

**PENN TOWNSHIP SUPERVISORS
WORKSHOP MEETING
NOVEMBER 18, 2015**

Chairman Jon Payne called the November 18, 2015 workshop to order 7:00 pm, followed by the Pledge of Allegiance. **Present included:** Chairman Jon Payne, Vice-Chairman Fred Ulrich, Supervisor Brenda Moyer, Solicitor James Bathgate and Treasurer/Secretary Elizabeth Paige.

Public Present: Bill Pinkowski, Beth Kapsar, Isaac Ramer and Jim Geiswite.

- ❖ **Meadowview Home Owners Association** - Bill Pinkowski informed the Board of Supervisors the home owners association officers are conducting a discovery mission for the association as the member interest is waning towards maintaining the home owners association. Bill Pinkowski stated a request of the association is to find out if the Township could assume the responsibilities of the Meadowview Home Owners Association (H.O.A.) stormwater detention basin. Beth Kapsar added the association officers are also researching for options in regards to the storm water maintenance, which is part of the home owners association bylaws. Vice-Chairman, Fred Ulrich stated the Township would not take on the responsibilities of the H.O.A. as the developer created the bylaws to establish the H.O.A. responsibilities. Solicitor James Bathgate stated the Township would have approved the developer's land development plan for the development and the stormwater maintenance in accordance with the Township ordinances in effect at the time of the plan approval. Solicitor Bathgate stated if any stormwater issues arise the Township may take the necessary enforcement action per the Township ordinance against either the H.O.A. or the individual home owners if the H.O.A. has been dissolved. Bill Pinkowski questioned if there was any stormwater issues addressed within the development. At this time, a brief discussion of a past stormwater issue regarding the resurfacing of a roadway within the development was conducted. Solicitor Bathgate stated the H.O.A. should consider consulting separate legal counsel to review the H.O.A. documents for advice on what steps can be taken by the H.O.A.
- ❖ **Revised Nuisance Ordinance** - Solicitor Bathgate stated the section recommended by the Township planning commission has been added to the revised ordinance. Solicitor Bathgate recommended the Supervisors review the revised ordinance and take action to approve the ordinance for advertisement at the December 2, 2015 Township meeting.
- ❖ **Road Employee Retention** - The road employee information spreadsheet provided by the Township Secretary/Treasurer was reviewed. At this time, the Board of Supervisors unanimously agreed the road employee retention will be addressed at the annual re-organizational meeting scheduled to be held in January.
- ❖ **Review of Park User Fee** - The 2015 park user fees were reviewed by the Board of Supervisors and Beth Kapsar, Eastern Snyder Regional Recreation Association member. After the discussion, the following changes for year 2016 to user fees and tournament fee will be presented by Beth Kapsar to ESRRA at their next meeting:
 1. User Fee - Current \$100.00 changed based on the number of uses per year: 1 - 10 uses \$50.00, 11 -25 uses \$100.00 and 26 - more uses \$250.00
 2. Tournament Fee - Current \$250.00 with \$50.00 refundable change to \$500.00 with \$100.00 deposit refundable.
- ❖ **Review of Other Township Fees** - The Board of Supervisors and Solicitor reviewed the other Township fees per the 2015 fee schedule and the following changes for year 2016 were recommended:
 1. Driveway permit - Current \$50.00 be changed to \$100.00 noting \$20.00 for administration and \$80.00 for review and/or inspection
 2. Roadcut permit - Current first 50 feet \$70.00 with each additional 50 feet \$5.00 be changed to first 20 feet \$150.00 with each additional foot \$7.50. Road Supervisor Isaac Ramer also recommended the language added to the permit stating the Township be notified prior to the back filling of the roadcut.
 3. Zoning Variance Hearing and Conditional Use Hearing - Current fee \$300.00 be changed to \$500.00 also the additional of Curative Amendment Hearing \$500.00

4. Land Development Application Submission - Current \$200.00 be changed to \$500.00
5. Subdivision Application Submission - Current \$60.00 with residual \$20.00 and each lot \$20.00 be changed to \$200.00 with residual \$50.00 and each lot \$50.00.
6. Final/Development Inspection Fee - Current \$25.00 per hour be changed to state the actual cost of the inspection fees incurred by the inspector.

- ❖ **Township Investment Account** - The Board of Supervisors discussed the recent refund of excess fees received from Northumberland National Bank on the investment account. Supervisor Brenda Moyer stated she contacted Don Steele, Bank President about the letter in regards to the refund of excess fees. Mr. Steele will be attending the December 2, 2015 Township meeting to offer an explanation on what happened with the investment/trust account.
- ❖ **Resolution and Agreement for use of PennDOT dotGrants on-line reporting system** - After a brief review of Resolution 2015-10 and the agreement to authorize electronic access to PennDOT systems, a motion to approve Resolution 2015-10 was made by Chairman Jon Payne, second by Supervisor Brenda Moyer and was carried with three (3) yeas.
- ❖ **Municipal Building Upgrade Feasibility Studies and Comprehensive Plan Update** - The Board of Supervisors unanimously agreed to table both and re-address each item at the beginning of the 2016 year.
- ❖ **Snow & Ice Plan** - The Board of Supervisors unanimously agreed to table the Snow & Ice Plan discussion to the December 2, 2015 Township meeting.
- ❖ **Personnel Policy Proposed Revisions** - Supervisor Brenda Moyer stated the accumulation of sick leave is not consist as there is no accumulation of vacation time allowed. Solicitor James Bathgate stated he reviewed the current sick leave allows a full-time employee after the first year of employment to receive five (5) paid sick days and may accumulate up to ten (10) paid sick days. Chairman Jon Payne stated the accumulation of sick days was offered since the Township has no short term disability coverage. After a further discussion, Solicitor Bathgate stated the Supervisors could consider the possibility of re-classification of sick leave and vacation as "paid time off". Supervisor Brenda Moyer also stated the Township Secretary/Treasurer will be investigating the possibility of pension plan funding offered by Pennsylvania State Association of Township Supervisors.

OTHER BUSINESS:

- ❖ Vice-Chairman Fred Ulrich stated Road Supervisor Isaac Ramer has submitted three (3) separate requests for time off. After a brief review of the requests, the Board of Supervisors unanimously approved the requests for time off submitted by the Road Supervisor. Vice-Chairman Fred Ulrich stated the road employees, who attended the LTAP winter maintenance seminar have submitted lunch receipts for reimbursement as no lunch was offered at the seminar. A motion to reimburse the lunch receipts submitted was made by Vice-Chairman Fred Ulrich, second by Supervisor Brenda Moyer and was carried with three (3) yeas.
- ❖ Solicitor James Bathgate offered to do an overview of zoning regulation enforcement after the first of the 2016 year.

At 7:35 p.m. Chairman Jon Payne called for an executive session to discuss personnel issues. Chairman Jon Payne called the meeting back to order at 8:44 p.m. Chairman Jon Payne stated no decisions were made during the executive session. Also, Chairman Jon Payne reported on November 11, 2015 he conducted an executive session with Vice-Chairman Fred Ulrich per the request of Township employees to discuss personnel issues with no official action being taken during the executive session.

Chairman Jon Payne made the motion to terminate employment of the part-time secretarial position held by Supervisor Brenda Moyer, second by Vice-Chairman Fred Ulrich and was carried with two (2) yeas. Due to personal conflict, Supervisor Brenda Moyer abstained from the vote.

OTHER BUSINESS CONTINUED:

- ❖ Chairman Jon Payne stated the installation of the Township surveillance cameras was not for the purpose of watching the Township employees unless a personnel issue is brought to the attention of the Board of Supervisors. At this time, Chairman Jon Payne made the motion surveillance camera tapes must be reviewed by two (2) Supervisors and in an emergency situation maybe reviewed by one (1) Supervisor along with either the Township Secretary/Treasurer or Road Supervisor, second by Supervisor Brenda Moyer and was carried with three (3) yeas.
- ❖ Solicitor James Bathgate inquired if the Board of Supervisors are going to consider hiring a new part-time secretary to handle the secretarial duties for the Planning Commission meetings and submission of any future Zoning Hearing Board applications. After a brief discussion with Secretary/Treasurer Elizabeth Paige, Vice-Chairman Fred Ulrich made the motion to have Township Secretary/Treasurer Elizabeth Paige attempt to handle these secretarial duties unless a time comes the extra duties are too much to handle also due to the Secretary/Treasurer's attendance of scheduled meetings overtime will be permitted, second by Chairman Jon Payne and carried with three (3) yeas.
- ❖ Solicitor James Bathgate Informed the Board of Supervisors the MPC allows for the appointment of a Supervisor to the Township Planning Commission. Vice-Chairman Fred Ulrich stated he is not in favor of a Supervisor as a Planning Commission member as the Supervisor made cause conflict when the Planning Commission makes recommendations to the Board of Supervisors.

At 8:58 p.m. motion for meeting adjournment was made by Supervisor Brenda Moyer, second by Vice-Chairman Fred Ulrich and carried with three (3) yeas.

Respectfully Submitted,

Elizabeth Paige
Township Secretary