

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

Brian Peters, Chairman Joseph Landis, Vice-Chairman Pamela A. Huss, Supervisor

Minutes of May 31, 2017

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, May 31, 2017, at 7:00 PM. Chairman Brian Peters, Vice Chairman Joseph Landis and Supervisor Pamela Huss were in attendance. Other personnel present were Solicitor Mark Allshouse, Engineer Max Shradley, Roadmaster Kenneth Chubb, Secretary Helen Klinepeter, 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 was one Executive Session on May 23, 2017, for informational purposes.

VISITORS

Laura Steele

Laura is an Ambassador in the Girl Scouts. Laura stated she has collected items to donate to soldiers over the years and would like her final Girl Scout project to be a soldiers' Memorial Wall. She has already raised \$30,000 of the \$80,000 needed. To raise the remaining funds, she is selling personalized bricks for a walkway and t-shirts and provided order forms for both. The forms are also available on the Perry County Memorial Wall on Facebook and on the township website.

Melinda Kratzer

Ms. Kratzer stated her son, Donald Kratzer, would like to set off fireworks which are illegal without a permit. State law requires a license for setting off fireworks. The PTS took no action on this since Mr. Kratzer does not have the appropriate license.

Jackie Verbos

Ms. Verbos has a neighbor who was target shooting on his property which is close to the townhouses on Schoolhouse Road. She asked if there are any ordinances establishing the shooting distance that must be maintained from a residence. There is an ordinance but there are no local police force to enforce it. Chairman Peters instructed Ms. Verbos to contact the PA State Police (PSP) and show them our ordinance if the shooting continues. The Chairman instructed Secretary Klinepeter to note that this ordinance should be updated and to check with PSATS for similar ordinances.

Scott Sheaffer

Mr. Sheaffer stated he received a letter from the township regarding the Porta-A-John at his business. He stated this property does not have septic or water, and he was instructed to complete the Port-A-John application. Upon a Peters/Huss motion, the PTS unanimously agreed that Mr. Sheaffer should complete the Port-A-John application which will be in effect for five years.

Minutes Of May 31, 2017

Page 2 of 6

Jesse Boyer

Mr. Boyer mentioned the township's sign ordinance which was on the previous month's agenda. Solicitor Allshouse stated the ACLU has sued several municipalities for over \$250,000 total for enforcement of their sign ordinance as it pertains to political signs. Because of this, the PTS chose not to enforce this ordinance as requested during April's meeting. The Secretary stated our sign ordinance will be reviewed and updated as deemed appropriate.

Mr. Boyer asked the Solicitor to research if all Fire Tax funds must be spent in the same year they are collected.

Mr. Boyer asked for the status of the Perdix Fire Company lawsuit. Solicitor Allshouse stated there is no update. He also stated Perdix Fire Company has requested funds in excess of \$120,000 to resolve the issue.

Chairman Peters stated the township will be reviewing/updating all ordinances as needed.

Sue Smith

Ms. Smith stated she does not get cell phone coverage at her home and asked if the township can do anything to assist. Chairman Peters stated the township cannot help.

Ms. Smith asked about the absence of the new truck vendor. The Secretary stated she was informed the vendor's wife was ill.

Ms. Smith thanked the owners of Tubby's for their rapid clean-up of the fire damaged property.

Ms. Smith asked how to dispose of an old microwave. The Secretary stated she will be looking into the cost of electronics recycling. The Solicitor stated the refuse collectors should take the microwave for a nominal fee if they are contacted in advance.

Ms. Smith asked if the Police Administrator position is still ongoing. Vice-chairman Landis stated it requires about two hours/month.

Stanley Mutzabaugh

Mr. Mutzabaugh asked if the Supervisors are employees or elected officials. The Secretary stated they are elected officials who receive a monthly stipend. He stated he was denied copies of the applications submitted to fill the supervisor vacancy created when Brian Maguire resigned before his term expired. The Secretary stated applications were not completed for this position. Those who applied had submitted a letter or simply called the township office. The Solicitor stated if a letter mentions a person is applying for the position of, that letter is considered an application and is denied under the Right to Know law. Mr. Mutzabaugh stated he was told that Pamela Huss was late in contacting the township office to be considered for the position. The Secretary stated all applicants contacted the township prior to the deadline.

Brad DiPaolo

Mr. DiPaolo stated the Auditors completed the tax audit and provided a copy of the results to the township.

INVOICES AND EXPENDITURES

With unanimous approval of a Peters/Landis motion, the PTS voted to approve payment of checks 30089 through 30142 totaling \$22,851.10 from the PLGIT General Fund account, ACH

Minutes Of May 31, 2017

Page 3 of 6

payments totaling \$27,324.15 from the Orrstown Bank General Fund account, PTPRB checks 01709 through 01718 totaling \$2,125.47, and check 1001 and an ACH payment totaling \$35,079.95 from the Fire Tax account. Also approved was a transfer from the PLGIT General Fund to the PLGIT Plus account in the amount of \$3,500.00, a transfer from the PLGIT General Fund to the Capital Reserve account in the amount of \$3,500.00, a transfer from the Orrstown General Fund to the Orrstown PTPRB checking account in the amount of \$2,125.47, and a transfer from the Orrstown Bank General Fund to the Orrstown Fire Tax Checking account in the amount of \$7,865.95.

TREASURER'S REPORT

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

LIQUID FUELS CD RENEWALS (2)

There was a Peters/Huss 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 1.00%. Motion passed by unanimous vote of the PTS.

MINUTES

Upon a Peters/Huss motion, the PTS unanimously approved the minutes of the April 26, 2017, PTS meeting.

HIGHWAY REPORT

The monthly Highway report was provided. The Roadmaster stated the recently purchased grader was delivered Tuesday, May 30, 2017. He reported that mowing within the township will begin the week of June 5, 2017, and tar and chip will begin prior to the paving project.

Pipe Sale

Stanley Mutzabaugh informed the Roadmaster that a culvert along Noye Road must be replaced before the road is paved. The Roadmaster offered to sell township pipe which is not being used to Mr. Mutzabaugh. The current price for this pipe is \$1,262.00 and the Roadmaster suggested a price of \$1,000.00. Upon a Peters/Huss motion, the PTS unanimously approved to sell the pipe to Mr. Mutzabaugh for \$999.99.

PENN TOWNSHIP PLANNING COMMISSION (PTPC)

ACD Realty Re-approval

Secretary Klinepeter stated this plan was previously approved but due to deadlines, it must now be re-approved. Upon a Peters/Landis motion, the PTS unanimously approved to re-approve the ACD Realty Land Development plan.

ECONOMIC DEVELOPMENT – Report was submitted.

ZONING REPORT – Report was presented.

SEO REPORT – Report was presented.

DAGSA Port-a-John

A Port-A-John contract was submitted for approval. Upon a Peters/Landis motion, the PTS unanimously approved the contract with removal no later than July 31, 2017.

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

Minutes Of May 31, 2017

Page 4 of 6

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) – Minutes were provided for review.

SECRETARY'S REPORT

Timeclocks

Secretary Klinepeter asked the Board if they would like to sell the timeclocks since they are no longer being used. Chairman Peters stated he would like to sell them. Upon a unanimous Peters/Huss motion, this issue was tabled to allow time to research the value of the clocks before advertising them for sale.

Quotes for Floor Remodeling

The Secretary stated she will be requesting quotes to replace some floors in the building. Upon a Peters/Huss motion, the PTS unanimously agreed to table this issue in order to determine what type of flooring is under the current carpet.

Fire Tax Savings Account Resolution

The Secretary stated Orrstown Bank requires a resolution in order to open a savings account for Fire Tax funds. An amount of \$10,000 will be deposited into the new savings account. Any interest deposited during the year will be transferred to the Fire Tax checking account at year end. Upon a Peters/Landis motion, the PTS unanimously approved a resolution for the Fire Tax savings account.

ENGINEER REPORT – Report was submitted.

MS4

Since Rettew submitted the MS4 Permit Waiver application, the Department of Environmental Protection (DEP) has stated that if a municipality already has an approved waiver, that waiver would be in effect for five years. Engineer Shradley stated the township's current waiver is dated March 18, 2015, and will remain in effect until March 17, 2020.

Twin Oaks Drive

Engineer Shradley stated he has reviewed the Deed of Dedication and the Financial Security. The Secretary stated the Solicitor has also reviewed the Deed. Upon a Peters/Landis motion, the PTS unanimously agreed to accept ownership of the roads within the Twin Oaks Drive development. Upon a Peters/Landis motion, the PTS unanimously approved to release the financial security for Twin Oaks Drive in the amount of \$8,641.50.

SOLICITOR REPORT – Report was submitted.

Bill Blunt Letter

Solicitor Allshouse received a letter from William R. Bunt, the solicitor for the Perry County Tax Claim Bureau, requesting permission to sell certain properties at a Judicial Tax Sale. The properties within the township are 47 Valley Street, Duncannon, PA, and 1127 State Road, Duncannon, PA. Upon a Peters/Landis motion, the PTS unanimously approved these properties to be sold at the Judicial Tax Sale. The sale will be held in courtroom #1 at the Perry County Courthouse at 10:00 AM, July 20, 2017.

EMERGENCY SERVICES

Fire Committee – No report was provided.

Vice-chairman Landis stated there was no action or request for funds discussed at the May 10, 2017, meeting. The next meeting is scheduled for June 14, 2017.

Minutes Of May 31, 2017

Page 5 of 6

Police Report – Report of monies received was provided.

EMS Donation

Secretary Klinepeter stated the second of three payments to the Duncannon EMS is due in June 2017. Upon a Peters/Huss motion, the PTS unanimously approved a payment to the Duncannon EMS in the amount of \$7,500.00.

PERMIT REPORT – Report was provided.

CORRESPONDENCE

Area Code Overlay

A new area code of 223 will be added to the area served by area code 717. Copies of this correspondence were provided for attendees.

Trustees Insurance

PSATS provided information regarding the Police Pension plan. Chairman Peters suggested no changes be made to the current plan.

Regional Freight Meeting

The Tri-County Regional Planning Commission is holding a Regional Freight Summit on June 29, 2017.

Perry County Hazard Mitigation Plan

The Tri-County Planning Commission is responsible for routine maintenance of the Plan.

OLD BUSINESS

Schoolhouse Road – Speed Humps

Information for speed humps was provided to the Board by the Roadmaster and the Solicitor. Roadmaster Chubb stated the speed humps are recommended for roads with a speed limit under 35 MPH. The current speed limit on Schoolhouse road is 40 MPH. Signs and pavement markings are also required. Engineer Shradley recommended using the Speed Hump/Table. He also suggested using the inlays rather than painting the required symbols on the road. When asked about the township's liability for accidents involving the speed humps, the solicitor stated the more warning notices given to motorists by way of signs, etc., the less the liability for the township. Mr. Chubb stated he will check for any grants that could be used for this purpose. Chairman Peters instructed Mr. Chubb to determine the cost for installing speedhumps at this location.

Nuisance Complaints – The Secretary provided a list of nuisance complaints and any action taken.

303 New Bloomfield Road (intersection of Pee Wee Lane) – This property has been sold. Secretary Klinepeter will determine the new owner.

12 Rupp Road – A Hearing was held today on this property. The Hearing has been continued until July 17, 2017, to allow time for the property owner to clean up the property. The Chairman instructed Secretary Klinepeter to notify Judge McGuire of all township expenses related to this property. Chairman Peters stated Cumberland County is assessing a \$15 fee on all real estate sold to be used for fighting blight within the county.

Minutes Of May 31, 2017

Page 6 of 6

1131 State Road – Secretary Klinepeter stated she has been informed this property is hooked up to sewer. She knows previously this property's water was disconnected. At the present time the Secretary does not know if there is water at this property. Upon a Peters/Landis motion, the PTS unanimously authorized Secretary Klinepeter to contact the UCC officer.

11/15 Questions

Secretary Klinepeter contacted DEP about paving on SR 11/15 who informed her there is none currently scheduled. The Secretary stated the stone wall in Perdix is owned by the railroad, and the markings on the road were done by them.

NEW BUSINESS

Generator – during emergencies

Vice Chairman Landis stated the township should purchase a second generator to supply power during outages since the current generator is promised to the PTMA during an emergency. The Chairman stated PEMA or FEMA may have grants available for this purpose since the township building is an emergency shelter. Henry Holman III stated the township could arrange to have a generator on standby with a local business which could be delivered within a few hours.

Resident Notification

The Secretary contacted Towne Answering Service to gather information on their mass notification system. The Chairman asked the Secretary to arrange a meeting with a representative from this company, as well as gather information from the PTMA about the system they use.

Budget Meeting Dates

Budget workshop dates were set as follows:

- July 11, 2017, 6:00 PM – Highway, Liquid Fuels and Capital Reserve
- July 18, 2017, 6:00 PM – Office and Park & Rec
- August 8, 2017, 6:00 PM – Police and Fire Tax

ADJOURNMENT

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

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary