

**PENN TOWNSHIP  
MINUTES  
January 5, 2015**

The Penn Township Board of Supervisors held their Year 2015 Re-organization meeting on Monday, January 5, 2015 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania. Temporary Chairman Jon Payne called the meeting to order at 7:01PM. Supervisors present: Brenda Moyer; Jon Payne. Others present: Lynne Renn, Secretary/Treasurer; Isaac Ramer, Road Supervisor; Robert Muolo, Solicitor. Members of the Public: Susan Wise; Phillip Wise; William Moyer; Gene Kreamer; Roger Catherman; Carl Carr; Karen Carr; Ernie Kemper; Tyler Long and wife; Linda Wilhour; Darwin Swope; Brenda Kemper.

**Appointment of Chairman**

Temporary Chairman Jon Payne called for nominations for Chairman. Motion made to nominate Jon Payne as Chairman by Brenda Moyer, Jon Payne second, all in favor.

Chairman Payne called for nominations of Vice-Chairman. Motion made to nominate Fred Ulrich as Vice-Chairman by Jon Payne, Brenda Moyer second, all in favor.

**Re-organization**

The 2015 Re-organization followed:

**ROADMASTER** – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Isaac Ramer was appointed as Roadmaster.

**ASSISTANT ROADMASTER** – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Fred Ulrich was appointed as Assistant Roadmaster.

**LEGAL COUNSEL** – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Wiest, Muolo, Noon, Swinehart & Bathgate was appointed as Penn Township Solicitor.

**SECRETARY/TREASURER** – Upon motion by Brenda Moyer, Jon Payne second, all in favor, Lynne Renn was appointed as Secretary/Treasurer.

**PLANNING COMMISSION SECRETARY** – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Brenda Moyer was appointed as Planning Commission Secretary.

**\*\*An Executive Session was called at 7:15PM to discuss retention of employees and salaries. Meeting was reconvened at 7:22PM with no action taken.**

**ROAD CREW EMPLOYEES RETAINED** – The following employees will be retained for the road crew upon motion by Brenda Moyer, Jon Payne second, all in favor: Jeff Benfer; Chad Brandt; Ken Carroll; Roger Catherman; Matt Cook; Steve Keefer; Harry Kuster; Ira Lessman; Jackson Moyer; Jon Payne; Isaac Ramer; Tom Snyder; Tom Wallish. The following employees will be retained for the road crew upon motion by Jon Payne, Brenda Moyer second, all in favor: Andy Howell; Dan Robatin, Fred Ulrich.

**BANKING DEPOSITORIES** – Upon motion by Brenda Moyer, Jon Payne second, all in favor, the banking depository list will be as follows: Northumberland National Bank; First National Bank; Susquehanna Bank; M&T Bank; Mifflinburg Bank & Trust; Swineford National; Pligit.

**SEWAGE ENFORCEMENT OFFICER** - Upon motion by Brenda Moyer, Jon Payne second, all in favor, Wm. Daniel Page was appointed as the Penn Township Sewage Enforcement Officer. Resolution 2015-04 appointing SEO Page was signed upon motion by Brenda Moyer, Jon Payne second, all in favor.

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

**PLANNING COMMISSION MEMBER** – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Jim Wentzel II was appointed to Penn Township Planning Commission.

PLANNING COMMISSION LEGAL COUNSEL – Upon motion by Brenda Moyer, Jon Payne second, all in favor, Wiest, Muolo, Noon, Swinehart and Bathgate were appointed as legal counsel for the Planning Commission.

ZONING BOARD APPOINTMENT – Upon motion by Brenda Moyer, Jon Payne second, all in favor, Jan Ritter was reappointed to the Zoning Hearing Board. Upon motion by Brenda Moyer, Jon Payne second, all in favor, Jim Fry was reappointed as an alternate to the Zoning Hearing Board.

EAST SNYDER REGIONAL REC ASSOCIATION APPOINTMENT - Upon motion by Brenda Moyer, Jon Payne second, all in favor, Pete DeWire was reappointed to the East Snyder Regional Rec Association. Upon motion by Brenda Moyer, Jon Payne second, all in favor, Beth Kapsar was reappointed to the East Snyder Regional Rec Association. Upon motion by Brenda Moyer, Jon Payne second, all in favor, Tim Laubscher was reappointed to the East Snyder Regional Rec Association.

MUNICIPAL AUTHORITY APPOINTMENT – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Pete DeWire was appointed to the Penn Township Municipal Authority Board.

PENN TOWNSHIP AUDITORS - Upon motion by Brenda Moyer, Jon Payne second, all in favor, Wendy Malehorn was appointed as a Penn Township Auditor. Upon motion by Brenda Moyer, Jon Payne second, all in favor, Judith Cope was appointed as a Penn Township Auditor.

PENN TOWNSHIP ZONING OFFICER – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Dave Bowersox was reappointed as Penn Township Zoning Officer.

PENN TOWNSHIP ASSISTANT ZONING OFFICER - Upon motion by Jon Payne, Brenda Moyer second, all in favor, James Geiswite was reappointed as Assisted Zoning Officer.

PENN TOWNSHIP DEPUTY EMA COORDINATOR – Upon motion by Brenda Moyer, Jon Payne second, all in favor, Fred Ulrich was reappointed as Penn Township Deputy EMA Coordinator.

OPEN RECORDS OFFICER – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Lynne Renn was reappointed as the Open Records Officer.

BUILDING CODE ENFORCEMENT – Upon motion by Brenda Moyer, Jon Payne second, all in favor, the Central Keystone COG was appointed as the Building Code Enforcement.

CK-COG REPRESENTATIVE - Upon motion by Brenda Moyer, Jon Payne second, all in favor, Dave Bowersox was reappointed as the CK-COG Representative.

TOWNSHIP RECYCLING COORDINATOR – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Brenda Moyer was reappointed as Township Recycling Coordinator.

INSURANCE AGENCIES – Upon motion by Jon Payne, Brenda Moyer second, all in favor, Insurance Agency options will remain open.

VACANCY BOARD – the Vacancy Board shall consist of Fred Ulrich, Jon Payne, Brenda Moyer and upon motion by Jon Payne, Brenda Moyer second, all in favor, Isaac Ramer. The Vacancy Board shall consist of Fred Ulrich, Jon Payne, Brenda Moyer and Isaac Ramer.

MILEAGE RATE – Upon motion by Jon Payne, Brenda Moyer second, all in favor, the mileage rate was established at .575 cents per mile. (IRS Standard)

EMPLOYEES SALARIES – Upon motion by Jon Payne, Brenda Moyer second, all in favor, the hourly rate for Lynne Renn, Secretary/Treasurer was increased from \$14.50 to \$14.95. Upon motion by Jon Payne, Brenda Moyer second, all in favor, the hourly rate for Andy Howell, road crew was increased from \$13.20 to \$13.23.

The PENN TOWNSHIP RATES AND FEES for the pavilion rental and miscellaneous permits shall remain unchanged from 2014 rates as listed below. Per Atty. Muolo no motion is required if no changes are being imposed.

Pavilion Rental	\$50.00
User Fees (ESP)	\$100.00

**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**

Chevrolet 2500 Pick-Up	\$40.00
Large Dump Truck	\$50.00
Small Dump Truck	\$45.00
Case Pay Loader	\$55.00
2011 Loader w/broom	\$75.00
Grader	\$105.00
New Holland TN 70	\$60.00
Massey Tractor	\$40.00
Worker	\$25.00
Roller	\$30.00
Chipper	\$150.00/day
Bobcat	\$60.00

**SERVICES**

Copies	\$ .25/page
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	\$75.00/hour
Mowing (Kubota zeroturn)	\$55.00/hour
Mowing (NH TN 70)	\$60.00
Zoning Hearing	\$300.00
Conditional Use Hearing	\$300.00
Land Development Submission	\$200.00
Sub-Division Submission	\$60.00
Each Lot	\$20.00
Final/Development Inspection Fee	\$25.00/hr per person

**Pledge of Allegiance****Approval of Minutes**

Motion to approve minutes from December 3, 2014 by Brenda Moyer, Jon Payne second, all in favor.

### **Public Comment**

Darwin Swope made the Board aware that Magistrate Reed will be moving out of his current office located on Route 522 and the building will be going up for sale later this year. It is a nice building in a good location if the Township would be interested in relocating.

### **Persons Present to be Heard**

None.

### **Reports**

Isaac Ramer, Road Supervisor presented a monthly written report.

Dave Bowersox, Zoning Officer did not provide a report.

Jim Geiswite, Asst. Zoning Officer provided an annual summary report.

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

Fred Ulrich, Emergency Management Coordinator and Chairman was not present and did not provide a monthly written report.

Robert Muolo, Solicitor reported on Ordinance 15-01 PSATS UC Group Trust which may be adopted later in this meeting. This is an Unemployment Compensation fund that is made available to Townships through PSATS. This is an intergovernmental cooperative arrangement of municipalities to provide townships with a way to pool resources and jointly leverage buying power to develop and maintain unemployment compensation insurance coverage.

### **New Business**

Motion to adopt Resolution 15-01 2015 Budget by Brenda Moyer, Jon Payne second, all in favor.

Motion to adopt Resolution 15-02 Hydrant Tax Levy by Brenda Moyer, Jon Payne second, all in favor.

Motion to adopt Resolution 15-03 Tax Levies by Jon Payne, Brenda Moyer second, all in favor.

Motion to adopt Resolution 15-04 SEO Appointment by Brenda Moyer, Jon Payne second, all in favor.

Gene Kreamer addressed the Board regarding the proposed Weaver land development. Said property is located in both Penn Township and Middlecreek Township with all proposed construction occurring in Middlecreek Township. Middlecreek Township does not require a land development plan. With no construction proposed in Penn Township it is not felt that a land development plan is required for Penn Township either. Motion stating no land development plan required for Penn Township by Brenda Moyer, Jon Payne second, all in favor.

Gene Kreamer also requested the signing of a Planning Module and adoption of a resolution for a New Land Development - Plan Revision also for the Weaver property. Subject to approval by Middlecreek Township and receipt of missing information for the Planning Module, motion by Brenda Moyer, Jon Payne second, all in favor to sign the Weaver Planning Module and execute Resolution 15-05 New Land Development - Plan Revision - Weaver.

Carl Carr hearing was commenced at this time. No court stenographer was available so Atty. Muolo advised that if needed, the hearing could be stopped and reconvened on February 4, 2015 with a stenographer then present. Current building situation on the Carr property located near Quarry Road has nine (9) buildings standing with an additional two (2) proposed. Atty. Muolo asked those present in the audience if there were

any issues on this topic that needed to be addressed. Issues included runoff/stormwater management, zoning and sewer/water/septic. Most of the questions were basic information that those present just wanted clarification of such as type and size of buildings, use of buildings, impact of stormwater and drainage. Mr. Carr is concerned for the safety and well-being of the deer he has on the property and wanted to erect said buildings as shelter. Due to the size of his property he assures there would be no adverse impact on stormwater or drainage. Question and answer period followed.

Atty. Muolo posed two possible options for Mr. Carr. 1) for Mr. Carr to get a certified letter from an engineer stating that the addition of sheds would not affect stormwater management at which point the Township could approve the Land Development Waiver or 2) Mr. Carr could go ahead and just do a Land Development Plan.

No one in attendance, after question and answer period ended, really had any issues with the proposed construction.

Atty. Muolo recommended at this time that the Township could grant a provisional Land Development Waiver so that Mr. Carr is able to begin construction of sheds so the deer have shelter for the winter. This provisional waiver could be granted with the stipulation that if any issues are presented by any surrounding property owners at any time within the next year the situation would be revisited, sheds would be removed, an engineer would need to review and all issues addressed. If after one year no issues or concerns are reported the provisional status of the waiver could be removed. This provisional status would only apply to the current nine (9) and the two (2) proposed buildings. If any additional construction is proposed the entire Land Development process would need to commence.

Motion to grant a provisional Land Development Waiver to Mr. Carr by Brenda Moyer, Jon Payne second, all in favor. Provisional waiver to include the construction of two (2) sheds. If no issues or concerns raised by any surrounding landowner prior to January 5, 2016 the provisional status will be removed. Zoning Officer to review/sign zoning permits ZP15001 and ZP15002 that have been submitted. Any additional construction will require a Land Development Plan.

Zoning Officer Dave Bowersox requested permission to attend a PSATS Course at a cost of \$175.00. Motion made to not approve course attendance by Jon Payne, Brenda Moyer second, all in favor.

The 93rd Annual PSATS Educational Conference and Trade Show is to be held at the Hershey Lodge, April 19-22, 2015. Brenda Moyer, Lynne Renn and Isaac Ramer would all like to attend. Motion for Brenda Moyer, Lynne Renn and Isaac Ramer to attend at a cost of \$150/attendee by Jon Payne, Brenda Moyer second, all in favor.

Central Keystone COG sent correspondence informing members that they are looking to begin charging annual dues of \$250 in 2016. These dues are to assist in funding the general overall expenses experienced by the COG in maintaining the services they provide. They are requesting that members discuss and let them know by March 31 of their opinions. Tabled until the January 21, 2015 workshop meeting.

Motion to accept Ordinance 15-01 PSATS UC Group Trust by Brenda Moyer, Jon Payne second, all in favor.

Seven (7) employee reviews tabled until the January 21, 2015 workshop meeting.

Darwin Swope voiced his concern about PTMA actions and his property. He indicated that when the valve from the prison is maintained they are discharging onto the septic field on his private property or onto Old Colony Road. Jon Payne to contact Tom Ferry, PTMA Board Chairman to discuss.

### **Old Business**

Sale of the Massey tractor and mower was discussed. Previously an ad had been run for closed bids which were to be opened at the December 3, 2014 meeting. No bids were received at that time but a closed bid was received after that date. It was advised by Atty. Muolo that the Township either re-advertise or try selling on

the state auction site. Agreed to re-advertise for closed bid sale on January 21 and 28 with bids to be opened at the February 4, 2015 meeting (with Supervisors reserving the right to reject any and all bids).

Draft Ordinance 15-02 Outdoor Hydronic Heater is now ready for adoption. Motion made to advertise adoption of Ordinance 15-02 Outdoor Hydronic Heater at the February 4, 2015 meeting with advertising to be published on January 21 and 28, 2015 by Brenda Moyer, Jon Payne second, all in favor.

Atty. Bathgate has been in communication with Steve Witmer, Witmer Construction, regarding the road damage that was done to Fair Oak Road near the construction site at 2235 Fair Oak Road. Mr. Witmer has agreed to repair the damage, however the weather is now too cold for completion at this time. Repairs to be done in the spring when the weather is better. Isaac Ramer, Road Supervisor, to monitor timeliness and quality of repairs.

**Correspondence**

None.

**Payment 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 Jon Payne, Brenda Moyer second, all in favor.

**Adjournment**

Motion made to adjourn the meeting by Brenda Moyer, Jon Payne second, all in favor. With no further business to discuss the January 5, 2015 meeting was adjourned at 8:58PM.

Respectfully Submitted,

Lynne Renn,  
Township Secretary