

Penn Township Supervisor Meeting

December 6, 2017

Chairman Brenda Moyer called the 12.6.2017 Supervisor Meeting to order, 7:02 pm, followed by the Pledge of Allegiance.

Present included: Supervisors: Jon Payne, Brenda Moyer William Moyer, Township Consultant Beth Kapsar and Solicitor James Bathgate

Public Present: Isaac Ramer, Bill Kline, Jan Ritter, Ira Lessman, D. Daku and Darwin Swope.

On motion by William Moyer, second Jon Payne, and acclamation, do approve the November 15, 2017 supervisor worksession minutes as presented.

Brenda Moyer reported the following gatherings of the BOS for the purposes noted. No decisions were made in these assemblies:

1. **November 20 and 21, 2017 - Board of Supervisors held secretarial position interviews**
2. **November 27, 2017 - Board of Supervisors met to conduct a follow-up interview**
3. **November 27, 2017 – Board of Supervisors held a brief executive session to discuss sec position**
4. **December 5, 2017 – Board of Supervisors met w/ Roadmaster to discuss winter prep**

Persons Present to be Heard

A representative of DHL Fire Company was not present to provide a report.

Supervisor Brenda Moyer called an executive session at 7:04 pm to discuss personnel and policy matters. The Board reassembled at 7:27 pm with no decisions made.

New Business

Revision to Personnel Policy

On motion by Jon Payne, second William Moyer and acclamation the following current paid holidays shall be removed from the Penn Township Personnel Policy effective January 1, 2018: Primary Election Day, Good Friday, Election Day and the day after Thanksgiving.

On motion by William Moyer, second Jon Payne and acclamation the word "employee" shall be removed under the section named Insurance Compensation as shown:

Insurance Compensation: Any full-time employee ~~and/or supervisor employee~~ who elects not to be covered by the Township's health insurance carrier is entitled to a monthly compensation payment of one hundred fifty (\$150.00) dollars. The supervisor ~~employee and/or~~ full-time employee must present said request in writing to the Board of Supervisors. Any compensation paid to a supervisor ~~employee~~ for waiving health insurance must be approved by the Board of Auditors.

On motion by William Moyer second Jon Payne and acclamation the following sentence shall be included in the section named Safety:

In addition to the general listing below all employees must review and acknowledge receipt and review of the Penn Township Safety Manual immediately upon employment, annually with immediate supervisor, as directed by other safety protocol or as directed by the Board of Supervisors.

On motion by William Moyer, second Jon Payne and acclamation to revise the Emergency Contact Information Form to allow an employee at their discretion to included any additional medical information that would helpful to medical staff in an emergency.

On motion by Jon Payne, second William Moyer and acclamation to include the Workman's Compensation panel of Designated Health Care Providers to be used by any employee of Penn Township receiving any follow-up care on a workman's comp claim.

Solicitor Bathgate advised the Board to note all revisions to the personnel policy on the original adoption page.

Roadmaster Isaac Ramer expressed his objection to removal of four holidays.

Jan Ritter as a Township employer expressed the difficulty of taking away from employees and therefore is very careful when they give. Ritter also suggested possible pay increases to those employees who maybe go above and beyond.

Penn Township Supervisor Meeting

December 6, 2017

Hire Township Secretary

On motion by William Moyer, second Brenda Moyer and acclamation the BOS shall hire Kathy Wendt as the Penn Township Secretary Treasurer, at the rate of \$13 per hour, effective 12.6.2017, with a start date of 12.11.2017. Supervisor Payne disclosed to the public, Kathy Wendt is his niece.

Ordinance 2017-03 - create an office of Township Manager

Darwin Swope suggested the township be aware and cognizant of our Pension Plan and the expense to the township. Ira Lessman questioned what Township Manager might do. Consultant Beth Kapsar and Supervisor Payne provided a general over view of this position, noting the Township is looking to streamline and put policies in place allowing the township to be proactive rather than reactive. This position would be a professional position and would report directly to the BOS and the BOS would still be the ultimate decision makers.

On motion by Jon Payne, second William Moyer and acclamation the Penn Township BOS do approve Ordinance 2017-03 creating a position of Township Manager.

Ordinance 2017-04 - Conveyance of Land

Discussion was held about the conveyance of land from Penn Twp to the PTMA for the construction of a water tank. It has been determined a Conditional Use will be required per the Zoning Ordinance.

Per Solicitor, Section 7 (Effective Date) of the Ordinance shall be modified to read - Section Seven. Effective Date. This ordinance shall take effect upon the obtaining of zoning, land development or other required governmental approvals.

On motion by William Moyer, second Jon Payne and acclamation, the Penn Township BOS do approve Ordinance 2017-04 to convey 0.22 acres of land to the PTMA, with the revision of Section Seven and conditioned upon all zoning, land development or other required approvals. This BOS shall also request the PTMA submit the \$500 fee with the Conditional Use application. Penn Twp will use this fee to cover advertising and the hearing stenographer, with any leftover funds returned to the PTMA. This Ordinance shall be attached to the deed.

Ordinance 2017-05 – Restrict use of "jake brakes" on W Sassafras

Per request of residents on W Sassafras, Penn Twp is following the process described by PennDOT to restrict the use of jake brakes on said roadway. On motion by Jon Payne, second William Moyer and acclamation, Penn Township shall provide to Penn Dot a letter to consider this restriction, along with a DRAFT of the Penn Township Ordinance 2018-XX, to be adopted with Penn Dot approval and a GIS map of this area.

Resolution 2017-17 – Disposition of Records

On motion by Jon Payne, second William Moyer and acclamation, Resolution 2017-17 was approved by the Board.

Attendance 2020 Census Local Update

On motion by Jon Payne, second William Moyer and acclamation, Kathy Wendt, secretary and Brenda Moyer, assist sec., shall attend the 2020 Census Update of Local Addresses Operation (LUCA) at SEDA COG in Lewisburg on Tuesday, December 12, 2017, 9am – 1 pm.

Attendance SC Hazard Mitigation Planning Update

On motion by Jon Payne, second William Moyer and acclamation Assistant Secretary, Brenda Moyer shall attend the SC Hazard Mitigation Plan Update kick off meeting on Thursday, December 14, 2017 at 7pm in Middleburg.

Conditional Use Application – Enos Yoder

The application was reviewed along with the NOTICE for advertisement. On motion by Jon Payne, second William Moyer and acclamation the hearing for the Conditional Use application for Enos Yoder shall be advertised.

Invitation Public Officials Day and Luncheon PA Farm Show

The Board was informed, must rsvp to attend free luncheon.

Penn Township Supervisor Meeting

December 6, 2017

Resignation of Zoning Officer

Penn Township received the written resignation of Zoning Officer Ray Cerezo effective date, when a new zoning officer is found, vetted and trained. Cerezo did offer to "fill in" as the new zoning officer might require.

Information was provided with reference to the COG providing zoning.

Resident Darwin Swope provided information on other municipalities who work together sharing a zoning officer.

A Help Wanted ad will be added to the township website, posted on the building and provided to residents via email.

Reports

- a. Isaac Ramer, Roadmaster – report provided
- b. Secretary/Treasurer – a detailed and verbal report was provided by Consultant Beth Kapsar
- c. Ray Cerezo , Zoning Officer– no report provided
- d. Fred Ulrich, Emergency Management Coordinator – no report provided
- e. Jim Bathgate, Solicitor – nothing further to report

Jon Payne brought up part of discussion during the 11.5.17 meeting with the township Roadmaster with regard to inspections of stormwater facilities within Penn Township. **On motion by Jon Payne, second William Moyer and acclamation, Robert Bickhart will be contacted to visit all stormwater devices with the Roadmaster and provide Penn Township with follow-up report.**

Old Business

No old business was discussed.

FYI

It was noted 2018 Workman's Comp Insurance costs will be \$9314, a decrease of \$373 from 2017.

The 10.26.2017 Penn Valley Airport minutes were provided.

Public Comment

Jan Ritter asked how an Ordinance to restrict "jake brakes" would be enforced and what if "jake brakes" were required in an emergency situation. Solicitor Bathgate noted PSP would and enforce and a clause in the ordinance does allow for use in an emergency situation.

Isaac Ramer questioned who he would contact with the resignation of the zoning officer in the event of weather related parking violations.

Approval of Accounts Payable

On motion by William Moyer, second Jon Payne and acclamation the BOS shall pay the bills

It was noted the locks on the Township building have been changed at an expense to the Township of \$149 and all electronic files were recovered at a cost of \$89. The township will also look into the purchase of notepads for Supervisor/ Meeting use.

On motion by William Moyer, second Jon Payne the December 6, 2017 Supervisor Meeting was adjourned at 8:35 pm.

Respectfully Submitted,

Brenda Moyer
Assistant Secretary