

**Penn Township Minutes**  
**Regular Meeting**  
**August 5, 2015**

The Penn Township Board of Supervisors held their regular meeting on Wednesday, August 5, 2015 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania. Chairman Jon Payne called the meeting to order at 7:00pm. Supervisors present: Jon Payne; Fred Ulrich; Brenda Moyer. Others present: Lynne Renn, Secretary/Treasurer; Jim Bathgate, Solicitor. Members of the Public: Kathy Ulrich; Glenda Ruch, SEDA-COG; Gary Griner, DH&L; Bob Bickhart; Sandy Webb; Allen Webb; Chad Shaffer, Stahl Shaffer.

**Pledge of Allegiance**

**Approval of Minutes**

Motion to approve minutes as written from the July 8, 2015 regular meeting by Fred Ulrich, Brenda Moyer second, all in favor.

**Public Comment**

**Persons Present to be Heard**

Sandra and Allen Webb, 94 Ridgeview Road, were present to discuss poor drainage issues and grate blockage at their property. The situation has continued to get worse each year over the past few years. Supervisor Fred Ulrich informed everyone that Road Supervisor Isaac Ramer has ordered a new, self-cleaning grate to replace the one currently there that continues to block. Supervisor Ulrich also stated that perhaps some grading is needed to assist in the water draining gradually all the way down and not just at the bottom where their house is located. Road Supervisor Ramer to assess if grading will help and to install the new grate. Sandra and Allen expressed thanks for the attention to this matter.

Gary Griner, representative from the DH&L fire company, presented report for the month of July 2015. Also discussed with Mr. Griner was the service agreement between Dauntless Hook and Ladder Company (DH&L) and Penn Township. Discussion held as to whether the agreement covers both the fire company portion and the ambulance. The workman's compensation that Penn Township pays a portion of covers both so it is believed that the service agreement also covers both. Mr. Griner is to obtain a copy of the agreement that is on file with the county and provide to the Township.

Glenda Ruch, SEDA-COG was present to discuss the 2015 CDBG project selection. Discussed in prior meetings repairs to Herman Road had been suggested as the 2015 project. After income surveys completed with impacted households it was found that Herman Road was not eligible. An alternate project was discussed of a Housing Rehabilitation project that would assist homeowners with on-site septic systems that are in need of repair or replacement. Most of the work involved would involve Dan Page or Polly Graybill, Sewer Enforcement Officers (SEO) for the Township and SEDA-COG. Estimates are that total 2015 CDBG funds will be around \$84,300, less \$6,732.15 owed back to the Township for the 2014 Bake Oven Hill project and SEDA-COG administration fees, leaving an estimated \$60,000 for this Housing Rehabilitation project if accepted. Further planning discussion to be held at the workshop meeting on August 19 with the supervisors, Glenda Ruch and Dan Page, SEO as this is a project all supervisors are interested in pursuing.

## **Reports**

Isaac Ramer, Road Supervisor presented a written report. Also discussed was that the phone line in the shop is terrible. Many times Isaac has the individual on the other end of the line stating that they are having difficulty hearing him. Secretary Lynne Renn to contact Kauffman's, who installed the internal phone lines, to confirm what work had been done in the past and if anything can be now to improve quality. In the past Verizon had been on site to check the lines and stated that the lines leading to the building are fine, the problem is within the building.

Isaac also made the supervisors aware that Martin's Steel is ready to start the truck box that was approved for purchase at the June 3, 2015 supervisor meeting.

Dave Bowersox, Zoning Officer/Jim Geiswite, Asst. Zoning Officer were not present. No written reports provided.

Lynne Renn, Township Secretary/Treasurer presented a written report.

Fred Ulrich, Emergency Management Coordinator and Chairman reported the Mulls Road and Breezewood Drive road projects have been completed by Meckley's.

Jim Bathgate, Solicitor reported that he sent a letter on July 9, 2015 to Steve Witmer regarding the damage that had been done to Fair Oak Road last year by one of their subcontractors. Repairs were to be completed this year. Atty. Bathgate stated that Mr. Witmer indicated that the driveway at the residence is being done the end of this month and repairs will be completed at that time.

Atty. Bathgate had been asked to research the possibility/legality of the Penn Township Municipal Authority (PTMA) board members being compensated. Atty. Bathgate found that while it is possible for the Supervisors to set payment by an ordinance the PTMA is also permitted to set the compensation to their own officers. Letter to be sent to PTMA to make them aware under 53 Pa.C.S.A 5610 they are permitted to establish compensation to their officers.

Atty. Bathgate updated the Board on the status of the citations for delinquent LST. After multiple discussions by Secretary Lynne Renn and Atty. Bathgate with Magistrate Reed's office it was concluded that the incorrect form was submitted. Instead of the Non-traffic citation being done, which would need to be signed by a Code Enforcement Officer of the Township, a Private Criminal Complaint needs to be filed so that it can be signed by the Township secretary. Atty. Bathgate provided blank Private Criminal Complaints to Secretary Renn to complete. After completion he will review and submit to the District Attorney for approval.

## **New Business**

Based on discussion held earlier in this meeting, motion made to name the Housing Rehabilitation On-site Sewer project as Penn Township's 2015 CDBG project by Fred Ulrich, Brenda Moyer second, all in favor.

Based on discussion held earlier in this meeting, motion made to approve and sign the 2015 CDBG Application by Fred Ulrich, Brenda Moyer second, all in favor.

With all paperwork in order, motion made to approve the Sub-division plan for Mary Kratzer by Fred Ulrich, Brenda Moyer second, all in favor.

Revised plans were submitted for the Todd Musser Sub-division plan. All conditions recommended by the Planning Commission have been completed. Motion made to approve the Sub-division plan for Todd Musser by Fred Ulrich, Jon Payne second, all in favor.

Section 802E states that advertised notice must be given for any waiver request public hearing. MBC Development will need such a hearing for the Dollar General project. This public hearing will be incorporated into the next regular Township Supervisor meeting to be held September 2, 2015. Atty. Bathgate will prepare ad for publication

A resident called to voice his concern about safety and visibility issues at the intersection of State School Road and Salem Road. Secretary Renn to prepare a letter addressed to PennDOT to make them aware of the conditions.

A request for proposal had been prepared by Larson Design Group for pipe replacement under Herman Road. Per the proposal, the estimated cost of the project would be \$63,607.50. This pipe will need replaced and the project needs to be done. Further discussion held. First motion made to appoint Larson to handle all engineer work by Fred Ulrich, Brenda Moyer second, all in favor. Second motion made to have Larson begin process with project bid out now for work to be done in the spring by Fred Ulrich, Brenda Moyer second, all in favor.

Supervisor Brenda Moyer asked that a request for proposal be done for closing in the front of /improvements to/ADA upgrades of the municipal building. Discussion held. Unsure how to proceed as it is uncertain even what might be required. If a request for proposal could be done after discussion held with an architect to determine a comprehensive list of what would need to be done it would give the Board a better starting point of reference. Motion made to obtain a request for proposal to obtain a feasibility study/survey from an architect firm by Fred Ulrich, Brenda Moyer second, all in favor.

Road Supervisor Isaac Ramer had questioned the possibility of purchasing a generator for the road crew to use at the July 8, 2015 meeting Isaac obtain additional prices. Discussion held on all models/prices presented. Motion made to purchase a 5500 watt Generac generator from Lowe's at a price of \$699 by Fred Ulrich, Brenda Moyer second, all in favor.

### Old Business

The Jerry Hazelwood Final Sub-division Plan was available for final review. A recommendation from the Planning Commission was previously presented to the Supervisors for approval with noted conditions being met. The only point in question that yet remains is the shared driveway. Chad Shaffer, Stahl Shaffer Engineering, who is representing Mr. Hazelwood confirmed that the driveway documentation would be recorded at the Snyder County Courthouse and attached to the deed. Motion made to approve the Jerry Hazelwood Final Sub-division Plan, conditioned that proof the driveway has been recorded with the Courthouse, by Fred Ulrich, Brenda Moyer second, all in favor.

At the July 8, 2015 meeting a quote from AMK Electric for surveillance cameras at East Snyder Park had been discussed. Keystone Communications has wished to also present a quote but had been unable to provide a proposal for that meeting. Further discussion was tabled until this meeting. Quotes from AMK Electric and Keystone Communications were reviewed and discussed. Also noted was that Keystone Communications is a COSTARS provider. Motion made to approve the purchase of presented surveillance camera system for East Snyder Park from Keystone Communications at a cost of \$9,557.90 by Fred Ulrich, Brenda Moyer second. Fred Ulrich and Brenda Moyer in favor, Jon Payne opposed. Supervisor Brenda Moyer to contact Keystone Communications to proceed with purchase.

Also discussed and tabled from the July 8, 2015 meeting was the Penn Township Comprehensive Plan. It has since been discovered that Penn Township is not part of the County plan. The Penn Township plan is to be reviewed and updated every ten (10) years so the most recent Plan from 2002 is currently not up to date. It was noted that the Township will need to work closely with the Penn Township Municipal Authority to incorporate their future plans as well. DCED may have funds available for possible assistance with payment for this update. Secretary Lynne Renn to reach out to SEDA-COG for possible recommendations for consultants to work with on this Comprehensive Plan review/update. Motion made to obtain estimates from consultants for Comprehensive Plan review/update by Fred Ulrich, Brenda Moyer second, all in favor.

The drainage issues on Fetter Road at the Terry Stauffer property have not yet been addressed however Fetter Road is scheduled for tar and chip work on August 12, 2015. While the drainage issues have not yet been addressed it should not impact the tar and chip work. However it was asked that Zoning Officer Dave Bowersox follow up to ensure that the drainage improvements are completed..

While preparing the delinquent Local Service Tax violation notices for Judge Reed's office it was found that there were no signed copies of Ordinance 2007-09 Local Service Tax in the file. Three copies signed by then Chairman Fred Ulrich and Supervisor Jon Payne who signed the original Ordinance.

The 90 day employee review for Zachary Bogar was presented for review. Road Supervisor Isaac Ramer feels he is a hard worker and a good employee. Motion made to give Zachary Bogar a 5%, or \$0.60/hr, raise effective with the current pay period by Fred Ulrich, Brenda Moyer second, all in favor.

#### **Correspondence**

Draft minutes from the July 27, 2015 Planning Commission meeting prepared by Secretary Brenda Moyer were presented for review by Board members.

#### **Approval of Accounts Payable and Payroll**

Checks were presented for signing and reports distributed for review. Motion was made to approve the payroll and accounts payable checks as presented by Fred Ulrich, Brenda Moyer second, all in favor.

#### **Adjournment**

Motion made to adjourn the meeting by Jon Payne, Fred Ulrich second, all in favor. With no further business to discuss the August 5, 2015 meeting was adjourned at 9:25pm.

Respectfully submitted,

Lynne Renn  
Township Secretary