

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 November 9, 2016, Budget Workshop

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, November 9, 2016, at 7:12 PM. Chairman Brian Peters, Vice-chairman Brian Maguire and Supervisor Joseph Landis were in attendance. Other personnel present Roadmaster Kenneth Chubb, 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.

The Chairman stated there were Executive Sessions held on October 26, 2016, regarding personnel issues, on November 3, 2016, regarding financial and personnel issues, and on November 9, 2016 regarding financial and personnel issues.

VISITORS

Henry Holman

Mr. Holman asked if the 2016 budget was reopened after it was approved. The Chairman stated it was not reopened. Mr. Holman stated if that's true, there should be no line changes on the 2017 budget and it should be based on the 2016 budget approved by the former Board. Mr. Holman stated there is money for mowing rental for 2017 and for 2016 there is no line for this. He says there are no charges for 2016 on the items which are new for 2017. The new 2017 GL of 01.438.381 for Mowing Rental was charged to Machinery/Equip Rental 01.438.38 in 2016. Mr. Holman stated he submitted six Right to Know requests today. The Treasurer asked Mr. Holman if the budget must be reopened each time a new GL line item is created. Both the Treasurer and Secretary informed Mr. Holman the budget was not reopened each time a new GL line item was created.

Mr. Holman stated it was said that the reason for taking money out of a CD was because he was not paid last year. He said he is not going to be responsible for the incompetency of the Board at the expense of the taxpayers.

AGREEMENT

Upon a Peters/Landis motion, the PTS unanimously approved to release a payment to Richard Pickles in the amount of \$35,000 as per the terms of the confidential separation and agreement and general release agreed upon by the Board.

Stanley Mutzabaugh asked why the Board did not wait until the reorganizational meeting and not reappoint him. Chairman Peters stated he could not comment on this issue.

Upon a Peters/Maguire motion, the PTS unanimously agreed to terminate employment of officer Nick Basov during his probationary period effective November 9, 2016.

The PTS unanimously approved a Peters/Landis motion to limit the amount of purchases to \$500 that may be made by the Police Department. Any purchases over \$500 must be approved by the PTS, including contracts.

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Chairman Peters stated a proposal was made to the Elected Auditors to approve the wage of \$17/hour for a position since the Second Class Township Code requires the Auditors set the rate. This rate was not set by the auditors at a public meeting on November 7, 2016, scheduled for this purpose. Chairman Peters made a motion to send a letter to the auditors to reconvene after Auditor Shaffer returns to Perry County. Auditor Novinger stated this meeting is being scheduled because the Board did not receive the outcome they wanted. Chairman Peters stated the meeting is being scheduled for the Auditors to fulfill their lawful duties. Ms. Novinger stated she feels the decision made at the November 7, 2016, Auditors meeting was due in part to the hiring freeze, overtime freeze, frivolous spending freeze, and vote to cash a Certificate of Deposit made at the last PTS meeting. Ms. Novinger mentioned that when Vice-chairman Maguire served as the temporary Roadmaster earlier in 2016, he did not receive any compensation. This was confirmed as well as the fact that Vice-chairman Maguire did not request any compensation. Upon a Peters/Landis motion, the PTS unanimously voted to send a letter to the Auditors to reconvene in order to fulfill their lawful duty of setting a pay rate for the Police Administrator position.

BUDGET

Expenditures

A discussion occurred regarding the effect of the Duncannon Borough police contract on the budget. Chairman Peters stated there will be a budget meeting on December 13, 2016, where the budget will hopefully be adopted.

Steve Bradney asked why there is nothing budgeted for Fire Company Donations. Chairman Peters stated we are in positive negotiations with Perdix Fire Company. If a fire tax is initiated, the donation would not be budgeted since there would be a separate general ledger fund for the fire tax. Mr. Bradney asked the earliest date a fire date could be initiated. The Secretary explained that it could be included on the tax bills mailed in February 2017. The Secretary stated a one mil Fire Tax would generate approximately \$140,000. The Secretary stated a Fire Tax of less than three mils does not need to be on a referendum. The Chairman stated with a Fire Tax, all bills would be submitted to the Township for processing.

Mr. Bradney stated the annual wage for the Police Chief is excessive for the number of calls he may handle and the amount of time spent on administrative duties.

Bob Johnson asked who would own the Perdix Fire Company if the township initiates a fire tax. He was informed there would not be a change in ownership.

Chairman Peters stated the PTS will be vetting the applicants for the Police Chief position. He also stated a new general ledger category should be created for the Police Administrator.

John Gerner questioned the highway budget amount for equipment rental. The Roadmaster explained his intent to potentially rent a grader.

Lee Wright questioned the police budget. After some discussion, Chairman Peters stated we must review the numbers which were prepared by the previous Police Chief.

CeCe Novinger questioned the category of overtime for the township office. Secretary Klinepeter explained the pending change to the exempt classification which would change the Secretary's status to non-exempt. She also questioned the amount budgeted for ACH fees, which the Secretary will update. Ms. Novinger questioned the amounts budgeted for the custodian and groundskeeper. These amounts were decreased for 2017 based on the actual amounts for 2016.

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A new expense line item for the township economic development committee was created. The Secretary will also create a revenue line item for this committee. She will also review the revenue amounts for the Park & Recreation budget.

Lee Wright questioned the \$16,000 amount budgeted for Computer System Accessories. The Secretary mentioned the items included in this amount, which includes funds for the new website.

Stanley Mutzabaugh questioned the amount for 01.486.355 (Liability). Secretary Klinepeter stated our insurance broker provides input to this category. He also stated he did not feel the cost for the employees' medical insurance would go down for 2017.

Revenue

Stanley Mutzabaugh asked if the PTS is considering to allow Duncannon Borough to pay less for the 2017 police contract. He also asked if the PTS is considering a tax increase. Both questions were answered in the affirmative. Mr. Mutzabaugh stated he did not feel township residents should pay more taxes because Duncannon Borough cannot fully pay for their police coverage.

NEW BUSINESS

Budget

A meeting will be advertised for December 13, 2016, at 7:00 PM for discussion and adoption of the 2017 budget. Upon a Peters/Landis, the PTS unanimously approved advertising for the budget meeting.

Upon a Peters/Maguire motion, the PTS unanimously gave approval for advertising of the Police Chief position, requesting applications by December 31, 2016.

Chairman Peters instructed the Secretary to create a 2017 general ledger account for Police Administrator and include two months of salary.

ADJOURNMENT

With no further business to be conducted, the PTS voted unanimously to approve a Peters/Maguire motion to adjourn at 9:42 PM.

Respectfully Submitted,

Elizabeth Goodhart
Treasurer/Recording Secretary