

**PENN TOWNSHIP
MINUTES
January 3, 2011**

The Penn Township Board of Supervisors held their Year 2011 Re-organization meeting on Monday, January 3, 2011 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania. Temporary Chairman Bill Moyer called the meeting to order at 7:00PM. Supervisors present: Fred Ulrich; William Moyer; Brian Wentzel. Others present: Robin Bieber; Robert Muolo. Members of the Public: Todd Cox; Darwin Swope; Kathy Ulrich; James Grose; Sonja Sampsell.

APPOINTMENT OF CHAIRMAN

Upon motion of Brian Wentzel, seconded by Fred Ulrich, Bill Moyer was appointed as Chairman. Motion passed.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

The minutes of the December 21, 2010 meeting were approved as presented upon motion by Brian Wentzel, seconded by Fred Ulrich, and unanimously approved.

PERSONS PRESENT TO BE HEARD

James Grose was present with the Sonja Sampsell sub-division located on S Market Street and Old 11 & 15. This is an add-on lot of 1.05 acres to be added to the neighboring lot (Tax Map & Parcel - 13-09-042). Residual lot shall contain approximately 20.4 acres. After review, motion made by Fred Ulrich, seconded by Brian Wentzel and unanimously approved to approve the Sonja Sampsell sub-division provided a copy of a recorded deed is received within 60 days showing both tracts on the same deed to ensure that neither lot can be sold separately.

RE-ORGANIZATION

The 2011 Re-Organization followed:

VICE-CHAIRMAN – Upon motion of Bill Moyer, seconded by Brian Wentzel, Fred Ulrich was appointed Vice-Chairman.

ROADMASTER – Upon motion of Bill Moyer, seconded by Brian Wentzel, Brian Wentzel was appointed as Roadmaster.

ASSISTANT ROADMASTER – Upon motion by Brian Wentzel, seconded by Fred Ulrich, and unanimously approved, Todd Cox was appointed as Assistant Roadmaster.

LEGAL COUNSEL – Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Robert Muolo of Wiest, Muolo, Noon and Swinehart was appointed as Penn Township Solicitor.

SECRETARY/TREASURER – Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Robin Bieber was appointed as Secretary/Treasurer.

PLANNING COMMISSION SECRETARY – Upon motion by Brian Wentzel, seconded by Fred Ulrich and unanimously approved, Brenda Moyer was appointed as Planning Commission Secretary.

THE CREW EMPLOYEES RETAINED – Upon motion by Fred Ulrich, seconded by Brian Wentzel and unanimously approved, the following employees will be retained for the road crew: Roy Sauers, Harry Kuster, Ira Lessman, Mike Lessman, Todd Cox, Dan Michaels, Brandon Sechrist, Randy Gearhart, Tom Wallish, Roger Catherman, Brian Wentzel, William Moyer, Fred Ulrich, Tom Snyder.

BANKING DEPOSITORYES – Upon motion of Fred Ulrich, seconded by Brian Wentzel and unanimously approved, the banking depository list will be as follows: Susquehanna Bank; M&T Bank; Mifflinburg Bank & Trust; Northumberland National Bank; Pligit; First National Bank; Swineford National Bank.

PENN TOWNSHIP BOARD OF SUPERVISORS – MINUTES – JANUARY 3, 2011

DELEGATE TO STATE CONVENTION – No Delegate to State Convention was appointed at this time.

PLANNING COMMISSION MEMBERS – Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Shane Kerstetter was reappointed to the Penn Township Planning Commission.

PLANNING COMMISSION LEGAL COUNSEL – Upon motion of Brian Wentzel, seconded by Fred Ulrich, and unanimously approved, Wiest, Muolo, Noon and Swinehart was appointed as legal counsel for the Planning Commission.

ZONING BOARD APPOINTMENT – Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Ken Herman was reappointed to the Zoning Hearing Board.

MUNICIPAL AUTHORITY APPOINTMENT– Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Greg Aungst was reappointed to the Penn Township Municipal Authority Board.

PENN TOWNSHIP ZONING OFFICER – Upon motion of Brian Wentzel, seconded by Fred Ulrich, and unanimously approved, Tom Snyder was appointed as Penn Township Zoning Officer.

PENN TOWNSHIP ASSISTANT ZONING OFFICER – Upon motion of Brian Wentzel, seconded by Fred Ulrich, and unanimously approved, Brenda Moyer was appointed as Penn Township Assistant Zoning Officer.

PENN TOWNSHIP DEPUTY EMA COORDINATOR – Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Tom Snyder was appointed as Penn Township Deputy EMA Coordinator.

OPEN RECORDS OFFICER – Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Robin Bieber was appointed as the Open Records Officer.

BUILDING CODE ENFORCEMENT – Upon motion of Fred Ulrich, seconded by Brian Wentzel and unanimously approved, the Central Keystone COG was appointed as the Building Code Enforcement.

CENTRAL KEYSTONE COG REPRESENTATIVE - Resolution 11-04, appointing Tom Snyder as the Penn Township representative to the Central Keystone COG was adopted upon motion by Brian Wentzel, seconded by Fred Ulrich and unanimously approved.

TOWNSHIP RECYCLING COORDINATOR – Upon motion of Brian Wentzel, seconded by Fred Ulrich, and unanimously approved, Brenda Moyer was appointed as Township Recycling Coordinator.

INSURANCE AGENCIES – Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Insurance Agency options will remain open.

REPRESENTATIVE TO SNYDER COUNTY SEWAGE ENFORCEMENT AUTHORITY – Upon motion of Brian Wentzel, seconded by Bill Moyer, and unanimously approved, Fred Ulrich was appointed as Representative to Snyder County Sewage Enforcement Authority.

ALTERNATE TO SNYDER COUNTY SEWAGE AUTHORITY – Upon motion of Brian Wentzel, seconded by Fred Ulrich, and unanimously approved, Bill Moyer was appointed as the alternate to the Snyder County Sewage Enforcement Authority.

VACANCY BOARD – Upon motion of Brian Wentzel, seconded by Fred Ulrich, and unanimously approved, the Vacancy Board will consist of Fred Ulrich, Brian Wentzel, Bill Moyer, and Dawayne Betzer.

EASTERN SNYDER COUNTY SEWER AUTHORITY - Upon motion by Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Tom Ferry was reappointed as Representative to the ESCRA Board.

EAST SNYDER PARK - Upon motion by Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, Pete DeWire and Beth Kapsar were reappointed to the ESP Board.

MILEAGE RATE – Upon motion of Fred Ulrich, seconded by Brian Wentzel, and unanimously approved, the mileage rate was established at 51 cents per mile. (IRS Standard)

PENN TOWNSHIP BOARD OF SUPERVISORS – MINUTES – JANUARY 3, 2011

EMPLOYEES SALARIES – Executive Session called at 7:29PM to discuss wages. The meeting reconvened at 8:00PM with the following conclusion: Upon motion of Fred Ulrich, seconded by Brian Wentzel and unanimously approved, employee wages will remain the same with the following exceptions: Dan Michaels hourly rate shall be \$13.00/hr; Brenda Moyer’s hourly rate shall be \$13.50/hr; Robin Bieber shall be placed on Salary at \$32,000 per year for a 40-45 hour week. More than 45 hours for one week shall be further compensated; Todd Cox shall receive \$14.28/hr when acting as Roadmaster. The Supervisors will not be requesting an increase in wages for themselves for 2011.

The PENN TOWNSHIP RATES AND FEES were established and or updated as follows upon motion by Fred Ulrich, seconded by Brian Wentzel and unanimously approved:

PERMITS

Driveway Permits	\$50.00
Zoning Permits – Based on the value of the project	
\$0 - \$1000	\$20.00
Each Additional \$1000	\$ 3.00
Road Cut Permits	
First 50’	\$70.00
Each Additional 50’	\$ 5.00
Amusement Tax Permits	\$20.00

EQUIPMENT RENTAL PER HOUR

F-150 Pick-up	\$45.00
Large Dump Truck	\$55.00
Small Dump Truck	\$50.00
Case Pay Loader	\$60.00
Grader	\$110.00
New Holland TV 140	\$110.00
New Holland TN 70	\$75.00
Massey Tractor	\$45.00
Worker	\$25.00
Roller	\$35.00

SERVICES

Copies	\$.25
Sub-Division Ordinance	\$45.00
Zoning Ordinance	\$45.00
Flood Plain Ordinance	\$20.00
Road Standard Ordinance	\$20.00
Stormwater Management Ord	\$20.00
Zoning Maps	\$ 5.00
Research (Minimum one hour)	\$25.00/hour
Plowing	\$60.00/hour
Mowing (Massey)	\$45.00/hour
Mowing (NH TV 140)	\$110.00/hour
Mowing (NH TN 70)	\$75.00
Zoning Hearing	\$250.00
Land Development Submission	\$200.00
Sub-Division Submission	\$60.00
Each Lot	\$20.00
Final/Development Inspection Fee	\$25.00/hr per person

PENN TOWNSHIP BOARD OF SUPERVISORS – MINUTES – JANUARY 3, 2011

PUBLIC COMMENT

Darwin Swope asked the Board about the demolition of the old milk house on State School property on Old Colony Road; Mr. Swope had previously been told the buildings on that section of the property were historical and could not be destroyed. The Board informed Mr. Swope that the Department of General Services has approved the demolition of these buildings, which should be completed in the spring of 2011.

REPORTS

Roadmaster Brian Wentzel provided a written report on the crew's activities during the previous two weeks.

Tom Snyder, Zoning Officer, did not provide a report.

Robin Bieber, Township Secretary, reported that the funds in the General Account are considerably below average. After discussion, motion was made by Fred Ulrich, seconded by Brian Wentzel and unanimously approved to consider transferring funds from the Investment account to the General account if the funds in the General account fall below \$100,000.00.

Emergency Management Coordinator Fred Ulrich reported that the radio maintenance has been completed; few minor problems were found. Mr. Ulrich also reported that everyone will be going to a narrow band with different frequencies, etc. The radio in the grader cannot be upgraded and will need to be replaced.

Chairman Bill Moyer had nothing to report.

OLD BUSINESS

No Old Business was heard at this time.

NEW BUSINESS

The new Personnel Policy was approved upon motion by Fred Ulrich, seconded by Brian Wentzel and unanimously approved.

The Flood Plain Ordinance draft, the Sub-Division and Land Development Ordinance draft, and the Stormwater Ordinance draft will be sent to Snyder County Planning Commission and Penn Township Planning Commission for review upon motion by Fred Ulrich, seconded by Brian Wentzel and unanimously approved.

CORRESPONDENCE

PAYMENT OF ACCOUNTS PAYABLE AND PAYROLL

Upon motion of Fred Ulrich, seconded by Brian Wentzel and unanimously approved, the payroll and accounts payable were approved as presented.

ADJOURNMENT

Motion to adjourn was made by Fred Ulrich, seconded by Brian Wentzel and unanimously approved. No further business to discuss, the January 3, 2011 meeting adjourned at 8:27PM.

Respectfully Submitted,

Robin Bieber,
Township Secretary