

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

Joseph M. Landis, Chairman Jesse Boyer III, Vice-Chairman Henry A. Holman III, Supervisor

MINUTES OF JANUARY 2, 2018

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The Penn Township Board of Supervisors (PTS) met on Tuesday, January 2, 2018, in the Municipal Building. Chairman Joseph M. Landis, Vice-Chairman Jesse Boyer III, and Supervisor Henry A. Holman III were in attendance. Other personnel present were Helen Klinepeter (Secretary), Roadmaster Kenneth Chubb, and Elizabeth Goodhart (Treasurer). Chairman Landis called the meeting to order at 7:00 PM with the *Pledge of Allegiance* and a moment of silence. Chairman Landis stated there were no Executive Sessions since the last meeting. 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.

APPOINTMENTS FOR 2018

Temporary Chairman

Upon a Landis/Boyer motion, the PTS voted unanimously to appoint Helen Klinepeter as Temporary Chairman. Mr. Landis then turned the meeting over to Helen Klinepeter.

Temporary Secretary

Upon a Landis/Boyer motion, the PTS voted unanimously to appoint Elizabeth Goodhart as Temporary Secretary.

Appointment of Chairman

Upon a Boyer/Holman motion, the PTS unanimously re-appointed Joseph M. Landis as Chairman of the PTS. After the appointment of Chairman, Helen Klinepeter returned chairmanship of the meeting to Mr. Landis.

Appointment of Vice-Chairman

Upon a Landis/Holman motion, the PTS unanimously appointed Jesse Boyer as Vice-Chairman of the PTS.

Appointment of Roadmaster

Upon a majority Landis/Boyer motion, the PTS voted to re-appoint Kenneth Chubb as Roadmaster. Supervisor Holman abstained as he would like the Solicitor to explain who may assist in Roadmaster duties. The Secretary stated the Solicitor would clarify this.

Appointment of Secretary

Upon a Landis/Holman motion, the PTS voted unanimously to re-appoint Helen Klinepeter as Township Secretary.

Appointment of Treasurer

Upon a Landis/Boyer motion, the PTS voted unanimously to re-appoint Elizabeth Goodhart as Township Treasurer.

Appointment of Police Administrator

With a majority vote on a Boyer/Holman motion, the PTS re-appointed Joseph Landis as Police Administrator with no pay. Supervisor Landis abstained from voting for himself.

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APPOINTMENTS CONTINUED

Township Engineer

Upon a Landis/Boyer motion, the PTS voted unanimously to re-appoint Rettew Associates as Township Engineer at a rate of \$135 per meeting.

Township Vacancy Board Chairman

Upon a Landis/Boyer motion, the PTS voted unanimously to appoint Pamela Huss as Township Vacancy Board Chairman.

Township Solicitor

Upon a Landis/Boyer motion, the PTS voted unanimously to re-appoint Christian Lawyer Solutions as Township Solicitor at a rate of \$110 per hour. Supervisor Holman stated he would like to solicit Request For Proposals (RFP's) for 2019.

HR Solicitor

Upon a Landis/Boyer motion, a majority vote of the PTS re-appointed McNees Wallace & Nurick LLC as the HR Solicitor at a rate of \$315 per hour. Supervisor Holman voted no due to the high hourly rate.

Special Solicitor

This position is a lawyer hired for the Perdix Fire Company lawsuit to represent the former Supervisors who voted to discontinue their services within Penn Township. Supervisor Holman provided the following statement: "Anything pertaining to the lawsuit of the Perdix Fire Company against the Township, I will not be a part of any executive session, or involved in any comments or offers. Or offer my opinion in regards to this matter. Any comments at the regular meetings, I will excuse myself until the topic is concluded. Then I will bring myself back in." Upon a Landis/Boyer motion, a majority vote of the PTS appointed Dennis Shatto the HR Special Solicitor for court appearances. Supervisor Holman abstained from voting since the lawsuit involves a member of his family.

Township Sewage Enforcement Officer and Alternate

Upon a Landis/Boyer motion, the PTS voted unanimously to re-appoint Frederick, Seibert & Associates, Inc. (FSA), as Township Sewage Enforcement Officer and Alternate, and to accept their fee schedule.

Township Zoning Officer and Alternate

Upon a Landis/Holman motion, the PTS voted unanimously to re-appoint Frederick, Seibert & Associates, Inc. (FSA), as Township Zoning Officer and Alternate, and to accept their fee schedule.

Township Uniform Construction Code Inspection Agency

Upon a Boyer/Landis motion, the PTS voted unanimously to appoint Building Inspection Underwriters, Inc., BIU, as Township Uniform Construction Code Inspection Agency and to accept their fee schedule.

Penn Township Municipal Authority (PTMA)

Upon a Landis/Holman motion, the PTS voted unanimously to re-appoint Lucinda Novinger to the PTMA for a five-year term, ending December 31, 2022. Supervisor Holman stated he will no longer be the Chairman of the PTMA but will be a member at large beginning January 3, 2018.

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Penn Township Planning Commission

Upon a Landis/Boyer motion, the PTS voted unanimously to re-appoint John Owen to the Penn Township Planning Commission for a four-year term, ending December 31, 2021.

Penn Township Park & Recreation Board

Upon a Landis/Holman motion, the PTS voted unanimously to re-appoint Mike Freeman to the Penn Township Park & Recreation Board for a five-year term, ending December 31, 2022.

Penn Township Right to Know Officer

Upon a Landis/Boyer motion, the PTS voted unanimously to re-appoint Helen Klinepeter as the Penn Township Right to Know Officer.

Penn Township Elected Auditors

There is one Auditor opening that must be filled for 2018. This position is currently being advertised.

Cumberland/Perry County Task Force - Representative and Alternate

Upon a Landis/Holman motion, the PTS unanimously voted to appoint Vice-Chairman Boyer as representative and Helen Klinepeter as alternate to the Cumberland/Perry County Task Force.

Capital Tax Collection Bureau Representative and Alternate

Upon a Boyer/Holman motion, the PTS voted unanimously to re-appoint Helen Klinepeter as representative and Susan Long as alternate to the Capital Tax Collection Bureau.

Perry County Tax Collection Committee - Representative and Alternate

Upon a Landis/Boyer motion, the PTS unanimously voted to re-appoint Helen Klinepeter as representative and appoint Chairman Landis as alternate to the Perry County Tax Collection Committee.

Depositories

Upon a Boyer/Landis motion, the PTS voted unanimously to continue using Orrstown Bank and PLGIT as checking account depositories and to continue using Riverview Bank (Marysville), Pennian Bank, and Bank of Landisburg for Certificates of Deposit. Upon a Landis/Holman motion, the PTS unanimously approved Signatories for all accounts as Joseph Landis, Jesse Boyer III, Henry A. Holman III, and Helen Klinepeter.

Fire Tax Committee

Steve Bradney agreed to serve on the Fire Tax Committee.

WAGES/SALARIES

Upon a Holman/Boyer motion, the PTS voted unanimously to approve a two percent increase, retroactive to January 1, 2018, for all employees, except Tom Shafer, who is in his probationary period, and the part-time Highway employee. At the end of Mr. Shafer's probationary period, his performance will be evaluated, and his hourly rate will be reviewed. The following wages were approved.

Roadmaster

\$18.71 per hour

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Secretary

\$18.94 per hour

Treasurer

\$13.50 per hour

Custodian

\$11.61 per hour

Full-Time Highway

\$14.24 per hour (Steve Gardner)
\$20.00 per hour (Tom Shafer) – NO CHANGE

Part-Time Highway

\$12.91 per hour – NO CHANGE

Groundskeeper

\$11.35 per hour

Codes Enforcement

\$10.71 per hour

BUSINESS MATTERS

Points Of Contact

Upon a Landis/Holman motion, the PTS voted unanimously to assign the following points of contact:

Highway	Vice-Chairman Boyer
PTMA	Supervisor Holman
Park & Rec	Chairman Landis
Emergency Services	Chairman Landis
Office	Board of Supervisors

2018 Mileage Rate

Upon a Landis/Boyer motion, the PTS voted unanimously to set the mileage rate at 55¢ per mile.

2018 Fee Schedule

Secretary Klinepeter mentioned the State’s fee for building permits has been increased to \$4.50. Upon a Landis/Holman motion, the PTS voted unanimously to approve Fee Schedule Resolution No. 2018-01 with a change to remove the reference to “Police” from the Peddler’s License.

2018 Tax Levy

Upon a Landis/Boyer motion, the PTS unanimously approved Resolution 2018-02 fixing the tax rate for the year. There was no increase in the tax rates.

2018 Meeting Dates

Upon a Landis/Holman motion, the PTS voted unanimously to approve the meeting dates proposed for 2018, except the Roadmaster meeting which is tentatively scheduled but could change.

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Tax Collector Audit

Upon a Landis/Boyer motion, the PTS voted unanimously to have the elected auditors perform the annual audit of the Penn Township Tax Collector.

INVOICES AND EXPENDITURES

With unanimous approval of a Landis/Boyer motion, the PTS voted to approve payment of checks 30427 through 30431 and 30433 through 30437 totaling \$14,864.55 from the PLGIT General Fund account, ACH payments totaling \$122.94 from the Orrstown Bank General account, and Liquid Fuels check 256 in the amount of \$9,907.89. Also approved was a transfer from PLGIT to PLGIT Plus in the amount of \$10,000.00 and a transfer from PLGIT to Capital Reserve in the amount of \$10,000.00.

TREASURER REPORT

Upon a Landis/Boyer motion, the PTS voted unanimously to accept the Treasurer Report for December 31, 2017, subject to audit.

Codes Enforcement Officer

Anthony Klase was introduced as the new Codes Enforcement Officer. He is also employed as a Police officer at the New Cumberland Army Depot.

VISITORS

Lee Wright

Mr. Wright suggested that employee increases be based on merit rather than giving all employees the same percentage of increase.

OLD BUSINESS

PSATS Invoice

Upon a Boyer/Landis motion, the PTS unanimously approved payment of the PSATS invoice, less \$80 for the law service and the PA Township News Archive. Total to be paid is \$1,204.00.

PSATS Convention

The Secretary reported that the PSATS convention will be held April 22-25, 2018, and asked who would like to attend. Chairman Landis and Secretary Klinepeter stated they would like to attend, with Secretary Klinepeter being the voting delegate. Supervisors Boyer and Holman will let the Secretary know if they will attend. Upon a Landis/Holman motion, the PTS voted unanimously to approve payment for up to four people to attend the PSATS convention.

Perry County Association of Township Officials Convention

The Secretary reported the annual convention for Perry County Township Officials will be held on February 24, 2018. Upon a Landis/Holman motion, the PTS voted unanimously to pay the cost of \$15 per person to attend the Convention for up to seven people.

Duncannon EMS Donation

Upon unanimous approval of a Landis/Boyer motion, the PTS voted to designate a \$15,000.00 donation for the Duncannon EMS during 2018. Supervisor Holman asked if the Board will receive financial reports from the EMS and was informed the Township does receive reports.

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Harrisburg Area Humane Society

Upon unanimous approval of a Boyer/Landis motion, the 2108 contract fee of \$250.00 for the Harrisburg Area Humane Society. They are not requesting any escrow for 2018.

Point of Contact for Emergency Center

Jesse "Skip" Lantz was previously appointed our Emergency Management Coordinator.

NEW BUSINESS

Emergency Management Coordinator

Upon a Landis/Holman motion, the PTS unanimously approved payment for Mr. Lantz to attend the Spring Emergency Management Educational Forum, Dauphin County on April 22, 2018, at a cost of \$95.00.

1015 State Road Sewer Connection

The resident of this location has not connected to the sewer even though he was instructed to do so. Upon unanimous approval of a Boyer/Landis motion, the Secretary will instruct the Codes Enforcement Officer to check if this location is occupied. If the house is occupied, the owner should be cited. If it is not occupied, the owner should be given a 30-day extension.

ADJOURNMENT

With no further business to be conducted, the meeting was adjourned at 9:21 PM.

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary