

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

Brian Peters, Chairman Joseph Landis, Supervisor

Minutes of January 25, 2017

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, January 25, 2017, at 7:00 PM. Chairman Brian Peters and Supervisor Joseph Landis were in attendance. Other personnel present were Helen Klinepeter (Secretary), Solicitor Mark Allshouse, Engineer Max Shradley, Roadmaster Kenneth 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.

Chairman Peters stated there is a Conditional Use Hearing scheduled for 8:00 PM this evening. He stated the PTS meeting will be recessed at 8:00 PM for the Hearing and will reconvene after the Hearing.

The Chairman stated there was one Executive Session on January 11, 2017, regarding finance and legal issues.

Chairman Peters stated Brian Maguire has resigned from the PTS effective January 24, 2017. The resignation was approved with a Peters/Landis motion. Upon a Peters/Landis motion, the PTS unanimously approved advertisement of the vacant supervisor position requesting all applications/resumes be received by Friday, February 10, 2017.

VISITORS

Susan Smith

Ms. Smith asked for the status of 303 New Bloomfield Road. The Secretary stated she has not received a response. The Secretary stated she needs a phone number for the owner. Ms. Smith also asked for the status of 10 and 12 Rupp Road. Secretary Klinepeter stated the Hearing date has not been set. Ms. Smith mentioned an article in the Duncannon Record about the trash in Perry County. The Secretary will be making copies of the article for the PTS.

Robert Benner

Mr. Benner stated he could not attend the recent medical cannabis meeting and asked if this issue will be discussed tonight. Chairman Peters stated nothing has been officially submitted to the township.

Stanley Mutzabaugh

Mr. Mutzabaugh asked why a Conditional Use Hearing is required for Mr. Schenck's food truck. Solicitor Allshouse stated zoning does not provide for the specific use. Conditional Use Hearings are required to approve a permitted use to which the Board of Supervisors can attach reasonable conditions to protect the health, safety and welfare of a use which was not included in the zoning ordinance. Mr. Mutzabaugh stated there was a Conditional Use Hearing to approve a taco food truck which is at the same location. The Solicitor stated use is specific to a person in a location at a specific property.

Mr. Mutzabaugh asked if all of the fire hydrants in the township work. The Secretary stated to her knowledge, they all work.

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Kraig Nace

Mr. Nace stated they are tabulating all year-end numbers for their annual report. He stated the EMS' finances are tight this time of year. He stated there is a way to save approximately \$1,200 per weekend, but it would leave no ambulance on duty when there is an Advance Life Support (ALS) call on weekends.

Jim Chrisman

Mr. Chrisman asked the status of the police vehicles. Supervisor Landis stated the township is not selling any equipment at this time since it may be needed if the police department is reinstated.

INVOICES AND EXPENDITURES

With unanimous approval of a Peters/Landis motion, the PTS voted to approve payment of checks 29852 through 29888 totaling \$18,601.41 from the PLGIT General Fund account, ACH payments totaling \$30,047.10 from the Orrstown Bank General account, PTPRB checks 01688 through 01692 totaling \$209.75, a transfer from the PTPRB savings account to the PTPRB checking account in the amount of \$17.96, and a transfer from the Orrstown Bank General Fund to the PTPRB Checking account of \$209.75.

TREASURER'S REPORT

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

MINUTES

Upon a Peters/Landis motion, the PTS unanimously approved the minutes of the December 28, 2016, PTS meeting and the minutes of the January 3, 2017, Reorganization meeting.

HIGHWAY REPORT – Report was presented. The Roadmaster added there was a rock slide on Spur Road near State Game lands. He stated there is another one starting on Creek Road. The Roadmaster stated the paving done on Linton Hill Road is starting to have problems which will need to be fixed.

Henry Holman III asked how many trucks were on the road Monday evening, January 23, 2017. Mr. Chubb stated he used his own truck to plow some roads on his way to the township garage and two township trucks were out. Mr. Holman asked if Mr. Chubb used his own vehicle all night and if the township will receive a bill from him for use of his vehicle. Mr. Chubb said he will not be submitting a bill to the township.

Mr. Holman III asked if the road crew does their own PA One calls, which they do. Mr. Holman asked if the road crew is able to take over the Municipal Authority's portion of the PA One calls. Upon a Peters/Landis motion, the PTS unanimously agreed to have the Roadmaster handle the Municipal Authority's side of PA One calls with their assistance when needed.

Mr. Chrisman stated the tar and chip on Mourning Dove Way is not adhering to the base. The Roadmaster stated he will check into this.

Linton Hill Road Bridge

The Secretary stated we received a letter from Pennsylvania Department of Transportation (PennDOT) regarding the project to replace the Linton Hill Road Bridge over little Juniata Creek. PennDOT stated there are funds available for preliminary engineering and inquired

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whether we want to use their engineers to design the project or if we want to hire another engineer. PennDOT's letter stated the township is responsible for 5% of the total project. Chairman Peters suggested Engineer Shradley check into this.

PENN TOWNSHIP PLANNING COMMISSION (PTPC) - No report.

PENN TOWNSHIP ECONOMIC DEVELOPMENT – Report was presented.

ZONING REPORT – Report was presented.

SEWAGE ENFORCEMENT OFFICER'S (SEO) REPORT – Report was submitted.

PARK AND RECREATION BOARD (PTPRB) REPORT – Report was submitted. Upon a Peters/Landis motion, the PTS unanimously approved the advertisement to hire a groundskeeper. Upon a Peters/Landis motion, the PTS unanimously agreed to reappoint Karen Tilkins as Chairman of the Park and Recreation Board.

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) – Minutes were received.

SECRETARY'S REPORT

Elected Auditors

The Elected Auditors have set the pay rate for the Police Administrator at \$17.00 per hour.

PA One Call

The Secretary received an email from the Pennsylvania One Call System requesting Penn Township provide a proclamation designating April as "Pennsylvania 811 Safe Digging Month". The PTS unanimously agreed to issue this proclamation upon a Peters/Landis motion.

Orrstown Bank

Christine Dudley of Orrstown Bank would like to make a presentation to township employees about a Health Savings Account (HSA) offered by Orrstown Bank. The PTS unanimously approved this HSA presentation with a Peters/Landis motion.

Personnel Manual

The Secretary asked if the HR attorney should begin reviewing our personnel manual. Upon a Peters/Landis motion, the PTS unanimously gave approval for this review by the HR attorney.

ENGINEER REPORT – Report was submitted.

MS4 Update

Engineer Shradley stated the permit waiver request was submitted to DEP.

EMERGENCY SERVICES – Police report was submitted.

Enradd Agreement

The Marysville Borough police and Penn Township police previously shared the ENRADD Speed Timing Device. Since the suspension of the Penn Township police, Marysville Borough police has requested to use the device on a full-time basis. Marysville has agreed to keep the certification up to date and to pay for any maintenance and the certification. Marysville has also agreed to return the unit to Penn Township when requested. Upon a Peters/Landis motion, the PTS unanimously approved to accept this agreement.

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SOLICITOR REPORT – A report was submitted to the PTS.

PERMIT REPORT - Secretary Klinepeter submitted the permit report.

CORRESPONDENCE

SEDA-COG e-mail

SEDA-COG has requested a group meeting to review the potential of interconnecting the PTMA and Duncannon Borough water systems. The meeting would include township officials, Duncannon Borough officials, and engineers. SEDA-COG has suggested February 15, 2017, at 6:00 PM. Upon a Peters/Landis motion, the PTS unanimously approved the advertisement of this meeting.

DFC 2016 Annual Report

The Duncannon Fire Company submitted their 2016 Annual report. Mr. Warner asked when the remaining 2016 donation of \$12,500 will be released. The Chairman stated due to current financial constraints, he could not say when or if this donation will be paid.

E-mail County Management

Esther Rowe forwarded an email about an initiative developed by the NOAA's National Weather Service. This initiative is an attempt to partner with local government agencies, and other agencies to help the public become ready for hazardous weather. This issue was tabled.

Upon a Peters/Landis motion, at 8:02 PM the PTS unanimously agreed to recess the PTS meeting for a Conditional Use Hearing.

The PTS meeting reconvened at 8:13 PM.

OLD BUSINESS

Newsletter

Secretary Klinepeter stated the articles for the newsletter were provided to the PTS to review.

Nuisance Complaints

The Secretary provided a report showing the status of nuisance complaints received by the township.

Appalachian Trail (AT)

The AT previously requested a permit to construct a parking area near Inn Road. After previous discussions on this issue, additional information was provided stating a proposed fence will be three-sided. The AT stated they understand if the PTMA must excavate the area, the fence may be taken down. The AT provided approval by the National Park Service. Upon a Peters/Landis motion, the driveway permit requested by the AT was unanimously approved.

PSATS Bill

Secretary Klinepeter stated the County provides most of the same training, free of charge, which is included in the TEMA item included on the annual PSATS invoice. The PTS chose not to make the TEMA payment to PSATS.

NEW BUSINESS

Carl Fox mentioned the street signs on Shermanata Drive are misspelled. Kraig Nace added that the U.S. Post Office has changed all the addresses on this road to the incorrect spelling.

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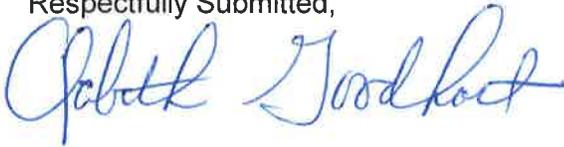
He also stated a spelling change could affect the 911/County GIS system as well as on-line navigation systems, e.g., GPS, etc. The Secretary was instructed to contact the Post Office on this issue.

Carl Fox presented the PTS with Roadmaster reports from March 1942 through March 1943. These reports were prepared by his father who was the Roadmaster at that time.

ADJOURNMENT

With unanimous approval of a Peters/Landis motion, the PTS voted to adjourn the meeting at 8:32 PM.

Respectfully Submitted,



Elizabeth Goodhart
Treasurer/Recording Secretary