

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 May 25, 2016

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, May 25, 2016, at 7:05 PM. Chairman Brian Peters, Vice-Chairman Brian Maguire and Supervisor Joseph Landis were in attendance. Other personnel present were Helen Klinepeter (Secretary), Solicitor Mark Allshouse, Engineer Max Shradley, Police Chief Richard Pickles, 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.

The Chairman stated there were three Executive Sessions held since the last meeting, two regarding employment/personnel issues and one regarding pending litigation.

Upon a Peters/Landis motion, the PTS unanimously voted to offer full-time employment to Penn Township part-time police officer Jason Myers as a Corporal (CPL) earning \$21/hour. The Chairman presented Officer Myers with a promotion certificate, CPL badge and identification, and the CPL stripes.

VISITORS

Erin Shirmer, Robert Morris & Company

Ms. Shirmer stated they have finished the audit of the township's financial records. She explained the township uses the modified cash basis of accounting where long-term liabilities and assets are presented on the financial statements. She also stated that since pensions are audited by the Attorney General's office, they are not included in the audit performed by them. Ms. Shirmer stated it was a successful audit. The audit was accepted upon a unanimous Peters/Landis motion.

Henry Holman Jr.

Mr. Holman mentioned various diseases that affect farm animals and crops. He stated that a Veterinary and Feed Directive is going into effect that will require a script to obtain animal medications. Mr. Holman mentioned the effect of insects/mites on trees and crops.

Mr. Holman gave a brief update on the highway projects and employees and stated he will provide the PTS with a full Highway report. He stated his last day of work will be May 31, 2016. He stated he will ride the roads with the Highway crew on May 31, 2016, and he will prepare a list of projects to keep them busy for approximately two months. Mr. Holman stated the road crew asked him to assist with fixing the potholes at the end of Schoolhouse Road if the PTS will allow him to assist. He stated the road crew asked him to teach them how to use the shoulder paver after the paving project is completed.

Mr. Holman mentioned several items that need to be done.

- The roof top units from the propane heating system must be removed.
- The propane tank must be pumped out, dug out, and returned.
- The garage roof and shed roof must be repaired. The tin and lumber for this project are in the garage. Mr. Holman stated if the road crew does not want to do these repairs and it goes out for bids, he is interested and will bid on the project.
- The rubber roof on the township building must be maintained.

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Mr. Holman said he received two phone calls recently from Fox 43 News asking questions about township issues. Mr. Holman said he wanted it known that he did not provide any information.

Mr. Holman stated he will be submitting a Right-To-Know request for a copy of a letter sent to the township from the School District. Mr. Holman feels this is an important item which was never discussed during a PTS meeting.

Jason Harrison

Mr. Harrison requested a letter from the PTS stating where Rupp Road ends, specifically if it ends where it meets the Mladenoff property or if it ends at the Benner property. He also asked which four lots have a right-of-way over the Maldenoff property which joins Rupp Road. The Solicitor stated the recorded plan would answer Mr. Harrison's questions. The Secretary stated the plan does not state specifically which four lots have a right-of-way, only that there is an Alteration of Requirements allowing four lots rather than three. She stated the four lots are owned by Mladenoff, Sanderson, Smith, and Qualls. Mr. Harrison stated he has a copy of the plan but would like clarification. The Solicitor confirmed that Rupp Road ends at the Mladenoff property.

Kraig Nace

Mr. Nace stated the EMS subscriptions were mailed out. He reported the mock crash occurred on May 6, 2016. Mr. Nace stated the Duncannon EMS has entered into an agreement with the Holy Spirit EMS to partner with them on calls. Mr. Nace also stated he would like to reconsider the May 2015 decision which allows the Cumberland County Paramedic Unit to cover Box 209. With the SR 11/15 closure, he feels that this area should again be covered by Duncannon EMS. Mr. Nace provided the PTS and Chief Pickles with correspondence regarding an investigation of the Duncannon EMS by the PA Department of State. Mr. Nace stated he was unofficially informed that this investigation was initiated by representatives of Penn Township.

Byron Worner

Mr. Worner stated the next meeting for the Fire Protection Committee is scheduled for 7:00 PM, Tuesday, June 28, 2016, at the Duncannon Borough fire station.

TAX COLLECTOR AUDIT

Brad DiPaolo stated the Elected Auditors completed the Tax Collector audit and provided a written report to the PTS for review. Upon a Peters/Maguire motion, the PTS unanimously accepted the Tax Collector audit.

DUNCANNON FIRE COMPANY (DFC) AUDIT

Byron Worner provided the PTS with the 2015 financial audit of the Duncannon Fire Company. Upon a Peters/Landis motion, the PTS unanimously accepted the DFC financial audit.

INVOICES AND EXPENDITURES

With unanimous approval of a Peters/Landis motion, the PTS voted to approve payment of checks 29324 through 29402 (excluding check 29397) totaling \$74,632.81 from the PLGIT General Fund account, ACH payments totaling \$14,809.57 from the Orrstown Bank General account, PTPRB checks 01647 through 01653 totaling \$6,336.15, two transfers from the Orrstown Bank General Fund to PTPRB checking account totaling \$5,049.44, and a transfer from the PTPRB savings account to the PTPRB checking account in the amount of \$1,286.71.

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Check #29397 in the amount of \$1,161.00 was approved for payment with a Peters/Landis majority vote. Vice-Chairman Maguire abstained from voting on check #29397 due to his part-time employment with the vendor.

TREASURER'S REPORT

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

MINUTES

Upon a Peters/Landis motion, the PTS unanimously approved the minutes of the April 27, 2016, Township Manager Ordinance Hearing and the April 27, 2016, PTS meeting.

HIGHWAY REPORT – Previously discussed.

PENN TOWNSHIP PLANNING COMMISSION (PTPC)

Owen Stormwater Agreement

Upon a Peters/Landis motion, the PTS unanimously accepted the Owen Subdivision Stormwater Management Agreement and Declaration of Easement.

Wolf Stormwater Agreement

Upon a Peters/Landis motion, the PTS unanimously accepted the Wolf Stormwater Management Agreement and Declaration of Easement.

ZONING REPORT – Report was presented.

The Zoning Hearing Board granted a variance to Brian Fuller which gave him permission to have chickens and two miniature horses on his property.

SEWAGE ENFORCEMENT OFFICER'S (SEO) REPORT – Report was submitted.

PARK AND RECREATION BOARD (PTPRB) REPORT – Report was submitted.

The first Senior Lunch will be Thursday, June 9, 2016. There are spaces available at the garden. The PTPRB will have a table at National Night Out on Tuesday, August 2, 2016.

PENN TOWNSHIP MUNICIPAL AUTHORITY (PTMA) – Meeting minutes were provided.

The PTMA Chairman Henry Holman III stated the PTMA met with the JOAC and SEDA-COG. He stated SEDA-COG presented the JOAC with miscellaneous options to the current water situation. Mr. Holman stated it was agreed that anything that occurs will be with the acceptance of the PTS. He stated he sees many pros and cons with the options and wants all options evaluated by the PTMA, the PTS and SEDA-COG collectively. Mr. Holman stated he sees money being an issue.

SECRETARY'S REPORT

Tax Refund

A retired taxpayer requested a refund of her Occupational Tax of \$4.90. This refund was unanimously approved by the PTS upon a Peters/Landis motion.

Perry County Chamber of Commerce

The Secretary reported the membership fee is \$350/year. She also stated the Chamber of Commerce has provided the township with maps that show a detour around the SR 11/15 road

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closure. Copies of the map are available in the township office. Upon a Peters/Landis motion, the PTS unanimously agreed not to join the Perry County Chamber of Commerce.

National Night Out

The PTPRB will have a table at National Night Out. If the PTS has any information they wish to distribute, it should be given to the PTPRB.

Grant Resolution

A grant has been prepared for the purchase of the server required for new software modules to be used within the township office. Since the grant requires the township match the grant amount, a resolution is required stating the township agrees to the matching funds. Upon a Peters/Maguire motion, the PTS unanimously agreed to approve Resolution No. 2016-05.

FEMA

The paperwork has been submitted requesting financial assistance for the snow emergency of 2016. The township will be receiving \$15,000.

Civil Judgment

The Secretary appeared before the District Magistrate on behalf of the township for a civil judgment filed by the township. The District Magistrate ruled in the township's favor.

ENGINEER REPORT – No report.

POLICE REPORT – Report was presented.

Chief Pickles stated the grant was completed and the funds were received. He reported the mesh for the mountain on SR 11/15 will be delivered tomorrow, May 26, 2016.

The Chief stated two individuals were interviewed for part-time police employment and requested permission to hire both. Upon a Peters/Landis motion, the PTS unanimously approved the hiring of Mr. Holley. Vice-chairman Maguire made a motion to offer employment to hire the second individual. The motion died due to lack of a second.

SOLICITOR REPORT – A report for March was submitted to the PTS.

PERMIT REPORT - Secretary Klinepeter submitted the permit report.

CORRESPONDENCE

G HAR

The Greater Harrisburg Association of Realtors is hosting a breakfast for municipal officials. The Chairman stated he feels the information they discuss may impact what the Perry County Economic Committee is trying to do with the Business Campus. He stated he will attend this breakfast and asked the Secretary to extend the invitation to John Gerner.

PSATS E-mail

PSATS sent an email to all townships explaining how upcoming changes to the Fair Labor Standards Act could affect overtime wages paid to township employees. The Secretary stated the changes will affect only her wages and in turn will affect the 2017 budget.

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Perry County Planning Commission (PCPC)

The township received a letter from the PCPC regarding the environmental review for the CDBG grant for the Duncannon Borough water system and Penn Township. The letter states they reviewed the project and found it to be consistent with the Perry County Comprehensive Plan.

OLD BUSINESS

Meeting Visitor Time Limit

Draft Resolution No. 2016-06 establishes rules of conduct for PTS meetings and sets time limits for visitor comments. Chairman Peters explained that during the Visitor portion of the PTS meeting, visitors will be given five (5) minutes to speak. Visitors will be given three (3) minutes to comment on agenda items. The PTS may extend these time limits at their discretion. Upon a Peters/Landis motion, the PTS unanimously approved Resolution No. 2016-06, Rules of Conduct for Regular and Special Meetings of Penn Township.

Dino and Citgo Properties

The Secretary reported that both properties have been posted and letters were mailed to the property owner. The property owner was informed he had thirty (30) days to notify the township of the actions he will be taking.

10 Rupp Road and 12 Rupp Road

The township received a letter from the property owners stating the actions they plan to take on both properties. The Secretary prepared a draft letter to be sent to the property owners acknowledging receipt of the property owners' letter as well as giving them 60 days to comply with the remedial plan. The letter also informed the property owners to maintain the property in an acceptable manner. Upon a Peters/Maguire motion, the PTS unanimously agreed to allow the Secretary to mail a letter to the property owners giving them 60 days from the date of the letter to comply with the remedial plan.

Outside Police Employment

The Secretary stated the policy and agreement for outside employment of police officers which was discussed at a prior meeting was updated with the information for Penn Township. Upon a Maguire/Landis motion, the PTS unanimously agreed to table this item to the next meeting to allow further review.

Appalachian Trail (AT)

The Appalachian Trail Conservancy (ATC) has announced a grant program to preserve and manage the AT. Chairman Peters stated he will contact the ATC for more information. This item was unanimously tabled with a Peters/Maguire motion.

Byron Worner

Mr. Worner mentioned the Perry County radio project and urged the PTS to contact the Perry County Commissioners and request they fund the entire project for all emergency responders. He stated the Duncannon Fire Company will incur a \$50,000 deficit even with grant funds. The Chairman stated the township will send the requested letter.

NEW BUSINESS

Budget Workshops

Chairman Peters stated budget workshops will be held to allow public comment/input. All workshops will be scheduled from 7:00 PM to 8:30 PM on the following dates:

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- July 28, 2016 Highway Department/Capital Reserve/Liquid Fuels
- August 25, 2016 Police/Park and Recreation
- September 29, 2016 Office

Upon a Peters/Maguire motion, the PTS unanimously approved the advertisement of the budget workshops to be held on the above listed dates.

Benefit Concert

Chairman Peters stated he would like permission to plan a weekend community event which would benefit the SR 11/15 businesses, Duncannon area Fire Departments and Duncannon EMS. He suggested the following activities for the weekend:

- Business bingo which would benefit the businesses along SR 11/15
- A yard sale with rented spaces which would benefit the Park and Recreation committees of both Penn Township and Duncannon Borough
- A chicken BBQ/rib cook-off between the Duncannon and Perdix Fire Companies which would benefit both
- A free evening concert by Pentagon—1/2 of the expense will be paid by a west shore business. Donations made by attendees would be donated to the Duncannon EMS.

The Chairman is looking for sponsors for the other 1/2 of the Pentagon expenses (\$1800) plus \$500 for advertising and the bingo cards. The proposed dates for this event are July 8-9, 2016.

Henry Holman III asked if PSATS could assist with the options provided by SEDA-COG for financing of the water system updates.

ADJOURNMENT

With unanimous approval of a Peters/Maguire motion, the PTS voted to adjourn the meeting at 8:50 PM.

Respectfully Submitted,



Elizabeth Goodhart

Treasurer/Recording Secretary