

PENN TOWNSHIP 2021 REORGANIZATION MINUTES

January 4, 2021

The Penn Township Board of Supervisors held their Year 2021 Re-organization meeting on Monday January 4, 2021 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania.

Present Included: Supervisors: Ross Smoker, William Moyer and Jon Payne, Solicitor, Robert Muolo, and Manager, Julie Hartley

Public Present: None

Temporary Chairman - **Robert Muolo acted as the Temporary Chairman.** Temporary Chairman Robert Muolo called the 1.4.21 Supervisor's Reorganizational Meeting to order at 7:00 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 Bill Moyer 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 Jon Payne to nominate William Moyer for Vice-Chairman of the Board of Supervisors, second by Ross Smoker and acclamation of board.**

Re-organization

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

Co-Assistant Road Master - **On motion by Ross Smoker, second by William Moyer and acclamation of board to reappoint Wade Hahn and Chad Brandt as Co. Assistant Road Masters.**

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

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

Open Records Officer - **On motion by Ross Smoker, second by William Moyer and acclamation of board to reappoint Diana Reynolds as Open Records Officer.**

Use of DOT Grants - online reporting - **On motion by Ross Smoker, second by William Moyer and acclamation of board to reappoint Diana Reynolds as User of DOT Grants - online reporting.**

Berkheimer Contact Rep & Receiver of Taxes - On motion by Ross Smoker, second by William Moyer and acclamation of board to reappoint Diana Reynolds as Berkheimer Contact Rep & Receiver of Taxes.

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

Assistant Open Records Officer - On motion by Ross Smoker, second by William Moyer and acclamation of board to reappoint Julie Hartley as Assistant Open Records Officer.

Planning Commission Secretary - On motion by Ross Smoker, second by William Moyer and acclamation of board to reappoint Julie Hartley as Planning Commission Secretary.

Planning Commission Legal Counsel - On motion by Ross Smoker, second by William Moyer 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 William Moyer and acclamation of board to reappoint Julie Hartley as Zoning Officer.

Penn Township Assistant Zoning Officer - On motion by Ross Smoker, second by William Moyer and acclamation of board to reappoint Diana Reynolds as Assistant Zoning Officer.

Flood Plain Administrator - On motion by Ross Smoker, second by William Moyer 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 of board to table the reappointment to a future date.

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

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

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

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

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

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

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

Banking Depositories - On motion by Ross Smoker, second by William Moyer 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 Ross Smoker, second by William Moyer 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 William Moyer second by Ross Smoker and acclamation of board to establish the mileage rate at 56 cents per mile. (IRS Standard)

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

Road Crew Hourly Rates – On motion by Jon Payne, second by Ross Smoker and acclamation of the board to give a 3% increase to the road crew.

Roadmaster Hourly Rate – On motion by William Moyer, second by Ross Smoker and acclamation of the board to give \$1.00 per hour increase to the Roadmaster.

Manager Salary Rate – On motion by Jon Payne, second by Ross Smoker and acclamation of the board to increase the Manager’s salary to \$47,250.

Secretary/Treasurer Hourly Rate – On motion by Jon Payne, second by Ross Smoker and acclamation of the board to defer an increase in hourly rate for the Secretary/Treasurer until such time that full-time employment resumes.

Snow/Ice Removal Hourly Rate – On motion by William Moyer, seconded by Ross Smoker that the road crew and Roadmaster receive an additional \$0.50 per hour when they are doing snow and ice removal (GL 432). Jon Payne voted no.

Road Crew Employees Retained - On motion by Jon Payne, second by Ross Smoker and acclamation of board the following employees will be retained for the road crew: Dave Gilbert, Roger Catherman, Chad Brandt, Wade Hahn, Ronald Henry, Christopher Hixson and Ken Carroll.

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

Planning Commission Appointment (4 yrs.) - On motion by Ross Smoker, second by William Moyer and acclamation of the board to appoint Christopher Hixon to the Planning Commission for a (4 yr. term/2024) and reappoint Jon Payne to a (1 yr. term/2021).

Zoning Hearing Board (3 yrs.) – On motion by Ross Smoker, second by William Moyer and acclamation of the board to reappoint Rae Audine Snyder to the Zoning Hearing Board for a (3 yr. term/2023).

East Snyder Regional Recreation Association- On motion by Ross Smoker, second by William Moyer and acclamation of board to reappoint Kim Kratzer and Simona Lovik and appoint Kelly Hottenstein for a (4 yr. term/2024) to the East Snyder Regional Recreation Association.

Penn Township Municipal Authority (5 yrs.) - On motion by Ross Smoker, second by Jon Payne and acclamation of the board to reappoint Greg Aungst to Penn Township Municipal Authority (2025).

Eastern Snyder County Regional Authority - On motion by Jon Payne, second by Ross Smoker and acclamation of the board to table the appointment to the Eastern Snyder County Regional Authority.

Fee Schedule for 2021 – On motion by William Moyer, second by Ross Smoker and acclamation of the board that all fees should remain at 2020 levels except for the Zoning Variance Hearing which will now be \$750.00. (See chart)

December 2, 2020 minutes - On motion by Ross Smoker, second by William Moyer and acclamation of board 12.2.20 Supervisor Workshop Minutes were approved.

Persons Present to be Heard - None

New Business:

Resolution 20-02 2021 Hydrant Tax Levy - On motion by Jon Payne, second by Ross Smoker and acclamation of board to adopt Resolution 20-02 2021 Hydrant Tax Levy.

Resolution 20-03 2021 Tax Levies - On motion by Jon Payne, second by Ross Smoker and acclamation of board to adopt Resolution 20-03 2021 Tax Levies.

Resolution 20-04 2021 SEO Appointment - On motion by Ross Smoker, second by William Moyer and acclamation of board to adopt Resolution 20-04 2021 SEO Appointment for Page SEO, Inc.

Resolution 20-05 2021 Berkheimer Rep & Receiver of Taxes - On motion by Ross Smoker, second by William Moyer and acclamation of board to adopt Resolution 20-05 2021 Diana Reynolds as Berkheimer Rep & Receiver of Taxes.

Resolution 20-06 2021 Open Records Officer and Assistant - On motion by Ross Smoker, second by William Moyer and acclamation of board to adopt Resolution 20-06 2021 designating Diana Reynolds as Open Records Officer and Julie Hartley as Assistant Open Records Officer.

Resolution 20-07 2021 Use of DOT Grants Online - On motion by Ross Smoker, second by William Moyer and acclamation of board to adopt Resolution 20-07 2021 designating Diana Reynolds and Julie Hartley as authorized users of DOT Grants Online.

Resolution 20-08 2021 COG Representative - On motion by Ross Smoker, second by William Moyer and acclamation of board to adopt Resolution 20-08 2021 Julie Hartley as COG Representative.

Compost Building Roof Bids – The following bids were received: Martin’s Construction at \$11,258; Cam Shaffer Carpentry at \$13,262; and Sunny Side Construction at \$10,115. On motion by William Moyer, second by Ross Smoker and acclamation of the board to award the bid to Sunny Side Construction.

Adoption of Ordinance 2020-03, Perkinson Road Bridge – On motion by William Moyer, second by Ross Smoker and acclamation of the board to adopt Ordinance 2020-03 which restricts traffic to one lane and reduces the weight limit.

Quote for Radio in 2021 Mack Truck – On motion by William Moyer, second by Ross Smoker and acclamation of the board to purchase the new radio system proposed by Keystone Communications in the amount of \$914.54.

Quote for Extended Warranty on 2021 Mack Truck – On motion by William Moyer, second by Jon Payne the extended warranty will not be purchased. Ross Smoker abstained.

Purchase of CD for DH&L Ladder Truck – On motion by Jon Payne, second by William Moyer and acclamation of the board to purchase an additional \$50,000 Certificate of Deposit for the DH&L Ladder Truck Fund.

Extension Letter for Bright Farms – On motion by Jon Payne, second by Ross Smoker and acclamation of the board to grant a 60-day extension for the Bright Farms Final Land Development Plan.

Proceed and Advertise for Road Bids – On motion by Jon Payne, second by Ross Smoker and acclamation of the board to proceed with road project bid preparation and advertisement.

Quote for purchasing Bob Cat Attachments – On motion by Ross Smoker, second by William Moyer and acclamation of the board to trade-in the grader blade and purchase pallet forks, tilt-tatch and 84” angle broom for the Bob Cat with a cost after trade-in of \$1,853.56.

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

- ◆ Nothing new to report

Old Business: None

FYI

- PTMA Nov. 4, 2020 Minutes
- Community Foundation Letter
- ESCRA Nov. 18, 2020 Minutes
- PUC Notice for Railroad Crossing
- Nov. DH&L Fire Report
- Oct. & Nov. DH&L Minutes
- 2021 Meeting Date
- DCNR Grant Letter

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

Penn Township Rates and Fees - On motion by William Moyer, second by Ross Smoker and acclamation of the board that all fees should remain at 2020 levels except for the Zoning Variance Hearing which will now be \$750.00.:

East Snyder Park

Pavilion Rental	\$50.00
Sun Shade Picnic Area	\$25.00
User Fees 1-5 uses + (\$100.00 refundable fee)	\$250.00
6-15 uses + (\$100.00 refundable fee)	\$350.00
16 or more uses + (\$100.00 refundable fee)	\$550.00
Tournament Fees (\$100 refundable)	\$800.00

*All cancellations/refunds determined by Supervisors

Permits

Driveway	\$100.00	
Outdoor Burner	\$50.00	
Zoning		
\$0-\$1000.00	\$20.00	
Each additional \$1,000.00	\$3.00	
Roadcut		
First 50 feet	\$150.00	
Additional 50 feet	\$7.50	
Fireworks (with certificate of insurance)	\$100.00	Event
Amusement Tax Permits	\$20.00	Year
Transient Merchant	\$25.00	Month
Zoning Variance Hearing	\$750.00	

Conditional Use Hearing	\$500.00
Curative Amendment Hearing	\$750.00
Land Development Application Submission	\$500.00
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

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

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 William Moyer, second by Ross Smoker and board acclamation the January 4, 2021 Supervisor Re-organization Meeting was adjourned at 8:21 PM.

Respectfully Submitted,
Julie Hartley, Township Manager