

PENN TOWNSHIP 2024 REORGANIZATION MINUTES

January 2, 2024

The Penn Township Board of Supervisors held their Year 2024 Re-organization meeting on Tuesday, January 2, 2024 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania.

Present Included: Supervisors: Ross Smoker, Isaac Ramer Jr. and Mark Strawser, Solicitor, Jim Bathgate, and Manager, Julie Hartley

Public Present: Bill Kline, William Moyer, Jon Payne, Pete DeWire, Chad Brandt, Kyle Somers and Jeff Turner.

Temporary Chairman – **On motion by Isaac Ramer Jr., second by Mark Strawser and Board acclamation to appoint Jim Bathgate as Temporary Chairman.** Temporary Chairman Jim Bathgate called the 1.2.24 Supervisor's Reorganizational Meeting to order at 5:30 pm, followed by the Pledge of Allegiance.

Temporary Secretary – **On motion by Ross Smoker, second by Isaac Ramer Jr. and Board acclamation to appoint Julie Hartley as Temporary Secretary.**

Appointment of Chairman

Temporary Chairman Jim Bathgate called for Chairman of the Board of Supervisors nominations. **Motion made by Ross Smoker to nominate Isaac Ramer Jr. for Chairman of the Board of Supervisors, second by Mark Strawser and acclamation of Board.**

Appointment of Vice-Chairman

Chairman Ramer called for Vice-Chairman of the Board of Supervisors nominations. **Motion was made by Ross Smoker to nominate Mark Strawser for Vice-Chairman of the Board of Supervisors, second by Isaac Ramer Jr. and acclamation of Board.**

Resolution to Allow Working Supervisors – **On motion by Ross Smoker, second by Mark Strawser to allow working Supervisors with Isaac Ramer Jr. voting no.** Mark Strawser initially abstained from action because of a conflict of interest as he is a current employee of the Township but to break the tie he voted yes. Motion carried 2-1.

Re-organization

Road Master – **On motion by Ross Smoker, second by Mark Strawser to appoint Mark Strawser as Roadmaster with Isaac Ramer Jr. voting no.** Mark Strawser initially abstained from action because of a conflict of interest as he is the current Roadmaster but to break the tie he voted yes to himself being appointed. Motion carried 2-1.

Assistant Road Master - **On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint Chad Brandt as Assistant Road Master.**

Legal Counsel - **On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint Wiest, Muolo, Noon, Swinehart & Bathgate as Penn Township Solicitor.**

Open Records Officer - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to appoint Julie Hartley as Open Records Officer.

Use of DOT Grants - online reporting - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to appoint Julie Hartley as User of DOT Grants - online reporting.

Berkheimer Contact Rep & Receiver of Taxes - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to appoint Julie Hartley as Berkheimer Contact Rep & Receiver of Taxes.

Appointment of Manager/Secretary/Treasurer - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint Julie Hartley as Township Manager, Secretary and Treasurer.

Planning Commission Secretary - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint Julie Hartley as Planning Commission Secretary.

Planning Commission Legal Counsel - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of Board to reappoint Wiest, Muolo, Noon, Swinehart & Bathgate as Planning Commission Solicitor.

Penn Township Zoning Officer - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of Board to reappoint Julie Hartley as Zoning Officer.

Flood Plain Administrator - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint Julie Hartley as Flood Plain Administrator.

Zoning Hearing Board Legal Counsel – On motion by Ross Smoker second by Mark Strawser and acclamation of Board to reappoint Robert Slivinski as Zoning Hearing Board Legal Counsel.

Central Keystone COG Representative - On motion by Mark Strawser, second by Ross Smoker and acclamation of Board to reappoint Julie Hartley as the Central Keystone COG Representative.

Building Code Enforcement - On motion by Ross Smoker, second by Mark Strawser and Board acclamation to reappoint Central Keystone Council of Government as Building Code Enforcement.

Delegate to State Convention – On motion by Isaac Ramer Jr., second by Mark Strawser and Board acclamation to reappoint Julie Hartley as Delegate to the State Convention.

Penn Township Deputy & Assistant Deputy EMA Coordinator - On motion by Mark Strawser, second Isaac Ramer Jr. and acclamation of Board to reappoint Colin Rice as Penn Township Deputy EMA Coordinator. On motion by Mark Strawser, second by Ross Smoker and Board acclamation to reappoint Tom Wallish as Penn Township Deputy EMA Assistant Coordinator.

Penn Township Recycling Coordinator - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint Julie Hartley as Recycling Coordinator.

Penn Township CRS Coordinator - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint Julie Hartley as CRS Coordinator.

Sewage Enforcement Officer - On motion by Mark Strawser, second by Ross Smoker and acclamation of Board to reappoint Page SEO, Inc as Sewage Enforcement Officer.

Banking Depositories - On motion by Isaac Ramer Jr., Mark Strawser and acclamation of Board the banking depository list will be as follows: Northumberland National Bank, 1st National, BB&T, M&T, Mifflinburg Bank & Trust, Fulton, Edward Jones and Pligit.

Insurance Agencies - On motion by Mark Strawser, second by Ross Smoker and acclamation of Board for Central Insurers Group/Phillip Gingrich for Township insurances and Sholley Insurance Agency, for employee benefits were appointed as the insurance agencies.

Mileage Rate - On motion by Isaac Ramer Jr. second by Ross Smoker and acclamation of Board to establish the mileage rate at 67 cents per mile. (IRS Standard)

2024 Health Insurance Reimbursement Rate - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to establish the 2023 health insurance reimbursement rate of \$250 per month.

Road Crew and Hourly Rates – On motion by Isaac Ramer Jr., second by Ross Smoker, and acclamation of Board to retain Tim Thomson. On motion by Ross Smoker, second by Mark Strawser, and acclamation of Board to increase the rate of Tim Thomson by \$0.50 per hour from \$17.50 to \$18.00.

On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of Board to retain Les Dale. On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of Board to increase the rate of Les Dale by \$0.50 per hour from \$17.75 to \$18.25.

On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of Board to retain Chad Brandt. On motion by Isaac Ramer Jr., seconded by Ross Smoker and acclamation of Board to increase the rate of Chad Brandt by \$0.50 per hour from \$19.50 to \$20.00.

On motion by Ross Smoker, second by Mark Strawser, and acclamation of Board to retain Jeffrey Sayre. On motion by Isaac Ramer Jr., seconded by Ross Smoker, and acclamation of Board to increase the rate of Jeffrey Sayre by \$0.50 per hour from \$17.00 to \$17.50.

On motion by Ross Smoker, seconded by Isaac Ramer Jr. and acclamation of Board to retain Eric Scholl. On motion by Isaac Ramer Jr., seconded by Mark Strawser and acclamation of Board to increase the rate of Eric Scholl by \$0.50 per hour from \$17.50 to \$18.00.

On motion by Ross Smoker, seconded by Isaac Ramer Jr. and acclamation of Board to retain Chad Rice. On motion by Isaac Ramer Jr., seconded by Ross Smoker and acclamation of Board to increase the rate of Chad Rice by \$0.50 per hour from \$17.00 to \$17.50.

Roadmaster Hourly Rate – On motion by Isaac Ramer Jr., seconded by Ross Smoker and acclamation of Board to increase the rate of Mark Strawser by \$0.50 per hour from \$24.25 to \$24.75 pending auditor approval.

Manager Salary Rate – On motion by Isaac Ramer Jr., seconded by Mark Strawser and acclamation of Board to increase the salary of Julie Hartley by \$1,040 from \$54,017.60 to \$55,057.60.

Manager Bond – On motion by Isaac Ramer Jr., seconded by Mark Strawser and acclamation of Board to have the manager's bond remain at \$500,000.

Vacancy Board - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint William Kline for the Vacancy Board.

Planning Commission Appointment (4 yrs.) – No appointments.

Zoning Hearing Board (3 yrs.) – No appointments.

East Snyder Regional Recreation Association- No appointments.

Penn Township Auditors (2 yrs.) – No appointments.

Eastern Snyder County Regional Authority (5 yrs.) – On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of the Board to reappoint Mike Kuhns to the Eastern Snyder County Regional Authority (term ending 12/2028).

Penn Township Municipal Authority (5 yrs.) - On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to reappoint Isaac Ramer Jr. to Penn Township Municipal Authority (term ending 12/2028).

Fee Schedule for 2024 – On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of Board the compost fees be changed for resident businesses from \$100 per year to \$1,000 per year and a one-time dump permit fee of \$50 be allowed to be purchased by non-resident businesses that are hauling from a Penn Township resident's property to the compost.

On motion by Ross Smoker, second by Mark Strawser, and acclamation of the Board that all 2024 fees are according to the fee schedule found in the minutes. (found on last pages)

Executive Session – Jim Bathgate announced that an executive session was held before the meeting from 5:00 pm to 5:30 pm to discuss legal issues with no action taken.

Public Comment – Jon Payne questioned the compost rate change for resident businesses and why the one dump fee and Isaac Ramer Jr. explained that the one dump fee for non-resident businesses should help the residents who hire outside contractors to still have access to the compost site. Jon Payne also questioned why the Board is now allowing working Supervisors. Ross Smoker answered that he was aware of prior issues but most that most Townships have working Supervisors without incident. Bill Moyer commented on the working Supervisor resolution also noting that the Township has a manager now. Chad Brandt asked the Board if the resident businesses must have business addresses within the Township and the Board answered that the business address must be within Penn Township.

Reorganization Adjournment – On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of Board the reorganizational portion of the meeting was adjourned at 5:55 pm.

December 20, 2023 Minutes - On motion by Isaac Ramer Jr., second by Ross Smoker with Mark Strawser abstaining the 12.20.23 Supervisor Workshop Minutes were approved.

Persons Present to be Heard – Jeff Turner and Kyle Somers from Youth Football and Little League addressed the Board about the East Snyder's Park policy of closing at dusk. They noted that if the Youth Football makes it to the playoffs they cannot practice because of the lack of daylight without lighting. They are looking for a policy change to allow limited approved use of the park after dusk. Isaac Ramer Jr. who stated he is for opportunities for the youth but activities in the park after dusk would open up the Township to liabilities and lighting could disturb the neighboring residential properties. Jeff Turner said that Selinsgrove High School donated lights to the Little League but they have no funds to have an engineer design the layout at this time and wondered if Little League should pursue the field lighting project. The Board suggested that Little League and Youth Football meet with the East Snyder Regional Recreation Association and the Planning Commission to work out details with them so they can make recommendations to the Board.

New Business:

Resolution 24-02 2024 Hydrant Tax Levy - **On motion by Ross Smoker, second by Mark Strawser, and acclamation Board to adopt Resolution 24-02 2024 Hydrant Tax Levy.**

Resolution 24-03 2024 Tax Levies - **On motion by Ross Smoker, second by Mark Strawser, and acclamation of Board to adopt Resolution 24-03 2024 Tax Levies.**

Resolution 24-04 2024 SEO Appointment - **On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to adopt Resolution 24-04 2024 SEO Appointment for Page SEO, Inc.**

Resolution 24-05 2024 Berkheimer Rep & Receiver of Taxes - **On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to adopt Resolution 24-05 2024 Julie Hartley as Berkheimer Reps. & Receivers of Taxes.**

Resolution 24-06 2024 Open Records Officer and Assistant - **On motion by Ross Smoker, second by Mark Strawser and acclamation of board to adopt Resolution 24-06 2024 designating Julie Hartley as Open Records Officer.**

Resolution 24-07 2024 Use of DOT Grants Online - **On motion by Ross Smoker, second by Mark Strawser, and acclamation of Board to adopt Resolution 24-07 2024 designating Julie Hartley as authorized users of DOT Grants Online.**

Resolution 24-08 2024 COG Representative - **On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to adopt Resolution 24-08 2024 Julie Hartley as COG Representative.**

Resolution 24-09 2024 Fire Relief Tax Levy – **On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to adopt Resolution 24-09 2024 Fire Relief Tax Levy.**

Quote for Extra Leaf Spring for T-Tag – Mark Strawser shared with the Board that the T-Tag is having trouble carrying the weight it needs to carry and said that additional leaf springs will alleviate the problem. **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the Board to purchase additional leaf springs for the T-Tag in the amount of \$1,011.93 from R&G Spring, Brake & Alignment.**

Snyder County Planning Comments to Zoning Amendment – The Board reviewed a letter from the Snyder County Planning Commission that stated they had no comment regarding the Zoning Amendment to allow chickens in some residential zones.

2022 FY CBDG Funding OBO Agreement – **On motion by Ross Smoker, second by Mark Strawser and acclamation of Board to sign the CBDG OBO agreement for 2022 FY.**

Reports:

Julie Hartley, Township Manager

- ◆ Report Provided.

Mark Strawser, Roadmaster

- ◆ Report Provided.

Julie Hartley, Zoning Officer

- ◆ Report Provided

Colin Rice, Emergency Management Coordinator

- ◆ No report Provided.

Solicitor, Jim Bathgate

- ◆ No Report Provided

Old Business:

Bright Farms Compliance – **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of Board to have Jim Bathgate send a letter to Bright Farms to ask about their progress on the items that were requested from the Board.**

Public Comment – Jon Payne asked if the Board was aware of the potholes and sinking water line at East Snyder Park. He continued by noting that these are safety issues that should be addressed. Bill Moyer asked if any Township employees were licensed to spray weeds. The Board answered that no one is licensed. Bill Kline informed the Board that desire for field lighting at East Snyder Park was started in the 1980s. Pete DeWire presented emergency plans for East Snyder Park to the Board.

FYI

1. Keystone COG Employee Policy & Rate Increase

Land Use/Subdivision/Cond. Use:

- Bright Farms – Final LD, filed 6.17.20, due 1.26.24
- Daniel Habegger, Subdivision, filed 7.6.23, due 4.1.24
- Ronald & Ryan Herman, Add-on Subdivision, filed 8.24.23, due 2.20.24

Approval of Accounts Payable & Payroll -**On motion by Ross Smoker, second Mark Strawser and acclamation of Board to pay the bills.**

East Snyder Park

Pavilion Rental	\$50.00
Football/Lacross/Baseball/Softball (Per Field Use)	
1-15 uses per field + (\$100.00 refundable fee)	\$150 spring/\$150 fall
16 or more uses per field + (\$100.00 refundable fee)	\$250 spring/\$250 fall
Tournament Fees (\$100 refundable)	\$600.00

*All cancellations/refunds determined by Supervisors

Permits

Driveway	\$100.00	
Outdoor Burner	\$50.00	
Recycling	\$20.00 Res./\$50 Res. Bus.	
	\$20.00 Res./\$1,000 Res. Business	
	\$50 for one dump Non-Res. Bus. Working for Twp. Res.	
Compost		
Zoning		
\$0-\$1000.00	\$20.00	
Each additional \$1,000.00	\$3.00	
Roadcut		
First 50 ft. (resurfaced > 5 yr.)	\$150.00	
Additional per ft. (resurfaced > 5 yr.)	\$7.50	
First 50 ft. (if resurfaced < 5 yr.)	\$400.00	
Additional per ft. (if resurfaced < 5 yr.)	\$15.00	
Fireworks (with certificate of insurance)	\$100.00	Event
Amusement Tax Permits	\$20.00	Year
Zoning Variance Hearing	\$750.00	
Conditional Use Hearing	\$600.00	
Curative Amendment Hearing	\$750.00	
Land Development Application Submission	\$500.00 + Twp. Eng. Review Fee	
Sub-Division Application Submission	\$200.00 + Twp. Eng. Review Fee	
Each Lot	\$50.00	
Waiver from Subdivision/Land Development Ordinance	\$300.00	
Final/Development Inspection Fee	Actual cost incurred by inspector	

Equipment

Chevrolet 2500 pick-up	\$40.00/hour
Large Dump Truck	\$90.00/hour
Small Dump Truck	\$75.00/hour
Bobcat Skid Loader with any attachment	\$120.00/hour
Case Pay Loader	\$120.00/hour
Grader	\$105.00/hour
2012 Case Loader/broom	\$75.00/hour
Worker	\$40.00/hour
Roller	\$65.00/hour
Bobcat/Mini Excavator	\$75.00/hour
Chipper	\$150.00/day
2016 John Deer w/Tiger Mower with operator	\$150.00/hour

Services

Copies	\$0.25
Sub-Division / Land Development Ordinance	\$45.00
Zoning Ordinance	\$45.00
Flood Plain Ordinance	\$20.00
Road Standard Ordinance	\$20.00
Storm water Management Ordinance	\$20.00
Zoning Maps	\$5.00
Research (Minimum one hour)	\$45.00/hour
Plowing with operator	\$120.00/hour
Mowing (Kubota zero-turn) with operator	\$55.00/hour

**On motion by Ross Smoker, second by Isaac Ramer Jr. and Board acclamation the January 2, 2024
Supervisor Meeting was adjourned at 6:56 PM.**

Respectfully Submitted,
Julie Hartley, Township Manager