

**Penn Township Supervisors  
Regular Meeting Minutes  
February 3, 2016**

Chairman Pete DeWire called the 2.3.2016 regular meeting to order 7:00 pm, followed by the Pledge of Allegiance.

**Present included:** Chairman Pete DeWire, Vice-Chair Brenda Moyer, Supervisor Jon Payne and Solicitor James Bathgate.

**Public Present:** William J. Moyer, Eric Wats, Michael Savidge, Jody Ramer, Kayla Kilgore-SU, Marielle Miller-SU, Ray Cerezo, Charlene Bailey, Kenneth Brekey, Chris Sheaffer-LD Group, Leonard Meckley-MECK Tech, Blair Dunkle, and Gary Griner- DHL. One illegible signature and four present who did not sign in that included: Jim Geiswite, Bill Kline, Isaac Ramer and Ken Bailey.

**Herman Road Culvert Project Bid Opening – Contract 2016-01**

Twenty-one sealed bids received, opened by Solicitor Bathgate. Each company and bid total were announced. Lowest sealed bid was received by Cable Services Company, Inc. Williamsport, PA @\$76,495.81

**On motion by Jon Payne, second Brenda Moyer, and acclamation of the board, the intent to award the contract to the lowest bidder, Cable Services Company, Inc. Williamsport, PA @\$76,495.81, subject to the following conditions:** 1. all docs reviewed by twp engineer and solicitor to ensure compliance w/ bid and report back at next meeting 2. Contractor signs an executed contract 3. Contractor submits appropriate payment and performance bond 4. Contractor provides proof of insurance. Chris Sheaffer, LDG will draft required letter to lowest bidder.

Solicitor Bathgate questioned receipt of an executed construction agreement for the Herman Road Culvert Project. This signed, notarized agreement has been rec'd, Bathgate will review and record.

**On motion by Brenda Moyer, second Jon Payne and by board acclamation the January 4, 2016 Reorganization Meeting Minutes were approved as presented.**

**On motion by Brenda, second Jon Payne and Pete DeWire abstaining the January 20, 2016 Workshop Minutes were approved as presented.**

**On motion by Pete DeWire, second Jon Payne and board acclamation it has been determined the services provided by DeWire to measure the township building and create a base plan for the building renovation project will be donated time.** This in contrast to the 1.20.2016 minutes, page two, and paragraph two stating "up to" a maximum payment of \$500.

**Public Comment –**

Jon Payne pointed out the resignation letter provided at the meeting of township secretary / treasurer Elizabeth Paige. DeWire asked for comments and / or motion to accept. No motions were made to accept. Then on motion by Jon Payne to accept the resignation, noting the resignation letter should be placed in township files, second by Pete DeWire, Solicitor Bathgate then indicated he would like to provide opinion on where the letter should be filed. Discussion determined the letter will be filled in Ms. Paige's personnel file. Acclamation to accept resignation was called for again by Chairman DeWire, no ayes were heard and motion failed.

**Person Present to be Heard –**

**J. Leonard Meckley was present representing the Carson S and Dorothy K Bailey Final Subdivision Plan identified as Penn Twp SD #1601 and SCPC #5067 and dated 10.19.2015.** This project can be described as: Tax Parcel 08-02-017, the parent tract is comprised of 97.935 total acres in the AC (Agricultural Conservation) zone and lies in both Penn (44.679 ac) and Jackson (53.256 ac) Townships. Applicant proposes to subdivide a **LOT A** from parent tract, proposed **LOT A** will lie in both Penn Twp - 8.76 acres and Jackson Twp -11.053 acres. The residual total acreage of 78.122 ac w/ 42.203 residual acres in Jackson Twp and 35.919 residual acres in Penn Township. **LOT A** to remain AG, no septic testing or other permits are being applied for. Mr. Meckley did show all conditions as required by Penn Twp PC from 1.25.2016 and the SCPC submission have been met. Mr. Meckley did request one modification to the Plan.

**On motion by Brenda Moyer, second by Jon Payne and board acclamation, approval was given to modify the scale to show 1" = 150' over the required 1" = 100' of the Bailey Plan.**

**On motion by Brenda Moyer, second by Jon Payne and board acclamation final approval was granted for the Carson S and Dorothy K Bailey Final Subdivision Plan.**

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**Mike Savidge was present to discuss construction on property located on S Market Street.** Property identified as TAX MAP PN 13-09-017, with two (2) tract descriptions and located in HC (highway commercial) zone. Savidge proposes the construction of a duplex on Tract 2 of this parcel consisting of 12,800 sq ft of vacant land. Savidge argues the existing nonconforming use is Multi-Family. Tract 1 consists of an 8-unit townhouse, a duplex and a garage. His current proposal would be the continuation thereof. Savidge proposes removal of an existing impervious area of 28' X 125' on Tract 1, which would provide a net decrease in impervious for the entire parcel. Savidge proposes using current DW to access a new duplex.

Legal counsel for Savidge suggested a deed restriction that the two tracts could NOT be subdivided but must remain as one.

Bathgate did suggest an argument could be made this is a natural expansion of multi-family housing, BUT, an additional duplex may also implicate the definition of Land Development in SALDO. Savidge expressed concern for the cost of LD. A waiver from LD and requirements were discussed. Savidge will submit a request for waiver from LD, attend the 2.22.2016 PC meeting. Waiver will require advertisement for public hearing, tentative date and time, 3.3.2016, 6:30 pm.

**Gary Griner-DHL Fire Company presented the staff, incident and alarm report for 1.1.2016 thru 1.31.2016.** Mr. Griner also provided the 2016 proposed budget, 2015 P+L report and the 2014 tax return.

**Reports:**

Isaac Ramer, Road Supervisor – written report was provided. Isaac added in the meeting concern for ash trees on S Front Street. Supervisors will review situation with Isaac. Payne questioned twp responsibility. Landowners should be made aware. Resident Joe Dubaskas commented on the good job the road crew did in the recent storm.

Dave Bowersox, Zoning Officer– notes dated 2.2.2016 were provided

Elizabeth Paige, Secretary/Treasurer– a written report was provided that included

- Y/D Budget Report
- Completion of PSATS Conference and Training
- total AP paid out \$17,822.07 and
- Pay Roll and Employer Taxes paid \$13,322.12.

Fred Ulrich, EMC – report was provided and indicated he will attend EMC Training on damage assessment on 2/17/16.

**New Business:**

Nuisance Ordinance 2016-01 – **On motion by Brenda Moyer, second Jon Payne and board acclamation the Nuisance Ordinance 2016-01 shall be advertised for public hearing on March 2, 2016.**

2015 Survey of Financial Condition – Survey was presented for fiscal year ended 12/31/15. **On motion by Brenda Moyer, second by Jon Payne, and board acclamation, Chairman DeWire will sign and document will be submitted to DCED.**

2016 Stone Bid – The advertisement for 2016 stone bids was reviewed. Bathgate noted the second class twp code permit the stone bids to be opened and read aloud prior to the supervisor's public meeting. Pete recommended Isaac Ramer, Road Supervisor open, read aloud and record these bids. This will happen at 2:30 pm on April 6, 2016.

**On motion by Benda Moyer, second by Jon Payne and board acclamation advertisement was authorized for the 2016 stone bids.**

**On motion by Jon Payne, second by Brenda Moyer and board acclamation was approved the opening, reading aloud and compiling the stone bids at 2:30 pm on 4/6/2016 by the road supervisor with the supervisors reviewing and awarding stone bids at 7:00 pm during the regular meeting.**

Copier Purchase Quotes – **On motion by Pete DeWire, second by Jon Payne and board acclamation supervisors will table copier purchase until further review.**

At this time the SU students approached the table to ask questions before exiting, looking for a better understanding of land development. They indicated they will return for the March and April supervisor meetings.

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Waive Pavilion Reservation Fee – township has not waived pavilion fees for other groups, will gather more information. A policy should be developed if the township will consider waiving any fees.

Meeting Room Use – **On motion by Jon Payne, second Brenda Moyer and board acclamation approval was given to Scott Kerstetter for his request to hold a neighborhood crime watch meeting for the Harris Estates Development in the township meeting room on Sunday, February 14, 2016 at 7 pm.**

Assistant Zoning Officer – **On motion by Brenda Moyer, second Pete DeWire and board acclamation Raymond Cerezo was appointed as the Penn Township Assistant Zoning Officer.**

PSATS Convention for Zoning Officers – **On motion by Jon Payne, second Brenda Moyer and board acclamation the zonings officers will be invited to attend the 2016 convention at the expense of the township.**

ZHB recommendation to increase members – The ZHB provided to the Supervisors, minutes from a 1.27.2016 meeting that included a vote recommending the Board of Supervisors move to amend the Penn Twp Zoning Ordinance 2005-01 to provide for five (5) regular members on the Zoning Hearing Board over the current three (3) member board.

**On motion by Jon Payne, second Brenda Moyer and acclamation, the board directs Solicitor Bathgate to draft language to revise the zoning ordinance allowing for five members on the Zoning Hearing Board, Bathgate will forward this draft to SPCP for review and provide a copy to the Penn Township Planning Commission for review.**

Solicitor also pointed out the MPC provides if the ZHB is increased to five (5), the current members will complete their current terms 3-year terms and new members will be appointed to serve five year terms. As the current member terms expire, those positions will then be five year terms.

Residents who had expressed interest in serving include Kevin Dressler, Bill Bucher, Tony Rankin, Scott Kerstetter and Matt Veins. Discussion determined it would be in our best interest to appoint an alternate member at this time. **On motion by Jon Payne, second by Brenda Moyer, and Board acclamation, Tony Rankin will be appointed as an alternate to serve on the ZHB.** Tony will fill the unexpired term of Jim Fry, expiring 12.31.2017.

New Truck and Amenities Purchase – **On motion by Jon Payne, second by Pete DeWire and board acclamation the decision to purchase a 4 X 4 pickup truck and amenities will be tabled until further review.**

Tire Chain Purchase – **On motion by Pete DeWire, second Brenda Moyer and board acclamation to purchase of two sets of tire chains from Chemung spending up to \$1K.**

2016 Employee Raises – held till later in meeting

Comp Time Policy – no formal discussion, tabled

**Old Business:**

Bank Proposals – Have received proposals from three banks, the board will ask three additional banks for proposals to include BBT, M+T and First National.

Fred Ulrich Road Crew – **Jon Payne made a motion to appoint Fred Ulrich to the township road crew, second by Pete DeWire, Brenda Moyer voting no, majority has the vote and Fred Ulrich will be appointed to the road crew.**

Township correspondence was acknowledged, PC DRAFT minutes, thank you Mifflinburg Bank, DCNR denial of grant application for Phase II development in ESP, Community Aid Grant information.

**Other Business:**

- Jon Payne suggested we look into which roads may need to be done and consider preparing to bid out additional roads. Isaac and Pete are meeting with Brian Haight, PennDOT. Clifford Road, Pine Brook Road were suggested as roads for consideration. The list grew to include Perkinson, Air Tower, Sand Hill and Walters Lane.
- Pete DeWire noted Selinsgrove Community Foundation has \$10K available in \$1K increments if the Board has something in mind to apply for.
- Pete DeWire was contacted by the Masons who would like to start the process to recognize veterans killed in wars or in action in a separate area at the Veterans Memorial.

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**Public Comment:**

- Solicitor Bathgate suggested public comment be allowed again prior to convening for an executive session.
- Jim Geiswite asked, how many more secretaries we going to go through and stated there have been three.

**Approval of Accounts Payable –**

**On motion by Jon Payne, second by Brenda Moyer and board acclamation bills were approved and moved to be paid.**

**9:15 an executive session was called.**

**9:48 the executive session ended, the regular meeting reconvened. Bathgate announced personnel issues were discussed and no official action was taken.**

**On motion by Pete DeWire, second Jon Payne, and board acclamation it was determined the resignation letter provided by Elizabeth Paige would be accepted with regret, comments were received noting her professionalism, organization, experience, recognized her as an over achiever, some noted she brought lots of information and loyalty to our township, the resignation letter will be included in her personnel file.**

Isaac Ramer questioned the state of the research in a retirement program. Will do some research with PSATS.

**On motion by Jon Payne, second by Brenda Moyer and board acclamation the township will advertise for a full-time secretary immediately.** It was noted Brenda Moyer as assistant secretary will fulfill duties as capable.

Pay increases were discussed, recommendations were made to increase the hourly rates of Jeff Benfer(13.56), Chad Brandt(13.56), Ken Carroll(13.89), Wade Hawn(12.60), Andy Howell(13.89), Tom Wallish(13.89), Isaac Ramer(22.00 and one additional wk paid vacation), Dave Bowersox(13.23), wage set for newly hired Assistant Zoning Officer Ray Cerezo(12.00) and working Supervisor Pete DeWire (14.89). **On motion by Jon Payne, second by Brenda Moyer and board acclamation the raises were approved.**

**An hourly increase to 14.89 per hr was discussed for assistant secretary/treasurer Brenda Moyer, on motion by Pete DeWire, second Brenda Moyer, no comment from Jon Payne, motion carried.** The recommended Supervisor increases will be forwarded to the auditors for approval.

**To repeat and clarify, on motion by Jon Payne, second Brenda Moyer and board acclamation Isaac Ramer shall increase to \$22 per hour and receive one additional wk paid vacation.** Isaac now will receive a total of two weeks paid vacation per year.

**Adjournment:**

**On motion by Jon Payne, second Brenda Moyer, acclamation the February 3, 2016 regular meeting was adjourned at 10:05 pm.**

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