

**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 June 28, 2017**

\*\*\*\*\*

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, June 28, 2017, at 7:05 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 were no Executive Sessions held since the last meeting.

**VISITORS**

**Mike Criley – Nuisance Complaint for parcel number: 210,118.04-141.000**

Mr. Criley was notified that he is in violation of the Nuisance Ordinance, Section 2.B, which states “It shall be unlawful to store, or deposit any abandoned or junked vehicle or part thereof in or on any highway or public or private property, vacant or occupied, within Penn Township.” Mr. Criley stated he has removed some of the vehicles, and he will be applying for a permit for a shed. Mr. Criley stated that some vehicles have been removed, some will be stripped for the parts, with potentially three vehicles remaining. Upon a Peters/Huss motion, the PTS unanimously agreed to give Mr. Criley until October 15, 2017, to come into compliance.

**William Warner - Noise Complaint**

A noise complaint was filed about the bands at Mr. Warner’s winery. The Zoning Officer reviewed this and reported that Mr. Warner did not apply for permits for the bands. The Zoning Officer also reported the original Conditional Use (CU) indicates parking for a maximum of ten vehicles would be provided, and the hours of operation exceed those included in the CU approval. Mr. Warner was informed a CU is required for the amendment to the hours of operation and for the parking. A CU Hearing was scheduled for 6:30 PM on Tuesday, July 26, 2017, with unanimous approval of a Peters/Huss motion.

**Burget & Associates – ACD Realty**

Jeff Forrer was present and spoke on his behalf. Mr. Forrer stated the Land Development Plan for ACD Realty included a buffer across from a house on Spur Road. Mr. Forrer stated the buffer is no longer needed since the home is condemned. The buffer was previously recommended by the Planning Commission and approved by the PTS. There was discussion as to whether the buffer is required by the Zoning Ordinance. The Secretary will review the Zoning Ordinance to determine if it requires the buffer.

**Kim McConley**

Ms. McConley is the founder of “Beauty After Bruises” which assists survivors with complex PTSD and dissociative trauma disorders. There is a fundraiser scheduled for September 9, 2017, at Buddy Boy Winery, and Ms. McConley has been asked to have a 5K the same day. She was informed she could contact the Perry County Road Runners who will assist in planning

## Minutes Of June 28, 2017

Page 2 of 7

\*\*\*\*\*

the 5K event. She was also informed that she must provide the PTS a detailed plan for the 5K at the July 26, 2017, PTS meeting.

### **Sue Smith**

Ms. Smith stated the property at Rupp Road is being cleaned up.

### **Ron Little**

Mr. Little asked if the Police Administrator is still on the payroll. He was informed the Police Administrator does minimal work when the District Attorney requests information, and that the Police Administrator does not receive any benefits.

Mr. Little then stated he was informed that the township owes the Perdix Fire Company over \$100,000 and asked if that is true. He was informed it is not true.

### **Robert Benner**

Mr. Benner stated vehicles continue to enter his property when trying to find Stonebridge Nursing Home. He has contacted staff at the home to discuss this issue but has not received a return call. Mr. Benner stated the home could provide directions to their vendors. Chairman Peters stated he will contact the administrator at Stonebridge and will also contact the State to request permission to post a sign along SR 274.

### **Jesse Boyer**

Mr. Boyer asked for an update on the Perdix Fire Company. Solicitor Allshouse stated the Judge scheduled a pre-trial conference for August 17, 2017, at 3:00 PM, court room #2 of the Perry County Courthouse.

### **Kraig Nace**

Mr. Nace provided the PTS a copy of the Duncannon EMS 2016 end-of-year report. He also provided a press release titled "Duncannon E.M.S. in Perry County recognized for dedication to pediatric care."

### **Bill Hill**

Mr. Hill asked what the township plans to do about 1131 State Road in Perdix. He stated the residents are bringing in trash to be burned, including shingles. They also are setting off dynamite. Mr. Hill stated his rights have been violated. He stated the former police department was notified of these actions but no action was taken. Chairman Peters stated this house is on the agenda for later tonight. Chairman Peters informed Mr. Hill to put his complaint in writing and it will be addressed accordingly.

### **Ron Parrish**

Mr. Parrish stated the township gave a permit for a mobile home to be moved into the trailer park in Penn Township. He stated there is trash dumped throughout the township. He complained about other areas in the township. When the Board began to respond to Mr. Parrish, Mr. Parrish spoke over them and complained about something else.

### **Byron Worner**

Mr. Worner requested the burn ordinance be reviewed and updated if needed.

## Minutes Of June 28, 2017

Page 3 of 7

\*\*\*\*\*

### Sue Smith

Ms. Smith asked for the status of the goats on Rupp Road. She stated there are only five goats remaining.

### **INVOICES AND EXPENDITURES**

With unanimous approval of a Peters/Landis motion, the PTS voted to approve payment of checks 30143 through 30181 totaling \$21,558.19 from the PLGIT General Fund account, ACH payments totaling \$20,186.46 from the Orrstown Bank General Fund account, PTPRB checks 01719 through 01721 totaling \$152.37, and check 1002 in the amount of \$10,000.00 from the Fire Tax Checking account. Also approved were a transfer from the PLGIT General Fund to the PLGIT Plus account in the amount of \$5,000.00, a transfer from the PLGIT General Fund to the Capital Reserve account in the amount of \$1,000.00, a transfer from the Orrstown General Fund to the Orrstown PTPRB checking account in the amount of \$152.37, and a transfer from the Orrstown Bank General Fund to the Orrstown Fire Tax Checking account in the amount of \$8,485.62.

### **TREASURER'S REPORT**

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

### **GENERAL FUND CD RENEWALS (2) AND CAPITAL RESERVE CD RENEWAL (1)**

There was a Peters/Huss motion to approve re-investing all three 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.

### **NEW CD**

There was a Huss/Landis motion to purchase a new Municipal Easy Access CD in the amount of \$25,000 at the FNB of Mifflintown at a rate of 1.00%. The funds for this CD would come from the PLGIT Plus account in the amount of \$18,000, with the remaining funds available after cashing in the General Fund Municipal Easy Access CD #4119494 currently invested at the FNB of Mifflintown. Motion passed by unanimous vote of the PTS.

### **MINUTES**

Upon a Peters/Landis motion, the PTS unanimously approved the minutes of the May 31, 2017, PTS meeting.

**HIGHWAY REPORT** – The monthly Highway report was provided.

### **Speed Hump**

The Roadmaster contacted Fulkroad to survey the area where the speed hump has been requested and to provide a cost estimate. Mr. Chubb estimates the speed hump installation will cost approximately \$10,750 if most of the work is done by the road crew. Chairman Peters requested a breakdown of the \$10,750. He also instructed the Secretary to look for any grants that may be available. The Chairman also stated he would like the speed timing device to be set up on Schoolhouse Road.

### **Barnett Drive Stormwater Drainage**

Mr. Chubb stated David Clark is not willing to give a drainage easement. Mr. Chubb stated the pipe is clogged and must be replaced.

## Minutes Of June 28, 2017

Page 4 of 7

\*\*\*\*\*

### **Parking Lot Paving Quote**

The Roadmaster stated the cost to pave the township parking lot and paint all lines is \$3,280. Approval to proceed with the paving was unanimous with a Peters/Huss motion.

### **279 Cove Road**

The residents of 279 Cove Road contacted the township about storm water runoff coming on to their property from the neighbor's property. Mr. Chubb contacted Neil Imes, Perry County Conservation Officer, to review this issue.

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

#### **Medical Marijuana Growing Processing Plant, File # 2017-01**

Craig Raynor of Pennoni Associates is representing PA Options for Wellness, Inc., They are requesting conditional approval of the plan for which the PTPC has recommended approval as well as Rettew. He stated the Planning Module is not completed yet.

Secretary Klinepeter stated both the Duncannon Fire Company and Duncannon EMS have reviewed the plan and have given their approval. Mr. Raynor stated the building will not have sprinklers.

Upon a Peters/Huss motion, the PTS unanimously approved the following Alteration of Requirements (AOR's) of the Subdivision/Land Development Plan 2017-01:

1. Section 304 and 306, Preliminary Plat Procedure
2. Section 309.A.a, Plan Scale
3. Section 512, Street Trees
4. Section 507.E.8, Stormwater Basin Bottom slope
5. Section 513A, Stormwater Runoff Calculations Method
6. Section 507.E05, Stormwater Basin Freeboard

Upon a Peters/Landis motion, File 2017-01, Medical Marijuana Growing Processing Plant (PA Options), was unanimously approved contingent upon the following items being completed:

1. Engineer's certification be signed
2. Surveyor's certification be signed
3. Ownership certification be signed and notarized
4. DEP Planning Module be approved
5. Improvement guarantee be posted
6. Deed be revised and recorded for the combination of lots 11 and 12
7. All fees be paid.

Upon a Peters/Huss motion, the PTS unanimously approved the Financial Security for PA Options for Wellness, Inc. in the amount of \$342,695.65.

### **BCO Well Testing**

The Duncannon Fire Company requested the water company for the Business Campus provide test results for the hydrant to assure available flow rate. The Chairman stated since the property is owned by the Perry County Economic Development Corporation, this request should be directed to their Chairman Paul Rudy.

**ECONOMIC DEVELOPMENT – No Report.**

**ZONING REPORT – Report was presented.**

## Minutes Of June 28, 2017

Page 5 of 7

\*\*\*\*\*

### **Abundant Harvest Church, Inc. Conditional Use, Docket #2017-02**

Per Zoning Officer Lenny Sizer, the church must amend their CU due to the size of the expansion and must include proposed future uses of the facility. A Hearing was scheduled for Docket 2017-02 for July 26, 2017, at 6:00 PM.

**SEO REPORT** – Report was presented.

### **Marstellar Oil and Concrete Holding Tank**

Marstellar's holding tank agreement must be renewed every two years. The holding tank renewal was approved for two years with a unanimous Peters/Huss motion.

### **Marstellar Oil and Concrete Port-a-John**

The Port-A-John contract was submitted for renewal. Upon a Peters/Landis motion, the PTS unanimously approved the port-a-john contract for one year.

### **SASY Holding Tank**

SASY's holding tank agreement must be renewed every two years. Renewal of the holding tank located at the Perry County Recreation Association was approved for two years with a unanimous Peters/Huss motion.

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

Karen Tilkens stated a clothing drive will be held September 9, 2017, from 8:00 AM to 2:00 PM. Donations may be dropped off at the township building during business hours beginning August 21, 2017.

Ms. Tilkens also mentioned there are garden spaces available. She also stated the PTPRB is looking for three members.

John Cappawana stated the Duncannon Borough Park & Rec committee has had discussions about holding a carnival during 2018 and extended an invitation to join them.

**PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA)** – Draft minutes were provided for review.

## **SECRETARY'S REPORT**

### **Timeclocks**

Secretary Klinepeter stated she searched timeclocks on Craigslist and Ebay. With a Peters/Huss motion, the PTS unanimously agreed to post the timeclocks on Ebay with a "Buy It Now" price of \$348.64 each.

### **Quotes for Floor Remodeling**

The Secretary stated she checked the condition of the floors underneath the carpet. She stated the carpet has been glued to the hardwood floors. Upon a Peters/Huss motion, the PTS unanimously gave approval for the Secretary to request quotes for the removal of the carpet and install linoleum and also for the removal of the carpet and refinish the hardwood floors.

### **Resolution for CD's**

Upon a Peters/Landis motion, the PTS unanimously approved Resolution 2017-05 which changes the signatories for CD's at the First National Bank of Mifflintown.

## Minutes Of June 28, 2017

Page 6 of 7

\*\*\*\*\*

### **Worker's Comp Loss Control Visit**

A Loss Control Consultant from Optimus Risk Services recently performed the annual on-site worker's comp visit. The consultant's recommendation to perform PennDOT driver's license background checks for all employees authorized to drive township vehicles was unanimously approved with a Peters/Landis motion.

### **Girl Scouts Room Rental**

The Girls Scouts have requested to use a township room for their meetings from August 29, 2017, through July 26, 2018, and requested the fee be waived. The Secretary updated the previous lease agreement. With a Peters/Huss motion, the PTS unanimously agreed to allow the Girl Scouts use of the township building on the dates listed above, per conditions of the lease, and waived the room rental fee.

**ENGINEER REPORT** – No report.

**SOLICITOR REPORT** – Report was submitted.

### **EMERGENCY SERVICES**

#### **Fire Committee** –

The Solicitor stated unused fire tax funds can be used in future years. There was no report submitted for the June 2017 meeting. Vice-Chairman Landis stated the next meeting is scheduled for July 19, 2017.

**Police Report** – Report of monies received was provided.

**Police Audit** – Chairman Peters stated the police audit has been completed, received and reviewed. The Chairman stated it is available for review through the Open Records process. The Solicitor advised the audit not be posted on the township website.

**PERMIT REPORT** – Report was provided.

### **CORRESPONDENCE**

#### **L. Novinger Letter**

The speedhumps and speeding were discussed at length. Suggestions included having an engineer survey done of the entire length of Schoolhouse Road rather than just the area of the townhouses, closing off Schoolhouse Road and use Burley Road to access Schoolhouse Road, increase the 35 MPH speed limit on SR 15 to 45 MPH.

### **OLD BUSINESS**

#### **Generator – during emergencies**

Vice Chairman Landis stated to replace the current generator, a used one costs \$8,000 and a new one costs \$12,000. He stated the current generator is obsolete. Kraig Nace suggested we check into the Federal surplus program.

#### **Budget Meeting Dates**

July 11, 2017, 6:00 PM – Highway, Liquid Fuels, Capital Reserve

July 18, 2017, 6:00 PM – Office, Park & Recreation

August 8, 2017, 6:00 PM – Fire Tax, Police

## Minutes Of June 28, 2017

Page 7 of 7

\*\*\*\*\*

### **Morrison Property**

Secretary Klinepeter stated she and Lenny Sizer inspected the barn and found that nothing has been done in the barn since the cease and desist went into effect.

### **Norfolk Southern Railroad**

The Township received correspondence from the Keystone West Rail requesting support for an initiative aimed at increasing passenger rail service between Pittsburgh and Harrisburg. The Chairman stated he and the Secretary will prepare a response.

**Nuisance Complaints** – The Secretary provided a list of nuisance complaints and any action taken. She stated she and Eric from BIU went to 1131 State Road where they confirmed there is no running water at this location. Secretary Klinepeter stated the porch is in poor condition. The Secretary will be sending a notice to vacate the property.

### **NEW BUSINESS**

#### **Community Impact Grants**

Chairman Peters explained this is a grant program sponsored by the Home Depot Foundation to “support the renovation, refurbishment, retrofitting, accessibility modifications, and/or weatherization of existing homes, centers, schools and other similar facilities.”

#### **Recycling**

The Secretary stated the Duncannon Borough Manager contacted her about having another electronics recycling event. If the township wants to participate, our cost will be \$1,200. Duncannon Mayor Cappawana stated there will be restrictions this time. Chairman Peters stated once the restrictions are determined, the PTS will decide if the township will participate.

#### **Mass Notification**

The Secretary stated she contacted two vendors who have mass notification systems. Both vendors requested a date/time for a webinar to review how their system works. Wednesday, July 5, 2017, was suggested by the PTS.

#### **Personnel**

Upon a Peters/Huss motion, the PTS unanimously approved a 50¢/hour increase in salary for Secretary Klinepeter and Treasurer Goodhart effective July 2, 2017.

#### **Resignation**

Chairman Peters read his letter of resignation effective at the close of the July 2017 PTS meeting. The Chairman stated he and his wife are moving out of the township and as such, he must resign from the Board.

### **ADJOURNMENT**

With unanimous approval of a Peters/Huss motion, the PTS voted to adjourn the meeting at 10:05 PM.

Respectfully Submitted,

Elizabeth Goodhart  
Treasurer/Recording Secretary