

# PENN TOWNSHIP 2023 REORGANIZATION MINUTES

**January 3, 2023**

The Penn Township Board of Supervisors held their Year 2023 Re-organization meeting on Tuesday, January 3, 2023 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania.

**Present Included:** Supervisors: Ross Smoker, Isaac Ramer Jr. and Jon Payne, Solicitor, John Klingerman, and Manager, Julie Hartley

**Public Present:** Colin Rice, Jason Kline, Jeremy Soper and Kevin Hood

Temporary Chairman – **John Klingerman acted as the Temporary Chairman.** Temporary Chairman John Klingerman called the 1.3.23 Supervisor's Reorganizational Meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

## Appointment of Chairman

Temporary Chairman John Klingerman called for Chairman of the Board of Supervisors nominations.

**Motion made by Ross Smoker to nominate Jon Payne for Chairman of the Board of Supervisors, second by Isaac Ramer Jr. and acclamation of board.**

## Appointment of Vice-Chairman

Chairman Payne called for Vice-Chairman of the Board of Supervisors nominations. **Motion was made by Ross Smoker to nominate Isaac Ramer Jr. for Vice-Chairman of the Board of Supervisors, second by Jon Payne and acclamation of board.**

## Re-organization

Road Master - **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of the board to reappoint Mark Strawser as Road Master.**

Assistant Road Master - **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Chad Brandt as Assistant Road Master.**

Legal Counsel - **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Wiest, Muolo, Noon, Swinehart & Bathgate as Penn Township Solicitor.**

Appointment of Secretary/Treasurer - **On motion by Jon Payne, second Isaac Ramer Jr. and acclamation of board to appoint Julie Hartley as the Secretary/Treasurer.**

Open Records Officer - **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to appoint Julie Hartley as Open Records Officer.**

Use of DOT Grants - online reporting - **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to appoint Julie Hartley as User of DOT Grants - online reporting.**

Berkheimer Contact Rep & Receiver of Taxes - **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to appoint Julie Hartley as Berkheimer Contact Rep & Receiver of Taxes.**

Appointment of Manager - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to reappoint Julie Hartley as Township Manager.

Planning Commission Secretary - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to reappoint Julie Hartley as Planning Commission Secretary.

Planning Commission Legal Counsel - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Wiest, Muolo, Noon, Swinehart & Bathgate as Planning Commission Solicitor.

Penn Township Zoning Officer - On motion by Jon Payne, second by Isaac Ramer Jr. and acclamation of board to reappoint Julie Hartley as Zoning Officer.

Flood Plain Administrator - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Julie Hartley as Flood Plain Administrator.

Zoning Hearing Board Legal Counsel – On motion by Isaac Ramer Jr. second by Jon Payne and acclamation to reappoint Robert Slivinski as Zoning Hearing Board Legal Counsel.

Central Keystone COG Representative - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Julie Hartley as the Central Keystone COG Representative.

Building Code Enforcement - On motion by Ross Smoker, second by Isaac Ramer Jr. to reappoint Central Keystone Council of Government as Building Code Enforcement. Jon Payne voted no.

Delegate to State Convention – On motion by Ross Smoker, second by Isaac Ramer Jr. and board acclamation to reappoint Julie Hartley as Delegate to the State Convention.

Penn Township Deputy EMA Coordinator - On motion by Isaac Ramer Jr., second Jon Payne and acclamation of board to reappoint Fred Ulrich as Penn Township Deputy EMA Coordinator and appoint Colin Rice as Penn Township Deputy EMA Assistant Coordinator.

Penn Township Recycling Coordinator - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to reappoint Julie Hartley as Recycling Coordinator.

Penn Township CRS Coordinator - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to reappoint Julie Hartley as CRS Coordinator.

Sewage Enforcement Officer - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to reappoint Page SEO, Inc as Sewage Enforcement Officer.

Banking Depositories - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board the banking depository list will be as follows: Northumberland National Bank, 1st National, BB&T, M&T, Mifflinburg Bank & Trust, Swineford and Pligit.

Insurance Agencies - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board for Central Insurers Group/Phillip Gingrich for Township insurances and Sholley Insurance Agency, for employee benefits were appointed as the insurance agencies.

Mileage Rate - On motion by Isaac Ramer Jr. second by Ross Smoker and acclamation of board to establish the mileage rate at 65.5 cents per mile. (IRS Standard)

2023 Health Insurance Reimbursement Rate - On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board to establish the 2023 health insurance reimbursement rate of \$250 per month.

Road Crew and Secretary Retention and Hourly Rates – On motion by Isaac Ramer Jr., second by Ross Smoker, and acclamation of the board to retain and increase the rate of Tim Thomson by \$0.50 per hour from \$16.50 to \$17.00.

On motion by Isaac Ramer Jr., second by Ross Smoker, and acclamation of the board to retain and increase the rate of Les Dale by \$0.50 per hour from \$16.50 to \$17.00.

On motion by Ross Smoker, second by Jon Payne, and acclamation of the board with Isaac Ramer Jr. abstaining to retain and increase the rate of Chad Brandt by \$1.00 per hour from \$18.50 to \$19.50.

On motion by Isaac Ramer Jr., second by Ross Smoker, and acclamation of the board to retain and increase the rate of Eric Scholl by \$0.50 per hour from \$17.00 to \$17.50.

On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board the following employees were retained with no increases: Harry Neuer, Wade Hawn, Andy Howell and Andrea Beightol.

Roadmaster Hourly Rate – On motion by Isaac Ramer Jr., second by Ross Smoker, and acclamation of the board to retain and increase the rate of Mark Strawser by \$0.25 per hour from \$24.00 to \$24.25.

Manager Salary Rate – On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board to retain and increase the salary of Julie Hartley by \$527.60 to \$54,017.60.

Secretary/Treasurer Hourly Rate – Tabled until new Secretary/Treasurer is placed.

Vacancy Board - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of board to reappoint William Kline for the Vacancy Board.

Planning Commission Appointment (4 yrs.) - On motion by Jon Payne, second by Ross Smoker and acclamation of the board to reappoint Marvin Weaver to the Planning Commission for a (4 yr. term/2026).

On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board to reappoint Jon Payne to the Planning Commission for a (1 yr. term/2023).

Zoning Hearing Board (3 yrs.) – On motion by Isaac Ramer Jr., second by Ross Smoker, and acclamation of the board to reappoint Jan Ritter, Tony Rankin and Jeff Brabant for (3 yr. terms/2025).

East Snyder Regional Recreation Association- **On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of the board to reappoint Tim Laubscher to the ESRRA for (4 yr. term/2026).**

Penn Township Auditors (2 yrs.) – No vacancies.

Penn Township Municipal Authority (5 yrs.) - **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board to reappoint Tom Ferry to Penn Township Municipal Authority (term ending 12/2027).**

Eastern Snyder County Regional Authority – **No appointments.**

Fee Schedule for 2023 – **On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the board that all fees for the East Snyder Park should remain at 2022 levels.**

**On motion by Ross Smoker, second by Isaac Ramer Jr., and acclamation of the board that all permit fees remain at 2022 levels except for the following: Compost Permits to \$20.00 for residents and \$100.00 for resident businesses.**

**On motion by Isaac Ramer Jr., and seconded by Ross Smoker and acclamation of the board that all fees for Equipment remain at 2022 levels except for the following: Small Dump Truck to \$75.00/per hour, Case Pay Loader to \$120.00/per hour, Worker Rate to \$40.00/per hour and Bobcat/Mini Excavator to \$75.00/per hour.**

**On motion by Ross Smoker, and seconded by Jon Payne, and acclamation of the board that the research fee be changed to \$45.00/per hour.**

**On motion by Ross Smoker, and seconded by Isaac Ramer Jr., and acclamation of the board that the service, plowing with operator be changed to \$120.00/per hour.**

Conditional Use Hearing – Bob Cole, Ground Mounted Solar was not conducted because of the applicant not being present. **On motion by Jon Payne, second by Ross Smoker, and on a 2-0 vote the Bob Cole Conditional Use was denied.**

December 21, 2022 minutes - **On motion by Ross Smoker, second by Isaac Ramer Jr. and acclamation of board 12.21.22 Supervisor Workshop Minutes were approved.**

Persons Present to be Heard – Jeremy Soper and Colin Rice from DH&L Fire Company were present to address the Board. Colin Rice gave the report for December noting that there were forty-one incidents, no fire losses and eleven calls within the township. He also reported the calls for 2022 which were four hundred and seventy-one incidents, approximately \$500,000 in fire loss, and the township had one hundred and thirty-seven incidents. Jeremy Soper then addressed the Board concerning their financial support for the Fire Company. He reported to the Board that last year when the fire tax was implemented it was expected to raise approximately \$70,000 for the Fire Company but the budget for 2023 would need another \$30,000 to meet expenses. Jeremy asked if the Board could either raise the fire tax milage or find it in their budget to contribute and the additional \$30,000 to make up the difference. The Board requested that Jeremy return to the meeting on January 18<sup>th</sup> to discuss the matter further.

Kevin Hood representing DH&L Ambulance gave the December report noting that there were one hundred and ninety-four calls with sixty-eight of them being in Penn Township. The calls included eighteen advanced life support, thirty-four basic life support, thirteen non-transports and three intermediate life support calls. They are still waiting on a transmission for truck eighty-two. Three trucks remain in service.

**New Business:**

Resolution 23-02 2023 Hydrant Tax Levy - On motion by Jon Payne, second by Ross Smoker, and acclamation of board to adopt Resolution 22-03 2023 Hydrant Tax Levy.

Resolution 23-03 2023 Tax Levies - On motion by Jon Payne, second by Ross Smoker, and acclamation of board to adopt Resolution 23-03 2023 Tax Levies.

Resolution 23-04 2023 SEO Appointment - On motion by Jon Payne, second by Ross Smoker and acclamation of board to adopt Resolution 23-04 2023 SEO Appointment for Page SEO, Inc.

Resolution 23-05 2023 Berkheimer Rep & Receiver of Taxes - On motion by Jon Payne, second by Ross Smoker and acclamation of board to adopt Resolution 23-05 2023 Andrea Beightol and Julie Hartley as Berkheimer Reps. & Receivers of Taxes.

Resolution 23-06 2023 Open Records Officer and Assistant - On motion by Jon Payne, second by Ross Smoker and acclamation of board to adopt Resolution 23-06 2023 designating Julie Hartley as Open Records Officer.

Resolution 23-07 2023 Use of DOT Grants Online - On motion by Jon Payne, second by Ross Smoker, and acclamation of board to adopt Resolution 23-07 2023 designating Julie Hartley as authorized users of DOT Grants Online.

Resolution 23-08 2023 COG Representative - On motion by Jon Payne, second by Ross Smoker and acclamation of board to adopt Resolution 23-08 2023 Julie Hartley as COG Representative.

Resolution 23-09 2023 Fire Relief Tax Levy – On motion by Jon Payne, second by Ross Smoker and acclamation of board to adopt Resolution 23-09 2023 Fire Relief Tax Levy.

Resolution 23-10 2023 SEO Fees – On motion by Jon Payne, second by Ross Smoker and acclamation of the board to adopt Resolution 23-10 2023 SEO Fee Schedule.

**Reports:**

Julie Hartley, Township Manager

- ◆ Report Provided.

Roadmaster

- ◆ Report Provided.

Julie Hartley, Zoning Officer

- ◆ Report Provided

Emergency Management Coordinator Fred Ulrich

- ◆ No report Provided.

Solicitor, Jim Bathgate

- ◆ No Report Provided

**Old Business: None**

**FYI**

- 1. Rate Letter from Slivinski Law Office
- 2. ESCRA Oct. Minutes
- 3. Stahl Sheaffer Engineering 2023 Rate Schedule

Approval of Accounts Payable & Payroll -On motion by Ross Smoker, second Isaac Ramer Jr. and acclamation of the board to pay the bills.

**Public Comment- None**

**East Snyder Park**

Pavilion Rental	\$50.00
Sun Shade Picnic Area	\$25.00
User Fees 1-15 uses + (\$100.00 refundable fee)	\$300.00
16 or more uses + (\$100.00 refundable fee)	\$450.00
Tournament Fees (\$100 refundable)	\$600.00

\*All cancellations/refunds determined by Supervisors

**Permits**

Driveway	\$100.00	
Outdoor Burner	\$50.00	
Recycling	\$20.00 Res./\$50 Res. Bus.	
Compost	\$20.00 Res./\$100 Res. Bus	
Zoning		
\$0-\$1000.00	\$20.00	
Each additional \$1,000.00	\$3.00	
Roadcut		
First 50 ft. (resurfaced > 5 yr.)	\$150.00	
Additional per ft. (resurfaced > 5 yr.)	\$7.50	
First 50 ft. (if resurfaced < 5 yr.)	\$400.00	
Additional per ft. (if resurfaced < 5 yr.)	\$15.00	
Fireworks (with certificate of insurance)	\$100.00	Event
Amusement Tax Permits	\$20.00	Year
Zoning Variance Hearing	\$750.00	
Conditional Use Hearing	\$500.00	
Curative Amendment Hearing	\$750.00	
Land Development Application Submission	\$500.00	
Sub-Division Application Submission	\$200.00	
Each Lot	\$50.00	

Waiver from Subdivision/Land Development Ordinance	\$300.00
Final/Development Inspection Fee	Actual cost incurred by inspector

**Equipment**

Chevrolet 2500 pick-up	\$40.00/hour
Large Dump Truck	\$90.00/hour
Small Dump Truck	\$75.00/hour
Bobcat Skid Loader with any attachment	\$120.00/hour
Case Pay Loader	\$55.00/hour
Grader	\$105.00/hour
2012 Case Loader/broom	\$75.00/hour
Worker	\$40.00/hour
Roller	\$30.00/hour
Bobcat/Mini Excavator	\$75.00/hour
Chipper	\$150.00/day
2016 John Deer w/Tiger Mower with operator	\$150.00/hour

**Services**

Copies	\$0.25
Sub-Division / Land Development Ordinance	\$45.00
Zoning Ordinance	\$45.00
Flood Plain Ordinance	\$20.00
Road Standard Ordinance	\$20.00
Storm water Management Ordinance	\$20.00
Zoning Maps	\$5.00
Research (Minimum one hour)	\$45.00/hour
Plowing with operator	\$120.00/hour
Mowing (Kubota zero-turn) with operator	\$55.00/hour

**On motion by Ross Smoker, second by Isaac Ramer Jr. and board acclamation the January 3, 2023 Supervisor Re-organization Meeting was adjourned at 7:12 PM.**

Respectfully Submitted,  
Julie Hartley, Township Manager