

Penn Township Minutes
Regular Meeting
July 8, 2015

The Penn Township Board of Supervisors held their regular meeting on Wednesday, July 8, 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; Pete DeWire; Cookie DeWire; Paul Williams, Selinsgrove Boro; Chris Sheaffer, Larson Design Group; Rosemary Alba.

Pledge of Allegiance

Approval of Minutes

Motion to approve minutes as written from the June 3, 2015 regular meeting by Fred Ulrich, Brenda Moyer second, all in favor.

Public Comment

Rosemary Alba wished to voice her concern about the condition of the property located at 208 Pleasant Drive, to which she is a neighbor. The house has been vacant for multiple years as the owner is deceased. Yard maintenance on the property is lacking and it is an eyesore. The grass is sometimes cut, but areas are missed, trees and shrubs are overgrown. Rosemary has tried to keep things trimmed as they encroach on her property but that is becoming increasingly difficult. Atty. Jim Bathgate indicated that the Township does have a high grass ordinance that addresses grass being higher than 10 inches, but there is nothing that would address the issue of the overgrown trees, shrubs or hedges. Due to the lack of any additional ordinances, there is nothing further that the Township can legally enforce. Atty. Bathgate suggested that if Rosemary wishes to pursue further she might try filing a personal complaint with the magistrate's office against the legal title owner which is believed to be "Estate of..."

Persons Present to be Heard

Gary Griner, representative from the DH&L fire company, was absent from the meeting. No report was received for the month of June 2015.

Paul Williams, Selinsgrove Borough was present to discuss with the board the upcoming Halloween parade to be held in the borough on October 20, 2015 with a rain date of October 21. A portion of Bridge Street located in Penn Township would be closed in order to stage the parade. Mr. Williams is requesting a letter from the Supervisors indicating that they are aware of this and that they have no issues. Motion made for Secretary Lynne Renn to write a letter from the supervisors indicating they have no objections to the closing of this section of Bridge Street for the Selinsgrove Borough Halloween parade on October 20, 2015, rain date of October 21 by Fred Ulrich, Brenda Moyer second, all in favor.

Mr. Williams also wished to discuss with the Board the upcoming Selinsgrove Ford/Selinsgrove Speedway parade to be held on August 1, 2015. This will be a parade of racecars and other vehicles from Selinsgrove Ford to the Speedway. The parade itself will both begin and end in Penn Township but the majority of it will be held within the borough. Mr. Williams has been in touch with PennDOT to establish detour routes which has been approved. Also, as the parade begins and ends in Penn Township, Atty. Bathgate requested that Selinsgrove Ford provide to the Township a Certificate of Liability Insurance naming Penn Township as insured.

Joshua Knauss, Leadership Susquehanna Valley, was absent from the meeting. No review was given on the East Snyder Park/DCNR grant.

Reports

Isaac Ramer, Road Supervisor was not present. A written report was provided.

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 there had been some washout issues with the recent storms but the roadcrew has been doing a good job keeping up and with cleanup.

Jim Bathgate, Solicitor stated all items he had for discussion are listed further down on the agenda and will be discussed then.

New Business

Sealed bids for the following road and paving projects were opened by Atty. Bathgate: Mulls Road, Breezewood Drive, Hill End Road, Fetter Road, paving of a portion of the recycling area parking lot and alternate bid for the municipal parking lot. Discussion held. Motion made to award the following bids, contingent upon 1) review of all bid documents by Lawson Desing Group to ensure compliance, 2) successful bidder signing required contract, 3) successful bidder producing a Certificate of Insurance naming Penn Township as co-insured and 4) successful bidder submitting required payment and performance bonds by Fred Ulrich, Brenda Moyer second, all in favor. Awarded bids as follows: Meckley's - Mulls Road (\$12,445.00) and Breezewood Drive (\$11,000.00), Midland - Hill End Road (\$20,210.00), Hammaker East - Fetter Road (\$42,980.00), MidState - recycling area (\$15,500.15) and alternate Municipal lot (\$19,300.00).

Payment App #4 has been submitted on behalf of Eastern Industries for the Bake Oven Hill CDBG project in the amount of \$19,692.54. Motion made to approve payment for App #4 in the amount of \$19,692.54 to Eastern Industries for the Bake Oven Hill project by Fred Ulrich, Brenda Moyer second, all in favor.

Discussion held regarding Snyder County Night Out to be held August 25. Will the Township be making any kind of monetary donation toward the evening and is it possible to again close the Township office early that day so Secretary Lynne Renn and Supervisor Brenda Moyer are able to go down and assist with set up and activities? Motion made to donate \$500 toward Night Out expenses and to close the Township office at 1:00pm that day by Fred Ulrich, Brenda Moyer second, all in favor.

Surveillance cameras for East Snyder Park were again discussed. Previously a quote of \$10,500 had been received from Jeff Kline, AMK Electric. It was suggested that additional quotes be obtained prior to a decision being made. Kauffman's is not interested in the project and Keystone Communications is interested but the quote has not yet been received. Supervisor Jon Payne also suggested getting a quote from Steve Savidge, Satellite Communications. Item tabled until additional quotes are received.

Road Supervisor Isaac Ramer had questioned the possibility of purchasing a generator for the road crew to use. There was a 3200 running watt, 6.5 hp gas generator on sale at Harbor Freight that he offered as a possibility. Supervisor Fred Ulrich would like to see a larger one purchased. Isaac is to obtain prices on a 5000 running watt generator and present at the next meeting.

The Planning Commission has requested that the Board of Supervisors determine an engineer to review the Land Development Plan for the Dollar General. Discussion held. Motion made to offer to Bob Bickhart first by Jon Payne, Brenda Moyer second, all in favor. If Mr. Bickhart is unable or not interested, Larson Design Group is to be asked.

The Planning Commission has also requested that the Township retain a third party to assist with the Comprehensive Plan update. Supervisor Fred Ulrich believes that the Township adopted the Snyder County Comprehensive Plan and by doing so made the Township Plan from 2003 void. Fred believes that Penn Township will only be responsible for updating the Township portion of the County Plan when that update is due. Research needs to be done to find if a resolution had been done in the past to accept the County Plan before anything further is done.

During storms there has been repeated drainage issues and washouts along Fetter Road at the Terry Stauffer property. Per Dave Bowersox, Zoning Officer he has discussed the situation with Mr. Stauffer and Mr. Stauffer is having Rick Romig fix. Dave to monitor the situation.

Upon review of the current insurance policy and building values between Phil Gingrich, EMC representative, Supervisor Brenda Moyer and Secretary Lynne Renn, a few questions arose as to the stated value of some of the buildings at East Snyder Park. Most of the structures are valued at less than \$10,000 and the insurance cost is pennies on the dollar so should not be a huge expense. Brenda and Lynne to hash out values with Phil and revise as needed.

The Board was made aware that Jeffrey Goff has submitted a Zoning Variance Application with regard to a sub-division plan for his property. It was questioned whether he is allowed to do this sub-division even with a variance. As this property is in the Conservation zone the Department of Agriculture might have to also approve. Situation to be monitored.

A resident had contacted the office to say that he has home care workers that attend to his wife at their residence and when the workers park along Pleasant Drive they are being asked by some of the neighbors to move their vehicles. Board agreed there are no parking restrictions along Pleasant Avenue and while the neighbors can ask the home care workers to move their vehicles the workers are not obligated to do so.

Old Business

Complete Aquatics 2014 and 2015 Local Service Tax remains delinquent. Atty. Bathgate has prepared Non-traffic Citations to be filed with Magistrate Reed's office. The business, as well as the owners, will be served with the citations. If the owners decide to pay, including any costs involved for the Township, we can withdraw the citations prior to the hearing.

The damage to Fair Oak Road that was done last year by construction vehicles operating under direction from Steve Witmer Construction has not yet been repaired as was agreed upon. Road Supervisor Isaac Ramer has tried contacting Mr. Witmer to discuss a time-frame for repair but received no response. Motion made for Atty. Bathgate to follow up with a letter to Mr. Witmer regarding road repair by Fred Ulrich, Brenda Moyer second, all in favor.

There have been issues with a few properties within the Township, including 208 Pleasant Drive as was discussed by Rosemary Alba in the Public Comment, that are in need of outdoor property maintenance. Per the Township Ordinance, if the grass is higher than 10 inches the Zoning Officer/Asst. Zoning Officer should visit the property and confirm non-compliance. A letter should then be written to the property owner instructing that they have five (5) days to comply with the ordinance. This letter should either be hand delivered to the property owner or sent by certified mail to ensure receipt. If after the five (5) day period the property owner still has not complied the Township has three options. First, the Township can file a citation with the Magistrate's office against the property owner to enforce mowing, with a fine of \$300-\$600. Second, the Township can cut the grass and then file a suit to receive judgment for payment of services. Or third, the Township could do nothing further. Motion made to follow the Ordinance and have the Zoning Officer/Asst. Zoning Officer begin investigating by Fred Ulrich, Brenda Moyer second, all in favor.

The subject of the potential roadwork to be done near the Chris Kenawell property to address drainage issues was again discussed. Motion made to rescind the motion from June 3, 2015 to cut the rolled curb out by Fred Ulrich, Jon Payne second, all in favor.

Darwin Swope at this time wished to address the Board regarding a sewer line on his property along Old Colony Road. Mr. Swope does not believe that they, the property owners, had granted the county any Right of Way for line installation when the county installed it as part of the prison project. It was questioned whether the county acquired a Right of Way approval from PennDOT at that time. The Penn Township Municipal Authority (PTMA) took over the line in 1997. It was also questioned if there is any mention of this in the turnback paperwork from when PennDOT turned the road over to Penn Township. Mr. Swope would just like to understand who approved the installation of this line on his property since to his knowledge this approval should have been given by his family, the property owners, and it was not.

Correspondence

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, Jon Payne second, all in favor.

At this time Attorney Jim Bathgate was asked if he could research if Penn Township Municipal Authority (PTMA) Board members are eligible to be paid.

Road Supervisor Isaac Ramer was not available for this meeting but had wished for discussion to be held on the possibility of laying bleacher pads under the bleachers at East Snyder Park. This would assist in making maintenance around and under the bleachers more accessible and less time consuming. Motion for Isaac Ramer to install bleacher pads, after all roadwork is done, by Fred Ulrich, Brenda Moyer second, all in favor.

****Executive session was called at 8:59pm. Meeting was reconvened at 9:11pm with personnel discussions being held. No decisions made.****

At this time Supervisor Fred Ulrich addressed the remaining Board members about a concern he has. Fred has witnessed multiple incidents of employees driving Township vehicles while using cell phones. This is not acceptable as it is unsafe for our workers, poses the possibility of vehicle damage and is a liability issue. If a conversation is necessary the employee is to exit the roadway and make/return call while vehicle is not being operated. Personal calls and texts during business hours, while it is understood are sometimes necessary also, are frowned upon and to be kept to a minimum. Again, if this occurs while operating a vehicle, employee is to exit the roadway prior to making/returning call or text. Motion made to include the following: 1) placement of above policy into the Township Personnel Policy with violation of said policy to be punishable up to and including termination and 2) a notification statement to be written and presented to all active employees, effective immediately, stating said policy, with statement to be signed by employee indicating receipt and acceptance of policy. Motion made by Fred Ulrich, Brenda Moyer second, all in favor.

Also not discussed earlier in the meeting but discussed at this time was the possible purchase of engineered wood fiber mulch for East Snyder Park. Supervisor Brenda Moyer had received a quote of \$1,914.70 (including delivery) for 100 cubic yards of engineered wood fiber mulch from Playworld Systems. Motion made to purchase 100 cubic yards of engineered wood fiber mulch from Playworld Systems for East Snyder Park by Fred Ulrich, Jon Payne second, all in favor.

While discussions being held regarding East Snyder Park, it was mentioned that the ADA improvements required at East Snyder Park including but not limited to the installation of under-sink plumbing insulation and wall mounted wheelchair accessible restroom signage have to date not been installed. Dave Bowersox, contractor that built the restrooms was to install. Dave to be contacted again to obtain a timeframe for installation. These installations are required and must be done and the necessary supplies are available at the Township building. If Dave will require payment for installation then do so, but it must be completed.

Adjournment

Motion made to adjourn the meeting by Fred Ulrich, Brenda Moyer second, all in favor. With no further business to discuss the July 8, 2015 meeting was adjourned at 9:26pm.

Respectfully submitted,

Lynne Renn
Township Secretary