

**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 July 26, 2017

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, July 26, 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 were two Executive Sessions held, one on July 18, 2017, for legal matters and one on July 20, 2017, regarding personnel.

VISITORS

Smith Elliott Kearns & Company LLC (SEK)

Teena Curnow of SEK reviewed the 2016 financial audit with the PTS. Since this was the first Township financial audit done by SEK, the auditors reviewed and documented the Township's internal controls. She stated SEK confirmed the Township's cash with bank and significant revenue sources with the assessment office, the tax collector, the earned income tax office, etc., to confirm the cash record was accurate and was recorded properly. Ms. Curnow stated they reviewed expenses, payroll transactions, tax returns and W-2's. Ms. Curnow stated the township received an unmodified audit opinion, meaning it was a good, clean opinion. Ms. Curnow reviewed the audit report with the PTS. She also reviewed a letter which includes recommendations for changes to the township's practices. She mentioned one item regarding Board Oversight and stated due to the limited number of employees, the separation of duties is difficult at times. The Board's oversight of reports could assist in this area. Ms. Curnow stated she provided general ledger entries that must be recorded to satisfy requirements or to correct entries. Upon a Peters/Huss motion, the PTS unanimously accepted the audit report. Upon a Peters/Landis motion, the PTS unanimously approved advertisement of the audit.

Earl Shumaker

Mr. Shumaker stated he is present to discuss the septic on his property. Upon a Peters/Huss motion, the PTS unanimously agreed to grant Mr. Shumaker a 30-day extension to provide additional time to discuss this issue with the Penn Township Municipal Authority.

Teresa and Barry Weaver, 279 Cove Road

Ms. Weaver stated during storms, silt contaminated run-off from her neighbor's property runs down her driveway onto the road. She and the Roadmaster discussed the possibility of installing a pipe across the driveway where it meets Cove Road within the right-of-way. After discussion, the Engineer stated installing an inlet near the end of her driveway would resolve this issue. The Chairman asked Ms. Weaver if she would agree to pay for the materials if the road crew did the work. Mr. Weaver agreed to this payment. Upon a Peters/Huss motion, the PTS unanimously agreed the road crew would perform the work and the Weavers would pay for the pipe used. Ms. Weaver requested a letter stating the township cannot do any work in the area behind her house since it is private property.

Minutes Of July 26, 2017

Page 2 of 5

John Cappawana

Mr. Cappawana suggested the signs for Police be removed since currently there is no Police force. Chairman Peters stated they will not be removed now.

Vicki Hench

Ms. Hench is one of the girl scout leaders. She requested the rental fee be waived for using a township room for their meetings. Secretary Klinepeter stated the rental fee will be waived. She also stated there is a lease which must be signed for use of the room. Ms. Hench requested use of a room on August 24, 2017, for a "STEM" demonstration.

Stanley Mutzabaugh

Mr. Mutzabaugh thanked the PTS for having the Police audit done. He shared a few items included in the report.

Sue Smith

Ms. Smith also mentioned the Police audit. She mentioned the cost of having a Police department as described in the audit would be very expensive. Ms. Smith stated the property at 12 Rupp Road looks much better. Ms. Smith then stated the township should consider having someone other than the Secretary handle codes enforcement issues.

Henry Holman III

Mr. Holman asked when the shoulder work will begin on Cove Road. Mr. Chubb stated he will contact Mr. Holman before the road crew does any work at his property.

Lee Wright

Mr. Wright asked if the company who performed the Police audit will be attending a Township meeting to answer questions about the audit. The Chairman stated the auditor offered to meet with the supervisors to answer any questions. Vice-Chairman Landis stated he would check with the auditor.

INVOICES AND EXPENDITURES

With unanimous approval of a Peters/Huss motion, the PTS voted to approve payment of checks 30182 through 30217 totaling \$27,255.09 from the PLGIT General Fund account, ACH payments totaling \$19,754.91 from the Orrstown Bank General Fund account, and PTPRB checks 01722 through 01723 totaling \$82.34. Also approved was a transfer from the Orrstown General Fund to the Orrstown PTPRB checking account in the amount of \$82.34, a transfer from the Orrstown Bank General Fund to the Orrstown Fire Tax Checking account in the amount of \$609.45, and a transfer from the PLGIT Plus account to the PLGIT General Fund account in the amount of \$18,000.00.

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/Huss motion, the PTS unanimously approved the minutes of the June 28, 2017, PTS meeting, the July 11, 2017, PTS budget workshop, and the July 18, 2017, PTS budget workshop.

Minutes Of July 26, 2017

Page 3 of 5

HIGHWAY REPORT – The monthly Highway report was provided. The Roadmaster stated the road crew is behind in their scheduled jobs due to storm cleanup.

Barnett Drive Stormwater Drainage

Mr. Chubb stated he had conversation with Furnley Frisch about the runoff from his property on Barnett Drive. Upon a Peters/Huss motion, the PTS unanimously gave the Roadmaster approval to work with Mr. Frisch, Engineer Shradley, and Solicitor Allshouse to resolve this issue.

Twin Oaks Plowing

Mr. Chubb explained that since we now need to plow the snow on Twin Oaks Drive, which is currently plowed by Wheatfield Township, he proposed that Penn Township plow Linton Hill Road to Twin Oaks Drive. In return, he would ask Wheatfield Township to plow Linton Hill Road from Dave's World Auto Repair to Creek Road. The PTS unanimously gave the Roadmaster approval to discuss this proposal with Wheatfield Township with a Peters/Landis motion.

PENN TOWNSHIP PLANNING COMMISSION (PTPC) – No report.

ECONOMIC DEVELOPMENT – No Report.

John Gerner stated this committee met with Duncannon Borough each month. He asked if the committee should continue to meet with the Borough since the two groups have different issues they are pursuing. Mr. Gerner also questioned whether the Township committee should continue to meet. He will discuss with the other committee members.

ZONING REPORT – Report was presented.

Madden Engineering Services, Inc., has notified us they have merged with Frederick, Seibert and Associates, Inc. (FSA). The fee schedule will remain the same through the end of 2017. Upon a Peters/Landis motion, the PTS unanimously agreed to appoint Frederick, Seibert and Associates, Inc., as the Zoning Officer and Sewage Enforcement Officer for Penn Township.

SEO REPORT – Report was presented.

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

Karen Tilkens stated she has information on the walking trail and dog park and has received grant information from DCNR. She mentioned the clothing drive scheduled for 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 stated she has contractors coming to provide quotes for repair of the concession stand.

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

SECRETARY'S REPORT

Mass Notification

This item was tabled to the budget workshop.

Medical Insurance

The Chairman stated the cost of the employee health insurance will be increased by 7%. Upon a Peters/Huss motion, the PTS voted to stay on the current health plan for the next year. The

Minutes Of July 26, 2017

Page 4 of 5

Chairman stated the PTS would like employees to pay a portion of their health insurance. Upon a Peters/Landis motion, the PTS unanimously approved a 5% employee deduction for medical insurance. Resolution No. 2017-07 was unanimously approved after a Peters/Landis motion, outlining responsibility for medical insurance premiums.

Burning Ordinance

Upon a Peters/Landis motion, the PTS unanimously voted to remove burning from the nuisance ordinance and create a separate burning ordinance. Secretary Klinepeter obtained a copy of a burning ordinance and will update it for PTS approval at a later date.

Fall Clean-up

The fall clean-up will be held on October 19-21, 2017. Upon a Peters/Huss motion, the PTS unanimously approved advertising for bids. Upon a Peters/Huss motion, the PTS unanimously approved advertising for bids for e-recycling.

Tax Exoneration

Upon a Peters/Huss motion, the PTS unanimously approved tax exoneration for Twin Oaks Drive and also approved for the Secretary to contact the County to request the exoneration.

ENGINEER REPORT – No report.

SOLICITOR REPORT – Report was submitted.

A letter was prepared for an assistant attorney for the Perdie lawsuit. Upon a Peters/Huss motion, the PTS unanimously approved this letter be mailed to Dennis Shatto.

EMERGENCY SERVICES

Fire Committee –

Upon a Peters/Huss motion, the PTS unanimously approved a payment of \$30,000 to the Duncannon Fire Company, as well as approving the use of diesel fuel of \$168.80.

Police Report – Report of monies received was provided.

Chairman Peters attended a meeting with the Duncannon EMS and the Department of State which oversees charitable organizations. Chairman Peters stated he feels there was no criminal activity on the part of the EMS.

PERMIT REPORT – Report was provided.

CORRESPONDENCE

PCCA – Country Casual

Upon a Peters/Landis motion, the PTS unanimously gave approval for the Secretary to attend this event at a cost to the township of \$50,

Westmoreland COG

This correspondence was provided for information only.

OLD BUSINESS

Budget Meeting Dates

August 8, 2017, 6:00 PM – Fire Tax, Police, and changes previously made.

Minutes Of July 26, 2017

Page 5 of 5

Nuisance Complaints – The Secretary provided a list of nuisance complaints and any action taken. Secretary Klinepeter gave an update on the animals crossing the road at 126 Creek Road. Upon a Peters/Landis motion, the PTS unanimously gave the Secretary approval to cite the residents under the pet ordinance.

NEW BUSINESS

Appointment of Chairman/Vice-Chairman

With the resignation of Chairman Peters, the Board must appoint a new Chairman and Vice-Chairman. Joseph Landis was appointed Chairman by a majority with a Huss/Landis motion. Brian Peters abstained from voting since he is the outgoing supervisor. Pamela Huss was appointed Vice-Chairman by a majority with a Landis/Huss motion. Brian Peters abstained from voting since he is the outgoing supervisor.

Appointment of Liaison to Solicitor & Park & Rec Board

With the resignation of Chairman Peters, the Board must appoint a new liaison to the Solicitor and to the Park & Rec Board. Vice-Chairman Huss was appointed liaison to the Park & Rec Board by a majority with a Landis/Huss motion. Brian Peters abstained from voting since he is the outgoing supervisor. Chairman Landis was appointed liaison to the Solicitor by a majority with a Huss/Landis motion. Brian Peters abstained from voting since he is the outgoing supervisor.

ADJOURNMENT

With unanimous approval of a Landis/Huss motion, the PTS voted to adjourn the meeting at 8:45 PM.

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary