

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

Joseph Landis, Chairman Pamela Huss, Vice-Chairman Jesse Boyer III, Supervisor

Minutes from October 17, 2017, Budget Workshop

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Tuesday, October 17, 2017, at 6:00 PM. Chairman Joseph Landis, Vice-Chairman Pamela Huss and Supervisor Jesse Boyer III were in attendance. Other personnel present were Roadmaster Kenneth Chubb, Helen Klinepeter (Secretary) and Elizabeth Goodhart (Treasurer/Recording Secretary). Chairman Landis 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.

Newsletter Payment

Secretary Klinepeter requested payment for producing the newsletter. Upon a Landis/Huss motion, the PTS unanimously approved a payment for Secretary Klinepeter in the amount of \$1,000.

VISITORS

Mike Criley

Mr. Criley had previously been issued a deadline to remove several cars from his property, and he is now requesting an extension of time. Upon a Boyer/Landis motion, the PTS unanimously approved a 30-day extension to Mr. Criley to remove the excess vehicles from his property.

GENERAL BUDGET REVENUE

Secretary Klinepeter stated she reduced three general ledger accounts related to Police revenue. She stated the total expected revenue for 2018 excluding the Fire Tax is \$622,962. The Secretary explained the purpose for a few general ledger revenue accounts.

GENERAL BUDGET EXPENDITURES

The Secretary explained the increase to 01.404.31 which is the non-zoning legal fees paid to our Solicitor. She explained part of the increase is due to pending litigation. She stated the budgeted expenditures for 2018 excluding the Fire Tax are \$699,923. The Secretary explained the purpose for a few general ledger expenditure accounts.

LIQUID FUEL BUDGET

There were no changes made to this budget.

CAPITAL RESERVE BUDGET

There were no changes made to this budget. Secretary Klinepeter stated based on a letter received from PennDOT, the Linton Hill Road bridge replacement project is scheduled to begin in 2018. The Secretary asked the PTS if additional funds should be moved into the Capital Reserve checking account. Based on PennDOT's letter, the Secretary stated our cost for the bridge replacement will be approximately \$38,000. After some discussion, the PTS guesstimated the Township's cost for an inspector to be approximately \$40,000. The PTS stated \$80,000 should be designated for this project.

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FIRE TAX BUDGET

There were no changes made to this budget. A discussion occurred concerning the unused Fire Tax funds. The Chairman stated those funds are in the Fire Tax checking account and will remain there for use in the new year if needed.

PARK & REC BOARD BUDGET

There were no changes made to this budget.

OTHER BUSINESS

Township Manager

The Secretary stated she contacted various municipalities for information on their Township Manager's duties and wages. That information was provided to the PTS for review.

Budget Adoption

Secretary Klinepeter stated the budget must be advertised by November 3, 2017, if it is to be adopted at the November 29, 2017, PTS meeting. If it is to be adopted at the December 27, 2017, PTS meeting, it must be advertised by December 1, 2017.

ADJOURNMENT

With no further business to be conducted, the PTS voted unanimously to approve a Landis/Huss motion to adjourn at 7:10 PM.

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary