

**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 November 8, 2017, Budget Workshop**

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The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, November 8, 2017, at 6:18 PM. Chairman Joseph Landis 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.

**WAGE FOR CODES ENFORCEMENT OFFICER**

Upon a Boyer/Landis motion, the wage of \$10.50/hour for the Codes Enforcement Officer was approved retroactive to his date of hire with a majority vote of the PTS. The Codes Enforcement Officer works with the Secretary and reports to Chairman Landis.

**WAGE FOR HIGHWAY PERSONNEL**

Upon a Landis/Boyer motion, the wage of \$20.00/hour for the full-time Highway Personnel was approved retroactive to his date of hire with a majority vote of the PTS.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) RESOLUTION**

Richard Foltz, the EMA Coordinator, has requested all municipalities to re-adopt the NIMS Resolution stating that Penn Township will follow the NIMS procedure during an emergency. Chairman Landis has instructed the Secretary to set up a NIMS training class for Penn Township. The Chairman would like to host the training and invite other municipalities if the County approves. Upon a Boyer/Landis motion, the NIMS resolution was accepted with a majority vote of the PTS.

**PennDOT CONNECTS PROGRAM**

The Township received an invitation to a meeting regarding the PennDOT Connects Program. The purpose of the meeting is to inform municipalities of the procedures which are followed by PennDOT to address local issues and concerns. Upon a Boyer/Landis motion, approval was given with a majority vote of the PTS for Secretary Klinepeter and Chairman Landis to attend this meeting.

**OTHER BUSINESS**

**Contractor Letter**

A local contractor was awarded two Township projects, the Municipal Garage and the Township Building. The garage project was finished in September 2017. The building project has not been started even though a down payment of \$650 was made in June 2017. Supervisor Boyer stated there is still time to do the concrete work. A letter was prepared by the Solicitor to mail to the contractor. Chairman Landis stated the letter should be revised to state "failure to provide this information within calendar 10 days of receipt...". Upon a Boyer/Landis motion, approval was given with a majority vote for the Secretary to mail the letter to the contractor.

## Minutes from November 8, 2017, Budget Workshop

Page 2 of 3

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### Interview for Part-Time Road Crew

The Roadmaster asked the PTS if they wanted to participate in the interview for a part-time employee to plow snow when needed. He stated the applicant requested \$18.00/hour. The Roadmaster was instructed to set up an interview and notify the PTS of the date and time.

### SR 11/15 Paving Project – Signage

PennDOT contacted the Highway department about a proposed paving project on SR 11/15 near Maple Avenue. They also plan to replace guiderails to meet current specifications. PennDOT has requested we post signs on Maple Avenue to assist with safety concerns. The Secretary will be mailing a letter to residents in the area asking for any right-of-way issues they may have.

### **EQUIPMENT PURCHASES**

The Roadmaster previously suggested the Highway tractor be traded in towards the purchase of a skid loader with a broom and trailer. He received multiple quotes and reviewed them with the PTS. Roadmaster Chubb stated he would anticipate using a skid loader about 10 years before it would need to be replaced. Since the quotes are good through the end of 2017, this would be paid with 2017 Liquid Fuels. Supervisor Boyer said he sees improved productivity with using a skid loader. Chairman Landis asked if anyone knows of any reason why this equipment should not be purchased with Liquid Fuels. There were no concerns raised. Upon a Boyer/Landis motion, approval was given with a majority vote to proceed with this purchase using 2017 Liquid Fuels funds.

### **2018 GENERAL BUDGET EXPENDITURES**

Secretary Klinepeter stated there is \$5000 in the 2017 General budget for a salt spreader for the F-350. The Roadmaster stated Millerstown Borough has one of the models he researched and stated he would like to talk to the Roadmaster in Millerstown for his input on the model they use. He will also check to see if the vendor has parts readily available locally and if they are in stock.

**2018 PARK & REC BUDGET** – no changes since last meeting

**2018 FIRE TAX BUDGET** – no changes since last meeting

**2018 LIQUID FUELS BUDGET** – no changes since last meeting

**2018 CAPITAL RESERVE BUDGET** – no changes since last meeting

### **2018 GENERAL BUDGET**

Secretary Klinepeter reviewed the proposed budget to include the expenses related to a third full-time highway employee, or a full-time Township Manager, or a part-time Township Manager. All three proposed budgets include proposed expenses that exceeded proposed revenues. However, there are funds expected to remain at year-end 2017 that could be used for 2018 proposed expenses. Chairman Landis tabled this issue to the next meeting to provide additional time to review the proposed budget options. The 2018 budget must be finalized and the Secretary given authorization to advertise at the November 29, 2017, PTS meeting.

### Police Vehicle Inspection

The marked SUV did not pass inspection since it needs a new windshield and two new tires. The Roadmaster received costs of \$268/tire and \$200 for a windshield. Upon a Boyer/Landis motion, approval was given with a majority vote to purchase the tires and windshield at the above quoted costs.

**Minutes from November 8, 2017, Budget Workshop**

Page 3 of 3

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**ADJOURNMENT**

With no further business to be conducted, by a majority vote the PTS voted to approve a Landis/Boyer motion to adjourn at 8:22 PM.

Respectfully Submitted,

Elizabeth Goodhart  
Treasurer/Recording Secretary