

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

Brian Peters, Chairman Brian Maguire, Vice-Chairman Joseph Landis, Supervisor

Minutes of March 17, 2016

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Thursday, March 17, 2016, at 5:30 PM. Chairman Brian Peters, Vice-Chairman Brian Maguire and Supervisor Joseph Landis were in attendance. Other personnel present were Helen Klinepeter (Secretary) and Elizabeth Goodhart (Treasurer/Recording Secretary). Chairman Peters 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.

Chairman Peters stated the main purpose of this meeting is to further discuss the hiring and realignment of the Roadmaster and Township Manager before the next PTS meeting. An ordinance is required to re-establish the position of Township Manager. The Chairman stated there will be one person fulfilling the duties of both positions within the Township. Vice-Chairman Maguire stated there are a few changes to be made to the ordinance and will share those with the Secretary.

The Chairman stated the PTS met in executive session to discuss the job responsibilities of the Township Manager position. He also stated there will be oversight and accountability of this position. Some of the duties of this position will include several duties currently performed by the Township Secretary and by the Police. Vice-Chairman provided several changes to be made to the proposed job description of the Township Manager.

Chairman Peters stated there is \$20,000 included in the 2016 budget for the part-time Roadmaster. He stated he reviewed the end-of-year financial reports for 2013-2015 showing budgeted vs. actual revenue and expenses. He stated that each year the revenue was more than budgeted, and expenses were less than the budgeted amounts. Much of these additional funds were savings from highway projects.

The Chairman stated the benefits cost for a full-time employee is approximately \$18,000/year. He stated he has discussed the salary for this type of position with several municipalities as well as PSATS. During executive session the PTS established the starting salary for this position as \$45,500, plus benefits.

Henry Holman III asked whether this employee must be a township resident. Chairman Peters stated he would prefer someone from the area but it is not required.

CeCe Novinger asked if this position would handle the PA One calls, which was confirmed. The Chairman stated this position would be responsible for codes enforcement.

Mr. Holman asked if this position would be hourly or salaried. The Chairman stated it will be a salaried position.

Ms. Novinger questioned if the elected auditors would be allowed to review and initial the bills rather than pay the Township Manager to do this. The Chairman stated this is currently being done by a supervisor at the recommendation of the outside auditor. Ms. Novinger also questioned how the responsibilities will be split during the day between Roadmaster and Township Manager.

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Chairman Peters stated it will be split as needed, some days spending more time as Roadmaster and vice versa.

The Chairman stated the PTS has a pool of qualified candidates based on the interviews conducted for the recent road crew opening. He stated he has contacted PSATS and the Solicitor to determine if we need to advertise and was informed we would not violate the Federal Labor Standards Act since we have qualified candidates from our current applications.

Mr. Holman asked the Chairman why he only looked at the past three years. The Chairman stated there was no specific reason, but that he asked Secretary Klinepeter to pull the reports for the last few years.

Ms. Novinger asked why this was not being discussed at a regular PTS meeting. The Chairman stated the Board discussed this at executive session and due to the number of current issues, the PTS chose to meet as soon as possible before the next regular meeting. Supervisor Landis confirmed this as well. Ms. Novinger stated she feels it is a disservice to the Township residents not to be able to discuss this at a regular meeting where more residents are able to attend.

Supervisor Landis stated the salary that will be advertised for this position is \$45,500, not \$63,500. Ms. Novinger stated she feels it should be disclosed to the residents that the total cost for this employee is \$63,500. The Chairman stated it was disclosed at this meeting which was properly advertised.

Mr. Holman asked whether the Roadmaster will be a working position. The Chairman replied in the affirmative and stated it is not a desk job. Mr. Holman asked if the wages for this position will be split and reportable between the two functions. The Secretary stated that can be done.

Mr. Holman recommended that this position be advertised. The Chairman stated he would take that into consideration. Mr. Holman requested a copy of the ordinance. The Secretary stated that after it is advertised, anyone can have a copy.

Upon a Peters/Landis motion, the PTS unanimously approved to advertise the ordinance to re-establish the Township Manager position. A meeting was scheduled for 7:00 PM, Thursday, April 7, 2016, for adoption of the Township Manager ordinance.

Dino's and Citgo Properties

Under the nuisance policy, the Chairman asked the PTS to think about whether the UCC inspector should be instructed to inspect these properties. This will be discussed at the next PTS meeting.

OTHER BUSINESS

Lenny Sizer has instructed the Secretary to take pictures of the Schoolhouse Road property that houses a horse and chickens.

UCC Inspector Bob Hollabaugh has visited the Ward property where someone is supposedly living even though the property has been deemed uninhabitable. Mr. Hollabaugh has not found anyone living there during his day time visits. Upon a Peters/Landis motion, the PTS unanimously approved Mr. Hollabaugh make an evening inspection and be accompanied by the Police.

Secretary Klinepeter stated the cable has been installed throughout the township building. She has received a quote of \$654.00 to purchase three TV's and mounts to be installed throughout the building. The PTS unanimously approved this purchase with a Landis/Maguire motion.

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Mr. Holman asked the Board if the new Roadmaster/Township Manager should choose to not have benefits, could they instead receive a payout. Supervisor Landis stated if that situation arises, he would be willing to discuss it at that time but is not going to make a decision at this time.

ADJOURNMENT

With unanimous approval of a Peters/Maguire motion, the PTS voted to adjourn the meeting at 6:50 PM.

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary