

PENN TOWNSHIP 2022 REORGANIZATION MINUTES

January 3, 2022

The Penn Township Board of Supervisors held their Year 2022 Re-organization meeting on Monday, January 3, 2022 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania.

Present Included: Supervisors: Ross Smoker, Isaac Ramer Jr. and Jon Payne, Solicitor, Robert Muolo, and Manager, Julie Hartley

Public Present: William Kline, Cory Peterson and Don Rowe

Temporary Chairman - **Robert Muolo acted as the Temporary Chairman.** Temporary Chairman Robert Muolo called the 1.3.22 Supervisor's Reorganizational Meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

Appointment of Chairman

Temporary Chairman Robert Muolo called for Chairman of the Board of Supervisors nominations. **Motion made by Isaac Ramer, Jr. to nominate Jon Payne for Chairman of the Board of Supervisors, second by Ross Smoker and acclamation of board.**

Appointment of Vice-Chairman

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

Re-organization

Road Master - **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of the board to reappoint Mark Strawser as Road Master.**

Assistant Road Master - **On motion by Ross Smoker, second by Jon Payne and acclamation of board to reappoint Chad Brandt as Assistant Road Master.**

Legal Counsel - **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Wiest, Muolo, Noon, Swinehart & Bathgate as Penn Township Solicitor.**

Appointment of Secretary/Treasurer - **On motion by Isaac Ramer Jr., second Ross Smoker and acclamation of board to reappoint Diana Reynolds as the Secretary/Treasurer.**

Open Records Officer - **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to appoint Julie Hartley as Open Records Officer.**

Use of DOT Grants - online reporting - **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to appoint Julie Hartley as User of DOT Grants - online reporting.**

Berkheimer Contact Rep & Receiver of Taxes - **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to appoint Julie Hartley as Berkheimer Contact Rep & Receiver of Taxes.**

Appointment of Manager - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to reappoint Julie Hartley as Township Manager.

Planning Commission Secretary - On motion by Isaac Ramer Jr., second by Jon Payne and acclamation of board to reappoint Julie Hartley as Planning Commission Secretary.

Planning Commission Legal Counsel - On motion by Ross Smoker, second by Isaac Ramer Jr. 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 Isaac Ramer Jr., second by Ross Smoker and acclamation of board to reappoint Julie Hartley as Flood Plain Administrator.

Zoning Hearing Board Legal Counsel – On motion by Jon Payne second by Ross Smoker and acclamation to reappoint Robert Slivinski as Planning Commission Legal Counsel.

Central Keystone COG Representative - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Julie Hartley as the Central Keystone COG Representative.

Building Code Enforcement - On motion by Isaac Ramer Jr., second by Ross Smoker to reappoint Central Keystone Council of Government as Building Code Enforcement. Jon Payne voted no.

Delegate to State Convention – On motion by Ross Smoker, second by Isaac Ramer Jr. and board acclamation to reappoint Julie Hartley as Delegate to the State Convention.

Penn Township Deputy EMA Coordinator - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Fred Ulrich as Penn Township Deputy EMA Coordinator.

Penn Township Recycling Coordinator - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Julie Hartley as Recycling Coordinator.

Penn Township CRS Coordinator - On motion by Jon Payne, second by Ross Smoker and acclamation of board to reappoint Julie Hartley as CRS Coordinator.

Sewage Enforcement Officer - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Page SEO, Inc as Sewage Enforcement Officer.

Banking Depositories - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board the banking depository list will be as follows: Northumberland National Bank, 1st National, BB&T, M&T, Mifflinburg Bank & Trust, Swineford and Pligit.

Insurance Agencies - On motion by Isaac Ramer Jr., 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 Ross Smoker second by Isaac Ramer Jr. and acclamation of board to establish the mileage rate at 58.5 cents per mile. (IRS Standard)

2021 Health Insurance Reimbursement Rate - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to establish the 2022 health insurance reimbursement rate of \$250 per month.

Road Crew Hourly Rates – Tabled until later in the meeting.

Roadmaster Hourly Rate – Tabled until later in the meeting.

Manager Salary Rate – Tabled until later in the meeting.

Secretary/Treasurer Hourly Rate – Tabled until new Secretary/Treasurer is placed.

Road Crew Employees Retained - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board the following employees will be retained for the road crew: Dave Gilbert, Chad Brandt, Ronald Henry, Leslie Dale and Wade Hawn.

Vacancy Board - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint William Kline for the Vacancy Board.

Planning Commission Appointment (4 yrs.) - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of the board to reappoint Brian Wentzel and Derek Straub to the Planning Commission for a (4 yr. term/2025) and reappoint Jon Payne to a (1 yr. term/2022).

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

East Snyder Regional Recreation Association- No appointments.

Penn Township Municipal Authority (5 yrs.) - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board to reappoint Mike Kuhns to Penn Township Municipal Authority (term ending 12/2026).

Eastern Snyder County Regional Authority – No appointments.

Fee Schedule for 2022 – On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board that all fees should remain at 2021 levels except for the following: 1-15 uses of fields at East Snyder Park are \$300.00 with a \$100 refund; 16+ uses of fields at East Snyder Park are \$450.00 with a \$100 refund; Tournament Fees at East Snyder Park are \$600 with \$100 refund; Roadcuts within 5 years of new surface the first 50 ft. is \$400.00 and \$15.00 for additional feet; rates for over 5 years of resurfacing remain at \$150 for first 50 feet and \$7.50 for additional feet. See chart at end of minutes.

December 15, 2021 minutes - **On motion by Ross Smoker, second by Jon Payne and acclamation of board 12.15.21 Supervisor Workshop Minutes were approved.**

Persons Present to be Heard – Cory Peterson representing the Penn Fire Subdivision noted that all four requirements recommended by the Planning Commission have been fulfilled. The driveway maintenance agreement and stormwater agreements are noted on the plans. There is a note addressing the zoning variance on the cover sheet and comments from the Snyder County Planning Commission were provided. **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to approve the signing of the Penn Fire Subdivision Plans and stormwater agreement.**

New Business:

DH&L Ladder Truck Fund – **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to give the DH&L Fire Company \$150,000 from the General Fund for their new ladder truck.**

Resolution 22-02 2022 Hydrant Tax Levy - **On motion by Ross Smoker, second by Jon Payne and acclamation of board to adopt Resolution 22-02 2022 Hydrant Tax Levy.**

Resolution 22-03 2022 Tax Levies - **On motion by Ross Smoker, second by Jon Payne and acclamation of board to adopt Resolution 22-03 2022 Tax Levies.**

Resolution 22-04 2022 SEO Appointment - **On motion by Ross Smoker, second by Jon Payne and acclamation of board to adopt Resolution 22-04 2022 SEO Appointment for Page SEO, Inc.**

Resolution 22-05 2022 Berkheimer Rep & Receiver of Taxes - **On motion by Ross Smoker, second by Jon Payne and acclamation of board to adopt Resolution 22-05 2022 Diana Reynolds as Berkheimer Rep & Receiver of Taxes.**

Resolution 22-06 2022 Open Records Officer and Assistant - **On motion by Ross Smoker, second by Jon Payne and acclamation of board to adopt Resolution 22-06 2022 designating Diana Reynolds as Open Records Officer and Julie Hartley as Assistant Open Records Officer.**

Resolution 22-07 2022 Use of DOT Grants Online - **On motion by Ross Smoker, second by Jon Payne and acclamation of board to adopt Resolution 22-07 2022 designating Diana Reynolds and Julie Hartley as authorized users of DOT Grants Online.**

Resolution 22-08 2022 COG Representative - **On motion by Ross Smoker, second by Jon Payne and acclamation of board to adopt Resolution 22-08 2022 Julie Hartley as COG Representative.**

Resolution 22-09 2022 Fire Relief Tax Levy – **On motion by Ross Smoker, second by Jon Payne and acclamation of board to adopt Resolution 22-09 2022 Fire Relief Tax Levy.**

Conditional Use Hearings (Ebright, Ruhl & Bailey) – **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of the board to set February 2, 2022 at 6 pm for the following Conditional Use Hearings: Brandon Ebright, Kendra Ruhl and Jessica Bailey.**

LED Quote for Six Street Lights – On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board to check for available grants before a decision is made.

Donation in Honor of Bill Wenrich – Tabled until Jon Payne investigates what entities the family would prefer donations be made to.

Resignation Letter, Todd Robatin – On motion by Isaac Ramer Jr., second by Ross Smoker the resignation of Todd Robatin from Township Auditor was accepted.

Full-Time Assistant Roadmaster – On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board to create a position of full-time Roadmaster. Jon Payne voted no.

2022 CRS Recertification – On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of the board to have Jon Payne sign the 2022 CRS Recertification.

Part-time Secretary Position – On motion by Jon Payne, second by Ross Smoker and acclamation of the board to advertise for a part-time Secretary-Treasurer.

Road Crew Hourly Rates – On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of the board to set the following rates for the Road Crew: Dave Gilbert - \$3.08 per hour increase to \$17.50 per hour, Les Dale - \$3.56 per hour increase to \$16.50 per hour, Ronald Henry - \$3.09 per hour increase to \$17.00 per hour, Wade Hawn - \$3.06 increase to \$18.00 per hour.

Roadmaster Hourly Rate – On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of the board to increase the Roadmaster Mark Strawser by \$3.00 per hour to a rate of \$24.00 per hour.

Assistant Roadmaster Hourly Rate – On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of the board to increase the Assistant Full-Time Roadmaster Chad Brandt by \$3.56 per hour increase to \$18.50 per hour.

Manager Salary Rate – On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of the board to increase the Manager Julie Hartley's salary from \$47,250 to \$53,490.00 per year.

Part-time Road Crew Ad- On motion by Jon Payne, second by Isaac Ramer Jr., and acclamation of the board to place advertisement for additional part-time Road Crew with a starting wage of \$16.00 per hour and a note that experience preferred but willing to train the right candidate.

Reports:

Julie Hartley, Township Manager

- ◆ Report Provided.

Roadmaster

- ◆ Report Provided.

Julie Hartley, Zoning Officer

- ◆ Report Provided

Emergency Management Coordinator Fred Ulrich

- ◆ No report Provided.

Solicitor, Jim Bathgate

- ◆ No Report Provided

Old Business: None

FYI

1. ESCRA Nov. 17th Minutes
2. Thank you note, Tiara Trot
3. Keystone COG 2022 Rates

Approval of Accounts Payable & Payroll -On motion by Jon Payne, second Ross Smoker and acclamation of the board to pay the bills.

Public Comment- None

East Snyder Park

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|---|----------|
| Pavilion Rental | \$50.00 |
| Sun Shade Picnic Area | \$25.00 |
| User Fees 1-15 uses + (\$100.00 refundable fee) | \$300.00 |
| 16 or more uses + (\$100.00 refundable fee) | \$450.00 |
| Tournament Fees (\$100 refundable) | \$600.00 |

*All cancellations/refunds determined by Supervisors

Permits

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|--|----------|-------|
| Driveway | \$100.00 | |
| Outdoor Burner | \$50.00 | |
| 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 | \$500.00 | |
| Curative Amendment Hearing | \$750.00 | |
| Land Development Application Submission | \$500.00 | |

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|--|-----------------------------------|
| Sub-Division Application Submission | \$200.00 |
| Each Lot | \$50.00 |
| Waiver from Subdivision/Land Development Ordinance | \$300.00 |
| Final/Development Inspection Fee | Actual cost incurred by inspector |

Equipment

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|--|---------------|
| Chevrolet 2500 pick-up | \$40.00/hour |
| Large Dump Truck | \$90.00/hour |
| Small Dump Truck | \$45.00/hour |
| Bobcat Skid Loader with any attachment | \$90.00/hour |
| Case Pay Loader | \$55.00/hour |
| Grader | \$105.00/hour |
| 2012 Case Loader/broom | \$75.00/hour |
| Worker | \$25.00/hour |
| Roller | \$30.00/hour |
| Bobcat/Mini Excavator | \$60.00/hour |
| Chipper | \$150.00/day |
| 2016 John Deer w/Tiger Mower with operator | \$150.00/hour |

Services

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|---|--------------|
| 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) | \$25.00/hour |
| Plowing with operator | \$75.00/hour |
| Mowing (Kubota zero-turn) with operator | \$55.00/hour |

On motion by Ross Smoker, second by Jon Payne and board acclamation the January 3, 2022 Supervisor Re-organization Meeting was adjourned at 8:12 PM.

Respectfully Submitted,
Julie Hartley, Township Manager