

Penn Township Supervisor Workshop Minutes October 21, 2015

Chairman Jon Payne called the 10.21.2015 workshop to order 7:00 pm, followed by the Pledge of Allegiance.

Present included: Chairman Jon Payne, Vice-Chair Fred Ulrich and Supervisor Brenda Moyer.

Public Present: Pete DeWire

New Secretary – To clarify the powers of the recently hired Township secretary/treasurer Elizabeth Paige, on motion by Ulrich, second Payne and by Board acclamation, Ms Paige will have full and complete signing and banking authority for Penn Township.

Building Upgrade Feasibility Studies - Proposals have been provided by three companies and a fourth is expected soon. Supervisors will begin review of these proposals and revisit any decision making at a later date.

Comprehensive Plan – Supervisors will table any decisions for updating the comp plan at this time.

Culverts – Culvert and culvert types were discussed briefly. Herman Road culvert replacement will go out to bid in December. The culvert on Hill End Road was inspected by the Road Supervisor Ramer and was reported to be in very good condition.

Personnel Policy – Revisions to the personnel policy were discussed. On motion by Ulrich, second Payne and by board acclamation the following shall be immediately added to the Penn Township Personnel Policy and policy will now show a revision date of 10.21.2015.

1. Cell Phone Policy in now included (page 14)
2. Compensatory Time Off (CTO) shall be paid at the rate received and all accumulated hours shall be paid in full in the final pay of each year. (page 7)
3. Employee Drivers – This section included as recommended by township insurance carrier. (page 9)
4. Pay Day – Pay day shall be Thursday of any given pay period. (page 10)

Road Crew Hires – On motion by Ulrich, second Payne and by Board acclamation, four (4) applicants were hired as part time, at will, with no health benefits and on an as needed basis for the road crew. These persons include:

1. Richard Troutman
2. Wade Hawn
3. Shane Kerstetter
4. Ross Smoker

2016 Supervisor Meeting Dates – On motion by Ulrich, second by Payne and by Board acclamation, the 2016 Supervisor meeting dates were approved and will be advertised as follows: Regular meeting dates, Jan. 4th (1st Mon), Feb. 3, Mar 2, Apr 6, May 4, Jun 1, Jul 13, Aug 3, Sept 7, Oct 6 (Thursday), Nov 2, Dec 7. Advertisement will also include a Supervisor Workshop to be held the third Wednesday, on an as needed basis of each month, to address any business that comes before the township.

Three items were provided for informational purposes – zoning variance request, Dollar General; draft agenda 10.26.15 PC meeting; follow up Selinsgrove Halloween Parade

Budget considerations were discussed – Selinsgrove Pool 3K, Selinsgrove Library 6K and SAIS \$1350 will be included in the 2016 budget. Foster Grandparents and Penn Valley Airport will be removed from the 2016 budget. A draft budget was compiled and will be presented at the 11.4.2015 Supervisor meeting.

Other Business – a letter will be written to the Calvin Dr resident with shrubbery impeding sight at the intersection of Calvin/Woodlyn, a silo blower will be investigated for road side leaf blowing, the township ordinance for road cuts and/or construction/repair shall be reviewed and possible revisions to include geo textile shall be considered. Costar pricing was reviewed for a four wheel pickup.

Adjournment - On motion by Ulrich, second Moyer, and by Board acclamation the October 21, 2015 workshop was adjourned at 8:05 PM.