

**Penn Township Supervisors
Regular Meeting Minutes
October 8, 2015**

Chairman Jon Payne called the 10.8.2015 regular meeting to order 7:00 pm, followed by the Pledge of Allegiance.

Present included: Chairman Payne, Vice-Chair Ulrich, Supervisor Moyer and Solicitor James Bathgate.

Public Present: Kathy Ulrich, Isaac Ramer, Rich Mease, Bill Kline, Linda Rankin, James Wentzel II, Pete DeWire, Gary Griner, Mike Shay; SAIS, Mr. Burns; SAIS, Jim Geiswite, Dawayne Betzer; DHL, Steve Inch; DHL and Glenn Sassaman.

On motion by Fred Ulrich, second Brenda Moyer and by Board acclamation the September 2, 2015 Regular Meeting Minutes were approved as presented.

On motion by Fred Ulrich, second Brenda Moyer and by Board acclamation the September 16, 2015 Workshop Minutes were approved as presented.

Public Comment –

Some residents of Fair Oak and Hill End Road voiced concerns about a property on Fair Oak Road who receives deliveries by tractor trailer. The driver blocks one lane of the roadway causing concern an accident could happen because of the location and visibility. This truck has also caused damage to neighboring drive ways. The driver has shown no regard to the neighbors or their properties when confronted about this.

Residents questioned Supervisors about a permit that has been applied for for this same property and questioned where one might place anything else on this parcel. Residents were assured the application would be reviewed for consistency with the zoning ordinance before approval. Supervisors will contact the zoning officer, Dave Bowersox and request a careful review of the application.

Concerns were also voiced about this resident parking on other landowner's property. This is not something the township has authority over.

Person Present to be Heard –

Gary Griner, DHL reported the staff activity for 9.1.15 thru 9.30.15 and provided a written report.

Dawayne Betzer and a Steve Inch spoke on behalf of the Selinsgrove Speedway, DHL, and the Selinsgrove Fair Assoc.

They indicated promoter Charlie Paige will end his tenure at the end of 2015 and an appraised buyout of the assets of Mr. Paige was determined to be @ 250K. Betzer noted things stacked against the speedway that include the slowdown in attendance, the cost to buy out Mr. Paige, improvements desired at speedway to provide better conditions for spectators and racers and the general ever increasing cost to run a track, noted as @ 1.2 million per year, while trying to attract a new promoter. Betzer noted Penn Township collected @ 28K in amusement tax in 2015. Penn Twp would of course not receive this in the future if the track had to close.

Betzer asked the Supervisors to consider reducing the percentage of amusement tax collected from the speedway from ten (10) percent to five (5) percent. The percentage set by Ord 91-1 and revised 92-2. This reduction is requested believing it will help to increase ticket sales and help attract other promoters to want to come in and take over the track.

It was noted Penn Township ONLY collects amusement tax on general admission tickets thus exempting pit passes and season tickets. Mr. Betzer will email to the township the information he had compiled for the supervisor meeting.

The township will consider the request.

DHL Fire Company is majority stockholder – 98% property owner – free and clear.

DHL charges speedway for emergency services @ 15K per year.

The Fair Association Board collects 38K per year to lease speedway; Fair Assoc also pays the property taxes. (@ \$6500)

Who is the Fair Assoc?

Betzer and Inch also requested how to get a fireworks permit and was advised an application was required, a one hundred dollar fee and a certificate of insurance from the licensed company in charge of discharging the fireworks.

Rick Mease, President SARI provided a written request to Penn Township to consider funding for the 2016 fiscal year in the range of \$3K - \$5K to support funding for the Selinsgrove Pool. Mr. Mease will provide to Penn Township the 2015 budget for the pool and the number of Penn Township residents who are members or use the pool.

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Mike Shay and Mr. Burns from SAIS (Selinsgrove Area Intermediate School), were present requesting Penn Township consider supporting the Selinsgrove 5th Grade Camp. They described the camp and the cost per student to participate (\$100), the number of students participating and the overall educational benefit and general love of all, for the camp. It was noted Monroe Twp has agreed to fund the 43 Monroe Twp resident students at \$25 each. A document provided indicated 54 Penn Township residents are 5th grade students. Penn Township will consider this request while working on the 2016 Budget and contact Mr. Matt Conrad at the SAIS of our decision.

Pam Ross, Exec. Dir., Snyder County Library, provided for the Board a written request for support of the Snyder County Libraries in 2016. A document dated 9/2014 thru 8/2015 showed the residents of Penn Township are heavy users of the library only second to the Selinsgrove Boro. The 2014 and 2015 Operating Budgets were provided. Ms. Ross asks Penn Township to consider an increase in giving from 6K to 7K for 2016. This will be considered in the 2016 Penn Township budget.

Reports –

Isaac Ramer provided no written report.

Isaac requested attendance on 10.22.2015, 8:30 am – 11:30 am, for himself and two employees Andrew Howell and Roger Catherman at a Pennsylvania 811 Program (PA One Call). The program is no charge except time and travel by employees. Estimated cost for the township \$240 + mileage. **On motion by Fred Ulrich, second Brenda Moyer and by Board acclamation road crew is approved to attend the program.**

LTAP is hosting a Winter Maintenance Training at the PSATS Training Center in Enola. Road supervisor Ramer noted this training is one of the best he has attended (2014 in State College) and request himself and all available road crew/plow drivers attend this course. This course 11.17.2015, registration 7:30 am, course 8am thru 3 pm. The course is no charge but will cost the township time and travel. If 10 employees attend, cost @ \$1329. **On motion by Fred Ulrich, second Brenda Moyer and by acclamation by the Board, the road crew is approved to attend this course on 11.17.2015.**

Isaac Ramer also followed up on a request to install a stop sign on Calvin Drive (T513) where it intersects with Woodlynn Drive (T512). Fred Ulrich suggested Brian Haight at PennDot be contacted to get the guidelines for a traffic study, part of the process to determine need for a stop sign. Brenda Moyer will contact Mr. Haight.

Zoning Officer, Dave Bowersox provided no report.

Zoning Officer Jim Geiswite provided a written report. Mr. Geiswite also provided an estimate for replacement magnetic vinyl "Penn Township Zoning Officer" signs. Current door signs easily come off vehicle while driving. **On motion by Fred Ulrich, second Brenda Moyer and by Board acclamation, four new signs will be ordered at a cost of \$169.39.**

Lynne Renn provided a secretary report dated 10.8.2015. This report included:

- PURTA payment received, first since 2004 (637.73)
- 2015 EIT receipts to date exceeding 2014, thru 9.30.2015 \$17,316 over 2014 and \$10,248 over 2015 budgeted
- First PPL bill for overhead light at Route 522/University/Salem (20.11)
- PennDOT responded to study request for State School Rd and Salem Rd intersection, study by 10.30.2015
- Noted LD denial provided to Goff, attorney and surveyor, per 9.2.15 supervisor meeting
- Noted letter was provided to SC Emer Services naming DHL primary service carrier for Penn Twp
- Provided info on Senate Bill 872 (tokens of appreciation) and House Bill 33 (alternate PC members)

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EMC, Fred Ulrich reported a new type of grate was installed on Ridgeview Road (T487). This to help as the previous grate would become easily clogged and cause water to overflow across a wide area of roadway. The new grate seems to work well and stay clean.

Solicitor Bathgate questions the status of the private criminal complaints. The complaints were returned to Mr. Bathgate for review. Mr. Bathgate brought to the attention of the Supervisors the responsibility of the township to comply with PennDOT sign regulations and to ensure our public and/or private entities are compatible with state law. This information in referring to people placing signs along state roads in the state ROW.

It was noted the assistant secretary shall fill duties of secretary, in absence of secretary.

New Business –

James B Wentzel III, 1576 Clifford Road was present for a public hearing in his request for a waiver from land development. This hearing was advertised and a favorable recommendation was received from the planning commission dated 9.28.2015. A site plan for the 48 +/- parcel (13-04-006) was provided locating all structures and proposed construction. Site plan was verified as accurate by Zoning Officer, James Geiswite. **On motion by Fred Ulrich, second Brenda Moyer and by Board acclamation, Supervisors grant Mr. Wentzel his request, to waive the requirement for a land development plan, having shown he meets the requirements of the SDLD definition of Land Development (C) 4 and pursuant to Sections 801, 802 and 803 of the SDLDO.**

Local Service Tax Ordinance 2015-05, to replace Ord 2007-09 and impose a LST for general revenue at the rate of \$52 per year was presented. Solicitor Bathgate reviewed the ordinance for the supervisors and guests, some points made included: use of tax shall be, no less than twenty-five percent of tax collected shall be used for emergency services; tax may be used for roads and road maintenance etc. Bathgate reviewed procedures for collection, exemptions and refunds. All clearly outlined in ordinance. **On motion by Fred Ulrich, second by Brenda Moyer and by Board acclamation, Ordinance 2015-05 was approved and signed by all.** Effective date will be 1.1.2016. A certified copy shall be supplied to DCED within 15 days.

A request from Scott Kerstetter, President of ESRRA, to waive the reservation fees for the scheduled Black Walnut 5K on November 7th. Proceeds from the race will be designated for the perpetual care of the Snyder County Veterans Memorial in the East Snyder Park. **On motion by Fred Ulrich, second Brenda Moyer and by Board acclamation the facilities reservation fee for the 2015 Black Walnut 5K will be waived by the Township.** The larger restroom will remain open through November 7th to accommodate this event. The smaller unisex restroom at the softball fields will be closed when softball events have ended.

Intersection Route 522/204, a township resident's concern about dangers of using the crosswalk was discussed. While sidewalks were installed to allow for pedestrian use the lights are not set to accommodate the safety of pedestrians. It was noted this intersection is not located in Penn Township, but... **On motion by Fred Ulrich, second by Brenda Moyer and by Board acclamation a letter will be sent to Borough Manager, Mr. Paul Williams indicating the Penn Township Board of Supervisors have "no objections" in any pursuit to get PennDOT to address the safety concerns.**

The Herman Road culvert replacement was discussed. Larson Design has completed a study, prepared a bid package and provided a cost estimate for the project. Estimated cost of 63K will be used in the 2016 budget preparation. Larson Design will be contacted and asked to advertise project to allow for a Jan/February bid opening. It was also noted the culvert near the Stephens property on Hill End Road should be looked at.

The Public Employee Retirement Questionnaire and Reporting Form was provided for signature by Chairman Jon Payne.

Board will return to Executive Session, as outlined in agenda, later in the meeting.

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The Penn Township Personnel Policy was discussed. Revisions are proposed to include a cell phone policy and to add guidelines as provided by EMC Insurance (carrier for the township), addressing the review of motor vehicle records for employee drivers prior to driving privileges being granted and annually thereafter. EMC also provided a list of items that should disqualify employees from operating company vehicles. Also note a paragraph titled Insurance Compensation was split out and made separate of Hospitalization and Major Medical Insurance. Policy will be tabled and Solicitor Bathgate will review revisions and provide direction.

Old Business –

Items A, B and C under Old Business will be tabled for later discussion. These include proposed revisions to Nuisance Ord, Comp Plan update and township building feasibility studies.

The Selinsgrove Halloween Parade was discussed. Penn Township will participate in the parade on 10.20.15, rain date 10.21.15. Participation in the parade supports Selinsgrove Projects Inc. The township insurance carrier will be contacted to confirm coverage for this event. Heimbach's Country Store will be contacted and candy will be purchased with funds remaining from monies allocated for Snyder County Night Out. It was noted any employee who participates will do so on a volunteer basis and receive no pay.

Returning to New Business, Executive Session – Personnel Issues. No executive session will be called. Fred Ulrich nominated Elizabeth Paige to fill the secretary/treasurer position for Penn Township; this nomination was seconded by Brenda Moyer. With no other nominations made, nominations were closed. **On motion by Fred Ulrich, second by Brenda Moyer and by Board acclamation, Penn Township shall hire Elizabeth Paige to immediately fill the position as Penn Township secretary/ treasurer.** An offer letter will be provided for Ms. Paige indicating this position is an "at will" position. Letter will also identify a starting wage of \$17 per hour, based on the 14 years of municipal secretarial/treasurer experience Ms. Paige will bring on day one of employment. Lynne Renn will familiarize Ms. Paige as needed with the systems used by Penn Township.

Auditors will be contacted to perform an immediate audit of Penn Township financial records.

Correspondence / FYI –

The Zoning Variance Request of Clifford Stoltzfus was reviewed. It was noted an evening hearing would need to be scheduled to accommodate Assistant Zoning Officer, James Geiswite. The Board requests Solicitor Bathgate also attend this hearing to represent Penn Township.

Draft minutes of the 9.28.2015 PC meeting were provided.

Pete DeWire was present and relayed to the Board he would work to remove his name from the account of the Penn Township website and switch everything over to Penn Township.

Resident Glenn Sassaman from Fetter Road was present and asked the Board if there was any movement on a previous request to develop lands adjoining his property. Sassaman was informed the Township had received no further communication with regard to this land development plan.

Approval of Accounts Payable –

On motion by Fred Ulrich, second by Brenda Moyer and by Board acclamation the bills will be paid.

Adjournment –

On motion by Fred Ulrich, second by Brenda Moyer and by Board acclamation the Thursday, October 8, 2015, regular meeting of the Penn Township Board of Supervisors was adjourned at 9:05 pm.