

# PENN TOWNSHIP 2025 REORGANIZATION MINUTES

January 6, 2025

The Penn Township Board of Supervisors held their Year 2025 Re-organization meeting on Monday, January 6, 2025 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, Jon Payne, Paul Long, Chad Brandt, Colin Rice and Rob Beierschmitt

Temporary Chairman – **On motion by Isaac Ramer Jr., second by Mark Strawser and Board acclamation to appoint Jim Bathgate as Temporary Chairman and Julie Hartley as Temporary Secretary.** Temporary Chairman Jim Bathgate called the 1.6.25 Supervisor's Reorganizational Meeting to order at 5:30 pm, followed by the Pledge of Allegiance.

## 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 the Board.**

## Appointment of Vice-Chairman

Jim Bathgate 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 the Board.**

## Re-organization lead by Jim Bathgate

Road Master – **On motion by Isaac Ramer Jr., second by Ross Smoker to appoint Mark Strawser as Roadmaster and acclamation of the Board**

Assistant Road Master - **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of the Board to reappoint Chad Brandt as Assistant Road Master.**

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

Open Records Officer - **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the 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 the Board to appoint Julie Hartley as User of DOT Grants - online reporting.**

Berkheimer Contact Rep & Receiver of Taxes - **On motion by Mark Strawser, second by Isaac Ramer Jr. and acclamation of the Board to appoint Julie Hartley as Berkheimer Contact Rep & Receiver of Taxes.**

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

Planning Commission Secretary - On motion by Mark Strawser, second by Isaac Ramer Jr. and acclamation of the Board to reappoint Julie Hartley as Planning Commission Secretary.

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

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

Flood Plain Administrator - On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the 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 the Board to reappoint Robert Slivinski as Zoning Hearing Board Legal Counsel.

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

Building Code Enforcement - On motion by Isaac Ramer Jr., second by Mark Strawser and the Board acclamation to reappoint Central Keystone Council of Government as Building Code Enforcement.

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

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

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

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

Sewage Enforcement Officer - On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the Board to reappoint Page SEO, Inc as Sewage Enforcement Officer.

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

Manager/Treasurer Bond – On motion by Isaac Ramer Jr., seconded by Ross Smoker and acclamation of the Board to have the manager’s bond remain at \$500,000.

Insurance Agencies - On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the 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 the Board to establish the mileage rate at 70 cents per mile. (IRS Standard)

2025 Health Insurance Reimbursement Rate - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the Board to establish the 2025 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 the Board to retain all road crew employees which include Tim Thomson, Les Dale, Chad Brandt, Jeffrey Sayre, Eric Scholl, Steven Pope and Chad Rice with all receiving an hourly rate increase of \$0.50.

Roadmaster Hourly Rate – On motion by Isaac Ramer Jr., seconded by Ross Smoker and acclamation of the Board to increase the rate of Mark Strawser by \$0.50 per hour from \$24.75 to \$25.25 pending auditor approval.

Manager Salary Rate – On motion by Mark Strawser, seconded by Isaac Ramer Jr. and acclamation of the Board to increase the salary of Julie Hartley by \$1,040 from \$55,057.60 to \$56,097.60.

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

Planning Commission Appointment (4 yrs.) – On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the Board to reappoint Dan Kuruna to the Planning Commission (term ending 12/2028).

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

East Snyder Regional Recreation Association (4 yrs.)- On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the Board to reappoint Jeff Turner to the ESRRA (term ending 12/2028).

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

Eastern Snyder County Regional Authority (5 yrs.) – No appointments.

Penn Township Municipal Authority (5 yrs.) - On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the Board to reappoint Pete DeWire to Penn Township Municipal Authority (term ending 12/2029).

**Fee Schedule for 2025 - On motion by Isaac Ramer Jr., second by Mark Strawser, and acclamation of the Board that all 2025 fees are according to the fee schedule found in the minutes with the addition of the Land Development and Subdivision fees.**

Public Comment – No comments.

**Reorganization Adjournment – On motion by Mark Strawser, second by Ross Smoker, and acclamation of the Board the reorganizational portion of the meeting was adjourned at 5:48 pm.**

**December 18, 2024 Minutes - On motion by Ross Smoker, second by Mark Strawser, and acclamation of the Board the 12.18.24 Supervisor Workshop Minutes were approved.**

**Persons Present to be Heard:**

Shannon Rudy, FFY 2024 CDBG Project Modification Approval and Certification and Approval of a Subrecipient Agreement for CDBF FFY 2023 – Not Present

Kelly Feiler, REC Center – Not Present

Rob Beierschmitt, Selinsgrove Little League – Rob reviewed the dugout designs with the two Supervisors. The softball will be yellow and the baseball will be white. Construction will be done by the masonry teacher from SUN Tech. Rob will return to the next Supervisor’s meeting with an insurance declaration page and who will be inspecting the work.

Colin Rice, DH&L Fire Company – Colin reported that there were forty-two incidents with ten being in Penn Township and there were no fire losses. In 2024 there were a total of three hundred and eighty-seven calls with ninety being in Penn Township. There were three fires in 2024 with no major losses.

**New Business:**

**Resolution 2025-02 2025 Hydrant Tax Levy - On motion by Mark Strawser, second by Ross Smoker, and acclamation of the Board to adopt Resolution 2025-02, 2025 Hydrant Tax Levy.**

**Resolution 2025-03 2025 Tax Levies - On motion by Ross Smoker, second by Mark Strawser, and acclamation of the Board to adopt Resolution 2025-03, 2025 Tax Levies.**

**Resolution 2025-04 2025 SEO Appointment - On motion by Mark Strawser, second by Isaac Ramer Jr. and acclamation of the Board to adopt Resolution 2025-04 designating SEO Appointment as Page SEO, Inc.**

**Resolution 2025-05 2025 Berkheimer Rep & Receiver of Taxes - On motion by Ross Smoker, second by Mark Strawser and acclamation of the Board to adopt Resolution 2025-05 designating Julie Hartley as Berkheimer Reps. & Receivers of Taxes.**

**Resolution 2025-06 2025 Open Records Officer and Assistant - On motion by Ross Smoker, second by Mark Strawser and acclamation of the Board to adopt Resolution 2025-06 designating Julie Hartley as Open Records Officer.**

Resolution 2025-07 2025 Use of DOT Grants Online - **On motion by Isaac Ramer Jr., second by Mark Strawser, and acclamation of Board to adopt Resolution 2025-07 designating Julie Hartley as authorized users of DOT Grants Online.**

Resolution 2025-08 2025 COG Representative - **On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the Board to adopt Resolution 2025-08 designating Julie Hartley as COG Representative.**

Resolution 2025-09 2025 Fire Relief Tax Levy – **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the Board to adopt Resolution 2025-09, 2025 Fire Relief Tax Levy.**

Awarding Municibid Items – **On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the Board to accept the bid of \$5,100 for the 2012 Kubota Mower and have Julie Hartley sign the bill of sale.**

**On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the Board to accept the bid of \$4,000 for the 2011 CAM Trailer and have Julie Hartley sign the bill of sale.**

Advertisement for Roadmaster – **On motion by Mark Strawser, second by Ross Smoker and acclamation of the Board to table the Roadmaster discussion until the January 15<sup>th</sup> meeting.**

Ethics Commission Forms – Isaac announced that Ethics Commission forms need filled out.

TRA 2025 Maintenance Agreement – **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the Board that the TRA 2025 Maintenance Agreement should be signed after it is revised to include the Rte. 204 and Mill Road Intersection Traffic Signal and that the new agreement should not exceed \$2,400.**

#### **Reports:**

Julie Hartley, Township Manager

- ◆ Report Provided.

Mark Strawser, Roadmaster

- ◆ Report Provided.

Julie Hartley, Zoning Officer

- ◆ Report Provided

Colin Rice, Emergency Management Coordinator

- ◆ Report Provided.

Solicitor, Jim Bathgate

- ◆ No Report Provided

#### **Old Business:**

CD Reinvestment – **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the Board that the two CDs currently due through Edward Jones should be moved to Mifflinburg Bank for the fifteen-month CD at an interest rate of 4.25%.**

Public Comment – Bill Kline asked if the merger of Northumberland National Bank and Mifflinburg Bank would affect CDs.

**Reports:**

1. Julie Hartley, Township Manager  
∞ Report Provided
2. Mark Strawser, Roadmaster  
∞ No Report Provided
3. Julie Hartley, Zoning Officer  
∞ Report Provided
4. Colin Rice, Emergency Management Coordinator  
∞ Report Provided
5. James Bathgate, Township Solicitor  
∞ No Report Provided

**FYI**

1. ESCRA Nov. 20<sup>th</sup> Minutes
2. 2025 SEO Fee Schedule
3. 12.27.24 ACH Payroll Report
4. Check Register 12.18.24 to 1.6.25

Land Use/Subdivision/Cond. Use:

- Village at Penns Creek Land Dev. & Subdivision, filed 11.15.24, due 2.13.25

Approval of Accounts Payable & Payroll -On motion by Mark Strawser, second Ross Smoker and acclamation of the 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	
<b>Roadcut</b>		
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	
Subdivision Plan Applications (Preliminary/Final Plan Submission, 1-3 Lots)	\$550.00	
Subdivision Plan Applications (Preliminary Plan Submission, 4-10 Lots)	\$250.00 + \$25.00 per lot	
Subdivision Plan Applications (Preliminary Plan Submission, 11-20 Lots)	\$500.00 + \$25.00 per lot	
Subdivision Plan Applications (Preliminary Plan Submission, More than 20 Lots)	\$1,500.00	
Final Plan Submission	\$300.00	
Land Development Plan Applications (Preliminary Plan less than 10,000 square ft./building area)	\$500.00	
Land Development Plan Applications (Preliminary Plan greater than 10,000 square ft./building area)	\$750.00	
Land Development Plan Applications (Final Plan Submission)	\$300.00	
Land Development Plan Applications (Minor Alterations to Approved Plans)	\$100.00	
Land Development Plan Applications (Time Extensions)	\$100.00	
Escrow Accounts for Subdivision Applications (Subdivision, 1-3 Lots, No Stormwater or Traffic Study)	\$500.00	
Escrow Accounts for Subdivision Applications (Subdivision, 4-10 Lots, No Stormwater or Traffic Study)	\$500.00	
Escrow Accounts for Subdivision Applications (Subdivision 4-10 Lots, Stormwater with no Traffic Study)	\$1,000.00	
Escrow Accounts for Subdivision Applications (Subdivision 4-10 Lots, Stormwater & Traffic Study)	\$2,000.00	

Escrow Accounts for Subdivision Applications (Subdivision 11-20 Lots, No Stormwater or Traffic Study)	\$750.00
Escrow Accounts for Subdivision Applications (Subdivision 11-20 Lots, Stormwater with no Traffic Study)	\$1,500.00
Escrow Accounts for Subdivision Applications (Subdivision 11-20 Lots, Stormwater & Traffic Study)	\$2,500.00
Escrow Accounts for Subdivision Applications (Subdivision more than 20 Lots, No Stormwater or Traffic Study)	\$1,000.00
Escrow Accounts for Subdivision Applications (Subdivision more than 20 Lots, Stormwater with no Traffic Study)	\$3,500.00
Escrow Accounts for Subdivision Applications (Subdivision more than 20 Lots, Stormwater & Traffic Study)	\$5,000.00
Escrow Accounts for Land Development Applications (up to 5,000 sq. ft. with no Stormwater or Traffic Study)	\$500.00
Escrow Accounts for Land Development Applications (up to 5,000 sq. ft., Stormwater with no Traffic Study)	\$1,000.00
Escrow Accounts for Land Development Applications (up to 5,000 sq. ft., Stormwater & Traffic Study)	\$2,000.00
Escrow Accounts for Land Development Applications (5,001 to 25,000 sq. ft., No Stormwater or Traffic Study)	\$500.00
Escrow Accounts for Land Development Applications (5,001 to 25,000 sq. ft., Stormwater with no Traffic Study)	\$1,500.00
Escrow Accounts for Land Development Applications (5,001 to 25,000 sq. ft., Stormwater & Traffic Study)	\$2,500.00
Escrow Accounts for Land Development Applications (25,001 to 50,000 sq. ft., No Stormwater or Traffic Study)	\$750.00
Escrow Accounts for Land Development Applications (25,001 to 50,000 sq. ft., Stormwater with no Traffic Study)	\$3,500.00
Escrow Accounts for Land Development Applications (25,001 to 50,000 sq. ft., Stormwater & Traffic Study)	\$5,000.00



Escrow Accounts for Land Development Applications (50,000 sq. ft. plus, No Stormwater or Traffic Study)	\$1,000.00
Escrow Accounts for Land Development Applications (50,000 sq. ft. plus, Stormwater with no Traffic Study)	\$5,000.00
Escrow Accounts for Land Development Applications (50,000 sq. ft. plus, Stormwater & Traffic Study)	\$10,000.00
Escrow Accounts for Land Development Applications (Minor Alt. to Approved Plan)	\$500.00
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
CAT Backhoe	\$120.00/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 Isaac Ramer Jr., second by Ross Smoker and Board acclamation the January 6, 2025  
Supervisor Meeting was adjourned at 6:09 PM.**

Respectfully Submitted,  
Julie Hartley, Township Manager