

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

Joseph M. Landis, Chairman Pamela A. Huss, Vice Chairman Jesse Boyer III, Supervisor

Minutes of October 25, 2017

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, October 25, 2017, at 7:00 PM. Chairman Joseph Landis, Vice-chairman Pamela Huss and Supervisor Jesse Boyer III 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 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.

The Chairman stated there was an Executive Session held on October 23, 2017, regarding personnel.

VISITORS

Tubby's

Tom and Linda Britelli are the owners of Tubby's through OPM Holding Corporation. Mr. Britelli stated they have been working to rebuild. He stated he has an engineering firm which drew a site plan which has been submitted to the Zoning Officer, Lenny Sizer. He stated it is almost exactly the same as the previous building with a small difference. The Zoning Officer suggested the Britelli's request a waiver from submitting a development plan. The additional space is less than 200 square feet. One end of the proposed building is a 20' by 10' beer cooler. Solicitor Allshouse stated the Board could waive the submission of a development plan since there are no substantial changes. Upon a Landis/Huss motion, the PTS unanimously approved a waiver to Section 105b of the Subdivision and Land Development Ordinance.

John Cappawana

Mr. Cappawana stated the U.S. flag at Maguire's Ford is now lit. Mr. Cappawana provided the PTS with information he received at a recent training session. He also mentioned the Halloween parade is scheduled for Saturday, October 28, 2017, at 6:00 PM.

Sue Smith

Mrs. Smith asked about the activity on Schoolhouse Road. She was informed it was work on the pipeline. She also asked about the status of the police vehicles. Chairman Landis stated they are keeping the vehicles.

INVOICES AND EXPENDITURES

Upon unanimous approval of a Boyer/Huss motion, the PTS voted to approve payment of checks 30295 through 30344 totaling \$20,202.57 from the PLGIT General Fund account, ACH payments totaling \$20,174.88 from the Orrstown Bank General Fund account, PTPRB checks 01733 through 01734 totaling \$74.68, and Fire Tax checks 1004 through 1005 totaling \$213.27. Also approved was a transfer from the Orrstown General Fund to the Orrstown PTPRB checking account in the amount of \$101.67, a transfer from the Orrstown Bank General Fund to the Orrstown Fire Tax Checking account in the amount of \$160.92, and a transfer from the PTPRB checking account to the Orrstown General Fund in the amount of \$26.99 for Park supplies.

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TREASURER'S REPORT

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

MINUTES

Upon a Landis/Huss motion, the PTS unanimously approved the minutes of the September 27, 2017, PTS meeting, and the October 17, 2017, Budget workshop meeting.

HIGHWAY REPORT – The monthly Highway report was provided.

PENN TOWNSHIP PLANNING COMMISSION (PTPC) – No report.

ECONOMIC DEVELOPMENT – No Report.

ZONING REPORT – Report was presented.

SEO REPORT – Report was presented.

The resident of 4 Hilltop Road was previously given an extension of time to hook up to the sewer but has failed to do so. Upon a Landis/Boyer motion, the PTS unanimously agreed to cite the property owner.

PARK AND RECREATION BOARD (PTPRB) REPORT – No report.

PTPRB Chairman Tilkens stated she would like to allow dogs to be walked in the Park as long as the owners clean up after them. The "No Dogs Allowed" signs would need to be removed. The Solicitor stated we should review the ordinance to determine if it will need to be updated. The Secretary was instructed to price new dog signs for the Park.

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

SECRETARY'S REPORT

Time Clock

The Township received a counteroffer of \$145.00 for one of the time clocks or a clock and a time card rack for \$155.00. Upon a Boyer/Landis motion, the PTS unanimously agreed to accept the counteroffers.

PennDOT Letter of Understanding of Linton Hill Bridge

The Township has received a Letter of Understanding from PennDOT regarding the Linton Hill Road Bridge Replacement project. The letter states PennDOT will waive the 5% share due from Penn Township and in turn, the Township will be required to pay 100% of the inspection of the project. Secretary Klinepeter stated the project design, which will include a dry hydrant, is scheduled for 2018 while the construction will occur in 2019. Upon a Landis/Boyer motion, the PTS unanimously agreed to sign the Letter of Understanding.

Burning Ordinance

The Secretary provided a draft Burning Ordinance for the PTS to review. The Solicitor also reviewed the ordinance. Upon a Boyer/Landis motion, the PTS unanimously approved advertisement of the ordinance.

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Nuisance Ordinance

The Secretary provided a draft Nuisance Ordinance for the PTS to review. The Solicitor also reviewed the ordinance. Upon a Landis/Huss motion, the PTS unanimously approved advertisement of the ordinance.

Solid Waste Ordinance

The Secretary provided a draft Solid Waste Ordinance provided by Perry County for the PTS to review. The Solicitor also reviewed the ordinance. Upon a Landis/Boyer motion, the PTS unanimously approved advertisement of the ordinance.

ENGINEER REPORT – No report.

SOLICITOR REPORT – Report was submitted.

EMERGENCY SERVICES

Fire Committee – A meeting was held on October 11, 2017.

Per records maintained by the Highway crew, the DFC used Penn Township diesel and fuel valued at \$464.76. Upon a Landis/Boyer motion, the PTS unanimously approved payment to the Penn Township General Fund of \$464.76 from the Fire Tax Checking account. Chairman Landis suggested the DFC be provided keys to access the Township's diesel and fuel. A log will be used to record the amounts used by the DFC. Chairman's suggestion was unanimously approved with a Landis/Huss motion.

Police Report – Report of monies received was provided.

EMS – No report.

PERMIT REPORT – Report was provided.

OLD BUSINESS

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

Budget Meeting Dates

The next budget meeting is scheduled for November 8, 2017, at 6:00 PM. Upon a Landis/Boyer motion, the PTS unanimously approved advertisement of this budget meeting.

NEW BUSINESS

Codes Enforcement Officer

Upon a Landis/Boyer motion, the PTS unanimously agreed to offer the Codes Enforcement Officer position per the Ordinance to Tony Klase.

ADJOURNMENT

With unanimous approval of a Landis/Huss motion, the PTS voted to adjourn the meeting at 7:48 PM.

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary