman.

Township Solicitor

Upon a Peters/Landis motion, the PTS voted unanimously to re-appoint Mark Allshouse as Township Solicitor at a rate of \$125 per hour.

HR Solicitor

Upon a Peters/Landis motion, the PTS voted unanimously to re-appoint McNeese Wallace & Nurick LLC as HR Solicitor at a rate of \$295 per hour.

Township Sewage Enforcement Officer and Alternate

Upon a Peters/Maguire motion, the PTS voted unanimously to re-appoint Madden Engineering Services, Inc., as Township Sewage Enforcement Officer and Alternate, and to accept their fee schedule.

Township Zoning Officer and Alternate

Upon a Peters/Maguire motion, the PTS voted unanimously to re-appoint Madden Engineering Services, Inc., as Township Zoning Officer and Alternate, and to accept their fee schedule.

Township Uniform Construction Code Inspection Agency

Upon a Peters/Landis motion, the PTS voted unanimously to appoint Building Underwriters, Inc., BUI, as Township Uniform Construction Code Inspection Agency and to accept their fee schedule.

Penn Township Municipal Authority (PTMA)

Upon a Peters/Landis motion, the PTS voted unanimously to re-appoint Elmer Knaub to the PTMA for a five-year term, ending December 31, 2021.

Penn Township Zoning Hearing Board

Upon a Peters/Landis motion, the PTS voted unanimously to re-appoint JoAnn Glosner to the Penn Township Zoning Hearing Board for a three-year term, ending December 31, 2019.

Penn Township UCC Board of Appeals

Upon a Peters/Maguire motion, the PTS voted unanimously to re-appoint William Warner to the UCC Board of Appeals for a three-year term, ending December 31, 2019.

Penn Township Right to Know Officer

Upon a Peters/Maguire 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 Peters/Landis motion, the PTS voted unanimously to re-appoint Brad DiPaolo and Robert Shaffer, Sr. as Elected Auditors.

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Cumberland/Perry County Task Force - Representative and Alternate

With a majority vote on a Peters/Landis motion, the PTS voted to re-appoint Brian Maguire as representative and Helen Klinepeter as alternate to the Cumberland/Perry County Task Force. Vice-Chairman Maguire abstained from voting for himself.

Capital Tax Collection Bureau Representative and Alternate

Upon a Peters/Landis 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

With a majority vote on a Landis/Maguire motion, the PTS voted to re-appoint Helen Klinepeter as representative and Brian Peters as alternate to the Perry County Tax Collection Committee. Chairman Peters abstained from voting for himself.

Depositories

Upon a Peters/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.

WAGES/SALARIES

Upon a Peters/Landis motion, the PTS voted unanimously to approve a two percent increase for all employees. The following wages were approved.

Roadmaster

\$18.35 per hour

Secretary

\$18.09 per hour

Treasurer

\$12.75 per hour

Custodian

\$11.38 per hour

Full-Time Highway

\$15.81 per hour (Mike Everson)

\$13.93 per hour (Steve Gardner)

Part-Time Highway

\$12.91 per hour

Groundskeeper

\$11.37 per hour

Police Administrator

With a majority vote on a Peters/Maguire motion, the PTS voted to recommend a wage of \$17.00 per hour for Supervisor Landis as the Police Administrator. Supervisor Landis abstained from voting for himself.

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BUSINESS MATTERS

Points Of Contact

Upon a Peters/Maguire motion, the PTS voted unanimously to retain Joseph Landis as point of contact for the health and safety agencies within the Township.

With a majority vote on a Landis/Maguire motion, the PTS voted to retain Brian Peters as point of contact for the Municipal Authority and Park and Recreation Board. Chairman Peters abstained from voting for himself.

With a majority vote on a Peters/Landis motion, the PTS voted to retain Brian Maguire as point of contact for the Highway, Planning Commission and the Township Office. Vice-Chairman Maguire abstained from voting for himself.

Mileage Rate

Upon a Peters/Landis motion, the PTS voted unanimously to set the mileage rate at 53¢ per mile.

2017 Fee Schedule

Upon a Peters/Landis motion, the PTS voted unanimously to approve Fee Schedule Resolution No. 2017-02.

2017 Meeting Dates

Upon a Peters/Landis motion, the PTS voted unanimously to approve the meeting dates proposed for 2017, except the Roadmaster meeting which should be scheduled for Saturday, April 8, 2017.

Tax Collector Audit

Upon a Peters/Landis motion, the PTS voted unanimously to have the elected auditors perform the annual audit of Tax Collector Barbara Hamilton.

INVOICES AND EXPENDITURES

With unanimous approval of a Peters/Landis motion, the PTS voted to approve payment of checks 29849 through 29851 totaling \$4,939.90 from the PLGIT General Fund account, ACH payments totaling \$194.67 from the Orrstown Bank General account, and PTPRB check 1687 in the amount of \$17.96.

TREASURER REPORT

Upon a Peters/Landis motion, the PTS voted unanimously to accept the Treasurer Report for December 31, 2016, subject to audit.

CAPITAL RESERVE CD RENEWAL

There was a Peters/Landis motion to approve re-investing this CD 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.

VISITORS

Stanley Mutzabaugh

Mr. Mutzabaugh asked for the name of the new Emergency Management Officer. The Secretary stated that will be discussed later in the meeting. Mr. Mutzabaugh also pointed out that the time shown on the township website for tonight's meeting was incorrect.

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CeCe Novinger

Ms. Novinger asked when the Police Administrator position will be eliminated. Chairman Peters stated this will occur after all evidence and files are turned over to the DA. He stated this position will continue on an as-needed basis until all cases are completed. Supervisor Landis stated he has a job description for the Police Administrator position which he must update.

Lee Wright

Mr. Wright asked if the two percent increase voted on tonight is in addition to the amount included in the budget. He was informed all employees will only receive two percent.

Jesse Boyer

Mr. Boyer apologized for a statement he made in error during the December 28, 2016, regarding an appointment to the UCC Board.

OLD BUSINESS

PSATS Invoice

Upon a Peters/Landis motion, the PTS unanimously approved payment of the PSATS Township Dues of \$870 but table the remaining items included on the PSATS invoice.

PSATS Convention

The Secretary reported that the PSATS convention will be held April 23-26, 2017, 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 Peters/Maguire motion, the PTS voted unanimously to approve payment for Secretary Klinepeter to attend the PSATS convention. Chairman Peters and Supervisor Landis will also attend at their own expense.

Perry County Association of Township Officials Convention

The Secretary reported the annual convention for Perry County Township Officials will be held on February 25, 2017. Upon a Peters/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, Secretary Klinepeter, Treasurer Goodhart and appointed auditors Brad DiPaolo and Robert Shaffer, Sr., if they would like to attend. Chairman Peters, Supervisor Landis and Elected Auditor CeCe Novinger will also attend at their own expense.

Duncannon EMS Donation

Upon unanimous approval of a Peters/Maguire motion, the PTS voted to designate a \$15,000.00 donation, paid in two installments, for the Duncannon EMS during 2017.

Harrisburg Area Humane Society

Upon unanimous approval of a Peters/Maguire motion, the 2017 contract fee of \$250.00 for the Harrisburg Area Humane Society as well as the escrow of \$443.20 were approved.

Point of Contact for Emergency Center

Upon a Peters/Maguire motion, the PTS unanimously appointed Joe Landis as the contact temporarily until an Emergency Management Coordinator is hired.

Emergency Management Coordinator

Chairman Peters stated there is an individual who is interested in this position who has PEMA, FEMA and Homeland Security experience. This will be discussed further after his official application is provided.

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Police End of Year Report – Provided to PTS.

NEW BUSINESS – None

Henry Holman III stated he would like the PTS to consider all options when trying to cut costs.

ADJOURNMENT

With no further business to be conducted, and upon a Peters/Landis motion, the PTS voted unanimously to adjourn at 8:00 PM.

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary