

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 December 27, 2017

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, December 27, 2017, at 7:00 PM. Chairman Joseph Landis and Supervisor Jesse Boyer III were in attendance. Vice-chairman Pamela Huss was not present. Other personnel present were Solicitor Mark Allshouse, 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 one Executive Session held on December 19, 2017, regarding finances.

VISITORS

Robin Vorous – Insurance Package

Ms. Vorous presented the 2018 Insurance package to the Board. She obtained quotes from three different companies, and recommended MRM Property & Liability Trust to continue as the insurance company for the Township. A Landis/Boyer motion to accept the quote from MRM was approved by a majority.

Gene Hollenbaugh

Mr. Hollenbaugh stated he reviewed the Burning Ordinance for Penn Township on line and had several questions/issues with the ordinance. After researching where Mr. Hollenbaugh read this ordinance, it was determined that he had read the ordinance for Penn Township in Westmoreland County. He was provided a copy of the correct ordinance.

Sue Smith

Mrs. Smith inquired about the condition of 9 Rupp Road. She was informed the Codes Enforcement Officer, Anthony Klase, had inspected the property and found it to be in good condition. He did find problems with 10 and 12 Rupp Road. Mrs. Smith asked about the property on State Road where vehicles are parked partially on the road. The Secretary stated she reported this to PENNDot who will investigate.

INVOICES AND EXPENDITURES

Upon a majority approval of a Boyer/Landis motion, the PTS voted to approve payment of checks 30389 through 30426 totaling \$13,796.83 from the PLGIT General Fund account, ACH payments totaling \$18,445.79 from the Orrstown Bank General Fund account, PTPRB checks 1736 through 1738 in the amount of \$88.94, and Fire Tax check 1006 in the amount of \$14.09. Also approved was a transfer from the PLGIT General Fund account to the Orrstown General account in the amount of \$20,000.00, a transfer from the Orrstown General Fund to the Orrstown PTPRB checking account in the amount of \$88.94, and a transfer from the Orrstown Bank General Fund to the Orrstown Fire Tax Checking account in the amount of \$745.29.

Minutes Of December 27, 2017

Page 2 of 5

TREASURER'S REPORT

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

MINUTES

Upon a Landis/Boyer motion, the PTS approved the minutes of the November 29, 2017, PTS meeting with a majority vote.

HIGHWAY REPORT – The monthly Highway report was provided.

Roadmaster Chubb stated the PTS was given a memo regarding the salt spreader. He also provided the Board with a report on the speed studies for Twin Oaks Drive and Schoolhouse Road as well as a report on missing signs. Mr. Chubb reported that two Highway employees are scheduled for flagger training. With a majority vote of a Landis/Boyer motion, the PTS approved payment for the flagger training.

With a majority approval of a Landis/Boyer motion, the PTS approved advertisement of Ordinance No. 2017-04 which establishes the speed limit on Twin Oaks Road, T-345, and Ordinance No. 2017-05 which establishes the speed limit on Schoolhouse Road, T-307.

The Roadmaster provided his recommendation for a salt spreader for the F-350 pick-up. After research, he recommended the V-MAXX 8500 for \$5,800 installed. Upon a Boyer/Landis motion, the PTS approved by a majority the purchase of the V-MAXX 8500 for \$5,800 installed.

Vice-Chairman Boyer reported that he contacted Wheatfield Township about our proposal to plow Linton Hill Road to Twin Oaks Drive in return for Wheatfield plowing a portion of Penn Township's section of Linton Hill Road. He reported that Wheatfield Township will not agree to this as they feel a portion of our road needs to be repaired. The Roadmaster stated he agrees that this portion of Linton Hill Road needs to be repaired.

Henry Holman III stated there are signs that cannot be seen due to overgrown brush.

CeCe Novinger asked how the reduced speed on Schoolhouse Road will be monitored. The Chairman stated it will be covered by the Pennsylvania State Police. Ms. Novinger suggested the schools be informed of the reduced speed limit to share with all faculty and students.

The Secretary asked for permission to complete a form for Provident Energy reporting the amount of fuel/oil/diesel the Township will need for the coming year. This approval was given with a majority vote of a Boyer/Landis motion.

PENN TOWNSHIP PLANNING COMMISSION (PTPC)

Act 14 Notification

Duncannon Borough intends to submit an application to the Pennsylvania DEP for a minor amendment to its permit for improvements to their water system. As part of this process, a County Land Use Letter must be completed by Penn Township and be submitted to DEP. Agreement to complete the letter was approved with a majority vote of a Boyer/Landis motion.

PA Options

The Secretary provided the Board with PA Options response to a letter previously mailed to them from the Township. PA Options is requesting an extension. However, this request was not made within the original 90-day period and other legal issues. Upon a Boyer/Landis motion,

Minutes Of December 27, 2017

Page 3 of 5

the PTS voted by majority to deny the extension. The Solicitor will prepare a letter for PA Options explaining why the extension was denied.

ECONOMIC DEVELOPMENT – No Report.

ZONING REPORT – Report was presented.

ACD Realty, LLC Variance Request

ACD Realty is requesting a setback variance, a parking variance and a variance to not plant the trees on Spur Lane. By a majority vote of a Boyer/Landis motion, the PTS agreed for Supervisor Boyer to attend the Zoning Hearing Board meeting on January 11, 2018, at 7:00 PM to speak on behalf of the Board.

SEO REPORT – Report was presented.

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

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

Website Access

The PTMA has requested access to the Township's website. Chairman Landis stated he is hesitant to give access to numerous people to update the website. Upon a Boyer/Landis motion, the PTS voted by majority to deny this request and continue to provide the Township office with any information to be posted for the PTMA.

SECRETARY'S REPORT

Election Rental Lease

This lease is for the Perry County Election Board who rents a room in the Township building for use as the polling place for Penn Township. Upon a Landis/Boyer motion, by a majority vote of the PTS, the Board agreed to sign this lease.

Police Report – Report was provided.

ENGINEER REPORT – No report.

SOLICITOR REPORT – Report was submitted.

EMERGENCY SERVICES

Fire Committee – An invoice for \$8.00 for keys for the fuel tanks was approved by a majority for payment after a Landis/Boyer motion.

EMS – No report.

Chairman Landis reported that he has been researching food to be used during an emergency. He stated for \$600 we can purchase 120 breakfast meals and 120 entrée meals with a shelf life of 25 years. Upon a Landis/Boyer motion, by a majority vote, the PTS approved spending up to \$650 to purchase these meals. The Chairman stated that the Township has cots for use during an emergency. The Chairman requested approval to spend up to \$300 for blankets. Upon a Landis/Boyer motion, the PTS voted by majority to approve up to \$300 to purchase blankets. The next Fire Tax Committee meeting is scheduled for January 17, 2018.

Minutes Of December 27, 2017

Page 4 of 5

PERMIT REPORT – Report was provided.

CODE ENFORCEMENT – Report was provided.

The Codes Enforcement officer (CEO) provided a sample form he would like to use for code violations. Solicitor Allshouse requested the CEO prepare a Township form containing the codes to confirm the proper codes are being used.

OLD BUSINESS

Personnel Manual

Chairman Landis stated there was a question about Holiday pay which is not covered in the updated Personnel Manual. If an employee works during an emergency situation, overtime will be paid if applicable. The Solicitor said if you have Holiday pay, it must be included in the Personnel Manual. The Solicitor will provide wording for the manual. Upon a Landis/Boyer motion, the PTS voted by majority to detail Holiday pay in a Resolution.

NEW BUSINESS

Department of AG Letter

The Department of Agriculture invited the Board to attend Public Officials Day at the Farm Show on January 10, 2018. Supervisor Boyer stated he will attend.

PA1 Letter

PA One Call is requesting we endorse April 2018 as “Pennsylvania 811 Safe Digging Month”. This was approved by a majority vote on a Boyer/Landis motion.

PSATS Trustees – Act 44

PSATS provided a Disclosure Statement for 2017 and requested it be posted on the Township website. Upon a majority vote of a Boyer/Landis motion, the PTS agreed to comply.

UCC Board of Appeals

The Township needs one more member on the UCC Board of Appeals. This person must be a resident of Penn Township.

Elected Auditors

The Township needs one more Elected Auditor. This person must be a resident of Penn Township.

Retirement

The PTS received notice that Elizabeth Goodhart will be retiring February 28, 2018. Upon a Landis/Boyer motion, a majority vote of the PTS approved the advertisement for this open position. All resumes/applications must be received by January 26, 2018.

Budget

No changes have been made since the last meeting. There were no public comments regarding the budget. The 2018 budget was adopted by a majority vote of a Boyer/Landis motion.

Edward Chism lives on Sawmill Road. He noticed PA1 markings on his property and believes they are for signs. The Roadmaster stated they are for speed limit signs that must be erected. Mr. Chism stated they are obstacles when mowing his lawn. He asked if they could be placed

Minutes Of December 27, 2017

Page 5 of 5

near another obstacle already in his yard, e.g., box for phone lines, etc. The Roadmaster will meet with Mr. Chism to view the markings.

ADJOURNMENT

The meeting was adjourned at 8:49 PM with a Landis/Boyer motion.

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary