

**PENN TOWNSHIP  
WORKSHOP MINUTES  
December 16, 2015**

The Penn Township Board of Supervisors held a workshop meeting on Wednesday, December 16, 2015 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania. Chairman Jon Payne called the meeting to order at 6:00PM. Supervisors present: Jon Payne, Fred Ulrich, Brenda Moyer. Others present: Elizabeth Paige, Secretary/Treasurer. Members of the Public: John Stokinger, Kathy Herman, Scott Herman, Rod Zechman and Beth Kapsar.

**Call to Order**

Chairman Jon Payne called the meeting to order at 6:00 p.m. with the pledge of allegiance.

**New Business**

- **Northumberland National Bank representatives** - Rod Zechman and John Stokinger informed the Board of Supervisors per the request of President Donald Steele, they were present tonight to provide bank account information on the commercial side of bank in regards to Penn Township's trust account with a current balance of \$1,070,754.91. Rod Zechman stated Northumberland National Bank will waive any penalty to move the trust account certificate of deposit into a commercial certificate of deposit with a current APY of 2.10 for a term of 60 months. At this time, Township auditor Beth Kapsar provided a brief summary of what occurred with the Township's trust account and stated currently an account difference of \$190.23 between the bank and township records needs to be resolved. Following further discussion of the commercial banking proposal with the Northumberland National Bank representatives, the Board of Supervisors unanimously agreed to inviting the bank representatives to the January 20, 2016 workshop meeting at 6:00 p.m. to present a written banking proposal, which should be provided to the Township office prior to the workshop meeting so the Supervisors can review the proposal. Also, Rod Zechman stated he would contact Julie Rodkey about the out of balance difference, which the Township Auditor discussed.
- **2016 Proposed Budget** - The Township Secretary/Treasurer stated per a conversation with the Township Solicitor about the budget adoption, the following was read from the Second Class Township Code/Article 3200/Section 3202: Upon any revision of the proposed budget, if the estimated revenues or expenses in the final budget are increased more than ten percent in the aggregate or more than twenty-five percent in any major category over the proposed budget, it may not be legally adopted with those increases unless it is again advertised once, the same as the original proposed budget, and an opportunity given to taxpayers to examine the amended proposed budget. The Secretary/Treasurer also read from the PSATS advertising requirements: Annual Budget - A notice must appear once in a local newspaper at least 20 days before the final budget is adopted. The budget must be adopted by December 31. So if any major amendments proposed tonight the Township will not have 20 days before December 31 as required. Chairman Jon Payne called for any comments on the proposed budget from the public. After holding brief discussion of the proposed budget and a budget breakdown into a line item budget and several other minor clean up items to be taken into account for future budgeting purposes, Chairman Jon Payne called for a motion to adopt the 2016 proposed budget. Vice-Chairman Fred Ulrich made the motion to adopt the 2016 proposed budget, second by Supervisor Brenda Moyer and carried with three (3) yeas. At this time, Vice-Chairman Fred Ulrich made the motion the Township move forward to adopt a line item budget in future years, second by Chairman Jon Payne and carried with three (3) yeas.
- **Herman Road Culvert Project** - The Secretary/Treasurer informed the Board of Supervisors the Township Solicitor has completed the easement agreement to be presented and signed by the property owner but the Solicitor stated if Mr. Herman has a spouse the easement would need to be amended to include the spouse's name also. After a brief discussion, a spouse's name of Barbara was mentioned, which can be verified with the tax records provided to the Township office. Also,

Supervisor Brenda Moyer stated Chris Sheaffer has requested the Supervisors to make a decision regarding the type of guard rail end of either turn down or boxing glove, which both can be installed by PennDOT. Chris Sheaffer made the recommendation of turn down guard rail end as it was safer. At this time, Vice-Chairman made the motion to approve the turn down guard rail end be installed on the Herman Road Culvert Project, second by Supervisor Brenda Moyer and carried with three (3) yeas. Also, the Supervisor Moyer mentioned the Township will need to coordinate with the land owner about the relocation of their electric fencing at their expense since the fencing is within the Township's right-of-way.

- **PTMA offering to give the Township a shed** - Vice-Chairman Fred Ulrich stated he went to take a look at the shed and it would only require minor repairs in order to be utilized by the Township. A brief discussion was held about whether the Township needs another shed for storage purposes. Vice-Chairman Fred Ulrich made the motion to accept the shed from PTMA with the lack of a second the motion died. The Board of Supervisors unanimously agreed any further discussion of the shed will be tabled until a January meeting when Pete DeWire is available. Also, Chairman Jon Payne stated the Board of Supervisors received a copy of the PTMA's notice to residential customers about the sewer rate decrease effective January 1, 2016.
- **Central Keystone COG information regarding IPMC and contracting for enforcement** - The Township Secretary/Treasurer stated Central Keystone COG representative, Jim Emery was unable to attend tonight's meeting due another meeting obligation on his calendar. After briefly reviewing the information provided by Central Keystone COG, the Board of Supervisors unanimously agreed the Secretary/Treasurer should request Jim Emery attend the January 20, 2016 workshop meeting. Supervisor Brenda Moyer requested the Secretary/Treasurer send a copy of the information to newly elected Supervisor Pete DeWire to review.
- **Banking Proposals** - Chairman Jon Payne ask the board members if they would like to entertain the idea of receiving other banking proposals for the Township's bank accounts. After a brief discussion, the Board of Supervisors unanimously agreed the Township Secretary/Treasurer should send out a letter to two (2) other banks requesting a banking account proposal for the Township's accounts and invite a bank representative to the January 20, 2016 workshop meeting to present the proposal. Also, a copy of the banking proposal should be supplied to the Township office prior to the meeting date so the Supervisors can review the banking proposal. The Board of Supervisors also discussed the option of investigating PLGIT (Pennsylvania Local Government Investment Trust) accounts for the Township.
- **Establish a date for final leaf collection** - The Township Secretary/Treasurer stated the Road Supervisor proposed the establishment of a permanent date of final leaf collection and suggested November 30 weather permitting. The Board of Supervisors unanimously agreed not to establish a permanent date at this time with the subject being revisited in September or October 2016.
- **Follow up on changing telephone service providers** - A new proposal for telephone service from Service Electric/Ironton Telephone Co. was reviewed by the Board of Supervisors. After a brief discussion of the current service being provided by Verizon (average monthly invoice of \$220.00) and the new telephone service proposal, Vice-Chairman Fred Ulrich made the motion to change the telephone service to Service Electric/Ironton Telephone Co. with three year term of \$113.91 per month along with a \$124.95 total setup fee, second by Supervisor Brenda Moyer and carried with three (3) yeas.
- **Workers Compensation Insurance Renewal** - The renewal of the workers compensation insurance was reviewed by the Board of Supervisors. The policy premium for 2016 is \$9,052.00, which is a decrease of \$1,648.00 from the 2015 policy premium of \$10,700.00.
- **Pension Plan Information** - The Township Secretary/Treasurer reviewed information from the Pennsylvania Municipal Retirement System's website in regards to enrolling/establishing a pension plan for Penn Township. After reviewing the pension plan information, the Board of Supervisors

unanimously agreed the Township Secretary/Treasurer should invite a PMRS staff member to the February 17, 2016 meeting to explain the various pension plan design options.

- **Interim Audit Findings** - The Township Secretary/Treasurer informed the Board of Supervisors the Lynne Renn former secretary returned her office keys and the outstanding checks noted will be taken care by checks being reissued.
- **Other Business** - The Township Secretary/Treasurer informed the Board of Supervisors she has accumulated 7 ½ hours of comp time and would like make the request use this comp time to take off December 24, 2015. Chairman Jon Payne questioned if any of the board members had any problem with the time off request. With no comments being offered, Chairman Jon Payne signed the time off request presented by the Secretary/Treasurer.
- **Accounts Payable Checks** - Accounts payable checks dated December 16, 2015 totaling to \$4,512.54 were presented for approval and signing. Vice-Chairman Fred Ulrich made the motion to approve the accounts payable checks as presented, second by Supervisor Brenda Moyer and carried with three (3) yeas. The Secretary/Treasurer informed the Supervisors another accounts payable check run will need to be done prior to year end to process year end invoices.

### **Adjournment**

With no further business to discuss, Vice-Chairman Fred Ulrich made the motion adjourn the meeting, second by Supervisor Brenda Moyer and carried with three (3) yeas.  
Respectfully Submitted,

Elizabeth Paige  
Township Secretary