

**PENN TOWNSHIP
MINUTES
January 4, 2016**

The Penn Township Board of Supervisors held their Year 2016 Organization meeting on Monday, January 4, 2016 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania. Temporary Chairman Jon Payne called the meeting to order at 7:00 pm. Supervisors present: Brenda Moyer; Jon Payne and Pete DeWire. Others present: Elizabeth Paige, Secretary/Treasurer; Isaac Ramer, Road Supervisor; Robert Muolo, Solicitor and Assistant Zoning Officer, James Geiswite. Members of the Public: Bill Kline, Jan Ritter, Kathy Herman, Scott Herman, Beth Kapsar, Mike Sears, Michelle Sears and Darwin Swope.

APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

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

Chairman DeWire called for executive session at 7:04 pm for the discussion of personnel matters. At 8:20 pm, Chairman DeWire called the meeting back to order and stated no decisions were made during the executive session.

Chairman DeWire reopened the re-organization meeting with the pledge of allegiance. Chairman DeWire called for nominations of Vice Chairman. Motion made to nominate Brenda Moyer as Vice Chairman by Jon Payne, Pete DeWire second, all in favor.

CONTINUATION OF ORGANIZATION MEETING;

ROADMASTER – Upon motion by Jon Payne, Pete DeWire second, all in favor; Isaac Ramer was appointed as Roadmaster.

ASSISTANT ROADMASTER – Upon motion by Brenda Moyer, Pete DeWire second, all in favor; Pete DeWire 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 Jon Payne to appoint Elizabeth Paige as Secretary/Treasurer with Brenda Moyer abstaining from the vote as Elizabeth would be her supervisor if she is reappointed as the Assistant Secretary/Treasurer and due to the lack of second the motion died. At this time, Elizabeth Paige requested the meeting be stopped and stated since she was not reappointed as the Township Secretary/Treasurer, she is no longer a Township employee and legally should not be recording the meeting minutes. Solicitor Robert Muolo stated to the Supervisors that at some point during the organization meeting the appointment of a Township Secretary/Treasurer is required. Brenda Moyer questioned if she is reappointed as the Assistant Secretary/Treasurer at this time, would she be able to finish the meeting. Solicitor Muolo stated the Board must appoint a Secretary/Treasurer and this position may be held by a Supervisor. Solicitor Muolo also stated the Secretary/Treasurer serves at the pleasure of the Board of Supervisors so therefore Elizabeth Paige could be appointed on a month to month interim basis until a review of job performance is completed or a motion to replace is made. At this time, Jon Payne stated Elizabeth Paige was hired because she had years of previous experience as a Secretary/Treasurer and he feels Elizabeth has helped move Penn Township forward. Upon motion by Jon Payne per Solicitor Muolo's previous statement, Pete DeWire second, two in favor and Brenda Moyer abstaining from the vote due to personal conflict as Elizabeth would be her supervisor as the Assistant Secretary/Treasurer; Elizabeth Paige was appointed as Secretary/Treasurer. Jon Payne stated for the record he is unaware of any reason to entertain a motion to replace Elizabeth Paige as in his opinion she has done an exceptional job so far as the Secretary/Treasurer. Resident, Jan Ritter questioned the Supervisors as to how many secretaries does the Township have to hire until there is one that Brenda Moyer can approve of. Brenda Moyer stated she is unable to vote on the approval of Elizabeth as this could be consider personal conflict as Elizabeth would be her supervisor as the Assistant Secretary/Treasurer. Solicitor Muolo stated appointment of the

Secretary/Treasurer on an interim basis is not uncommon as Pete DeWire is a newly elected Supervisor and he has not had a chance to review her job performance as the Secretary/Treasurer.

PLANNING COMMISSION SECRETARY – Upon motion by Pete DeWire, Brenda Moyer second, two in favor and Jon Payne voting not in favor; Brenda Moyer was appointed as Planning Commission Secretary.

ROAD CREW EMPLOYEES RETAINED – The following employees will be retained for the road crew upon motion by Jon Payne, Brenda Moyer second, all in favor: Jeff Benfer; Zachary Bogar; Chad Brandt; Ken Carroll; Roger Catherman; Matt Cook; Wade Hawn; Andy Howell; Steve Keefer; Shane Kerstetter; Harry Kuster; Ira Lessman; Jackson Moyer; Jon Payne; Isaac Ramer; Dan Robatin; Richard Troutman; Ross Smoker; Tom Snyder; Tom Wallish and Pete DeWire. Road Supervisor will call all the retained road crew employees to find out who will work. Solicitor Muolo stated once the Road Supervisor reports back on all road crew employees, who want to be retained for work, the Supervisors may change personnel policy to state a part-time employee must work a certain number of hours in order to receive holiday pay.

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

SEWAGE ENFORCEMENT OFFICER - Upon motion by Jon Payne, Brenda Moyer second, all in favor. PAGE SEO, Inc. was appointed as the Penn Township Sewage Enforcement Officer.

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

PLANNING COMMISSION MEMBER – Upon motion by Brenda Moyer, Jon Payne second, all in favor; Dan Kuruna was reappointed to Penn Township Planning Commission. Upon motion by Brenda Moyer, Pete DeWire second, all in favor; Kevin Cook was appointed to Penn Township Planning Commission. Upon motion by Jon Payne, Brenda Moyer second, all in favor; Ken Herman Jr. was appointed to Penn Township Planning Commission. Upon motion by Brenda Moyer, Jon Payne second, all in favor; Tim Moyer was appointed as an alternate member to Penn Township Planning Commission.

PLANNING COMMISSION LEGAL COUNSEL – Upon motion by Jon Payne, Brenda Moyer 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 Jon Payne, Brenda Moyer second, all in favor; Joe Dubaskas was reappointed to the Zoning Hearing Board. The alternate member appointment was table as no recommendation has been made. Zoning Hearing Board member, Jan Ritter is researching a possible recommendation for the alternate member appointment. At this time, Jan Ritter ask the Supervisors if they would consider increasing the Zoning Hearing Board members from three (3) to five (5). After a brief discussion, the Supervisors stated they would like a written recommendation from the Zoning Hearing Board regarding the increase in members from three (3) to five (5).

EAST SNYDER REGIONAL REC ASSOCIATION APPOINTMENT - Jon Payne requested not to be considered for reappointment to the East Snyder Regional Recreation Association since Pete DeWire is also a member and this could be considered a conflict of interest with two (2) Penn Township Supervisors serving as members. Upon motion by Brenda Moyer, Jon Payne second, all in favor; April Metzger was reappointed to the East Snyder Regional Recreation Association.

MUNICIPAL AUTHORITY APPOINTMENT – Upon motion by Jon Payne, Brenda Moyer second, all in favor; Greg Aungst was reappointed to the Penn Township Municipal Authority Board.

EASTERN SNYDER COUNTY REG AUTHORITY APPOINTMENT - Upon motion by Jon Payne, Brenda Moyer second, all in favor; Thomas Ferry was reappointed to the Eastern Snyder County Regional Authority.

PENN TOWNSHIP AUDITORS - Upon motion by Brenda Moyer, Jon Payne second, all in favor; Alex Moyer and Bill Orren were appointed to serve as a Penn Township Auditors.

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 to reappoint Jim Geiswite as the Assistant Zoning Officer but due to lack of a second the motion died. Recommendations for the position of Assistant Zoning Officer will be reviewed at a future Township meeting.

PENN TOWNSHIP DEPUTY EMA COORDINATOR – Upon motion by Jon Payne, Brenda 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; Elizabeth Paige was appointed as the Open Records Officer.

BUILDING CODE ENFORCEMENT – With unanimous approval, building code enforcement will be addressed at a future meeting.

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

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

INSURANCE AGENCIES – Upon motion by Brenda Moyer, Jon Payne second, all in favor; Central Insurers Group/Phillip Gingerich for Township insurances and Christine Kinney Insurance Agency, LLC for employee benefits were appointed as the insurance agencies.

VACANCY BOARD – Upon motion by Jon Payne the Vacancy Board shall consist of Pete DeWire, Jon Payne, Brenda Moyer, Isaac Ramer and Brenda Moyer second, all in favor. Upon motion by Brenda Moyer the Vacancy Board chairman will be Isaac Ramer and Jon Payne second, all in favor.

MILEAGE RATE – Upon motion by Brenda Moyer, Jon Payne second, all in favor; the mileage rate was established at .54 cents per mile. (IRS Standard)

ASSISTANT SECRETARY/TREASURER - Upon motion by Brenda Moyer, Pete DeWire second, two in favor and Jon Payne voting not in favor; Brenda Moyer was appointed as the Assistant Secretary/Treasurer.

EMPLOYEE/SUPERVISOR SALARIES - Upon motion by Jon Payne to recommend the Township auditors to set the wage for working supervisors with the 2015 wage of \$14.18 per hour being reported, Brenda Moyer second, all in favor.

EMPLOYEES SALARIES – Upon motion by Jon Payne to retain all the 2015 Township employees wages, which will be subject to review, Brenda Moyer second, all in favor.

PENN TOWNSHIP RATES AND FEES:

- Upon motion by Jon Payne the following rates will be established for year 2016 use of the East Snyder Park, Brenda Moyer second, all in favor.

Pavilion #1 or #2 Rental	\$50.00		
Sun Shade Picnic Area Rental	\$25.00		
User Fees (ESP fields)		1-10 Uses	\$50.00
		11-25 Uses	\$100.00
		26 or more Uses	\$250.00
Tournament Fees		\$600.00 with \$100.00 deposit refundable	
		Note: all cancellation refunds will be determined by the Board of Supervisors	

- Upon motion by Jon Payne the following fees will be established for year 2016 for Penn Township, Brenda Moyer second, all in favor.

PERMITS

Driveway Permits	\$100.00
Zoning Permits – Based on the value of the project	
\$0 - \$1000	\$20.00
Each Additional \$1000	\$3.00
Road Cut Permits	
First 20'	\$150.00
Each Additional foot	\$7.50
Amusement Tax Permits	\$20.00
Transient Merchant	\$10.00

EQUIPMENT RENTAL PER HOUR WITH OPERATOR

Chevrolet 2500 Pick-Up	\$40.00/hour
Large Dump Truck	\$90.00/hour
Small Dump Truck	\$45.00/hour
Case Pay Loader	\$55.00/hour
Grader	\$105.00/hour
2012 Case Loader/broom	\$75.00/hour
New Holland TN 70	\$60.00/hour
Worker	\$25.00/hour
Roller	\$30.00/hour
Bobcat	\$60.00/hour
Chipper	\$150.00/day

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 Ordinance	\$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/hour
Zoning Hearing	\$500.00
Conditional Use Hearing	\$500.00
Curative Amendment Hearing	\$750.00
Land Development Submission	\$500.00
Sub-Division Submission	\$200.00
Each Lot (including residual)	\$50.00
Waiver from Subdivision/Land Development Ordinance	\$300.00
Final/Development Inspection Fee	Actual Cost incurred by Inspector

REGULAR TOWNSHIP MEETING

Approval of Minutes:

- Motion to approve the minutes from the December 2, 2015 Township meeting and the December 16, 2015 minutes was made by Jon Payne, Brenda Moyer second, two in favor and Pete DeWire abstained as he was not an active Supervisor at either meeting.

Public Comment: No Comments were presented at this time.

Reports:

- Isaac Ramer, Road Supervisor presented a monthly written report to the Board of Supervisors.
- Dave Bowersox, Zoning Officer did not provide a report.
- Jim Geiswite, Former Assistant Zoning Officer provided a December 2015 zoning report and a 2015 year end zoning report to the Board of Supervisors. Jim Geiswite also requested an executive session with the Board of Supervisors. At this time, the Supervisors tabled the requested executive session to later in the meeting.

- Elizabeth Paige, Township Secretary/Treasurer presented a monthly written report.
- Fred Ulrich, Emergency Management Coordinator was not present but did submit an email stating nothing to report on for the month of December.
- Robert Muolo, Solicitor informed the Board of Supervisors any aggrieved person or the Supervisors would have the right to appeal the Zoning Hearing Board decision for U-Turn for Christ within thirty (30) days from the date of the written decision, which was December 17, 2015. At this time, Chairman DeWire called for an executive session at 9:36 p.m. to discuss the U-Turn for Christ decision and Zoning Hearing Board member, Jan Ritter was invited to attend the executive session. At 9:46 p.m. Chairman DeWire called the meeting back to order and stated no action was taken during the executive session. Jon Payne made the motion not to take any action in regards to the U-Turn for Christ decision, Brenda Moyer second, two in favor and Pete DeWire abstained as he was not aware of the full details regarding the Zoning Hearing Board decision for U-Turn for Christ.

New Business:

- Motion to adopt Resolution 16-01 2016 Budget, Resolution 16-02 Hydrant Tax Levy, Resolution 16-03 Tax Levies and Resolution 16-04 SEO Appointment by Jon Payne, Brenda Moyer second, all in favor.
- PSATS Annual Convention attendance was briefly discussed by the Board of Supervisors. Motion to approve Pete DeWire, Brenda Moyer and Isaac Ramer to attend the PSATS Annual Convention by Jon Payne, Brenda Moyer second, all in favor.
- The Zoning Hearing application for a variance submitted by Kevin Dressler was reviewed by the Board of Supervisors. A hearing is currently being scheduled for January 27, 2016.

Executive Session:

- Chairman Pete DeWire called for an executive session at 9:55 p.m. per the request of former Assistant Zoning Officer, Jim Geiswite. At 10:02 p.m. Chairman Pete Dewire called the meeting back to order and stated Jim Geiswite has tendered his resignation as a Township Planning Commission member. Jim Geiswite turned in his office key and vehicle magnetic signs at this time and will return other Township property to the office by the end of the week.
- Brenda Moyer made the motion to appoint Raymond Cerezo to the Planning Commission to complete the term of Jim Geiswite, who resigned, Jon Payne second, all in favor. At this time, Jon Payne issued a personal "Thank You" to Jim Geiswite for his time and dedication to the position of Assistant Zoning Officer and for serving as a Planning Commission member.

Old Business: None to be addressed.

Payment of Accounts Payable and Payroll

- A motion to approve Accounts payable checks totaling \$13,164.68 signed in the month of December 2015 and December 2015 Payroll totaling \$16,137.66 plus January 2016 payroll checks dated 1/4/16 and 1/7/16 totaling \$7,057.71 was made by Jon Payne, Brenda Moyer second, all in favor. The January 4th and 7th payroll checks were signed at this time.

Adjournment

Motion made to adjourn the meeting by Jon Payne, Brenda Moyer second, all in favor. With no further business to discuss the January 4, 2016 meeting was adjourned at 10:12 p.m.

Respectfully Submitted,

Elizabeth Paige,
Township Secretary