

PENN TOWNSHIP 2019 REORGANIZATION MINUTES

January 16, 2019

The Penn Township Board of Supervisors held their Year 2019 Re-organization meeting on Wednesday, January 16, 2019 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania.

An executive session was called at 5:50 p.m. to discuss personnel and legal issues. Board reconvened at 6:12 p.m. with no decisions made in executive session.

Present Included: Supervisors: Brenda Moyer, William Moyer and Jon Payne, Solicitor Jim Bathgate, Manager, Julie Hartley and Secretary/Treasurer, Kathy Wendt

Public Present: Bill Kline, Kimberly Auman, Diane Ferry, Dennis Ferry, Tom Ferry, Neal Smith, Sgt. Michael Brubaker, Bob Garrett, Mike Picuch, Darwin Swope, Jan Ritter and Cassandra Betz

Temporary Chairman - On motion by Jon Payne, second by William Moyer and acclamation of board to appoint Brenda Moyer as the Temporary Chairman.

Temporary Secretary - On motion by Jon Payne, second by William Moyer and acclamation of board to appoint Kathy Wendt as the Temporary Secretary.

Temporary Chairman Brenda Moyer called the 1.16.19 Supervisor's Reorganizational Meeting to order, 6:13 pm, followed by the Pledge of Allegiance.

Appointment of Chairman

Temporary Chairman Brenda Moyer called for Chairman of the Board of Supervisors nominations. **Motion made by Bill Moyer to nominate Jon Payne for Chairman of the Board of Supervisors, second by Brenda Moyer and acclamation of board.**

Appointment of Secretary/Treasurer - On motion by William Moyer, second by Brenda Moyer and acclamation of board to appoint Kathy Wendt as the Secretary/Treasurer.

Appointment of Vice-Chairman

Chairman Payne called for Vice-Chairman of the Board of Supervisors nominations. **Motion was made by Jon Payne to nominate William Moyer for Vice-Chairman of the Board of Supervisors, second by Brenda Moyer and acclamation of board.**

Re-organization

Roadmaster - Mr. Payne reported that interviews for Roadmaster were held on January 15, 2019. An offer was made to a candidate. **On motion by Brenda Moyer, second by William Moyer and acclamation of the board to appoint Mark Strawser as a full-time Roadmaster at \$19.00 per hour, one week vacation, 5 paid holidays and when eligible the retirement plan.**

Co-Assistant Roadmaster - On motion by Brenda Moyer, second by William Moyer and acclamation of board to appoint Wade Hahn as Co-Assistant Roadmaster. On motion by William Moyer, second by Brenda Moyer and acclamation of board to appoint Chad Brandt as Co-Assistant Roadmaster. Wages as Co-Assistant Roadmasters were tabled.

Legal Counsel - On motion by William Moyer, second by Brenda Moyer and acclamation of board to reappoint Wiest, Muolo, Noon, Swinehart & Bathgate as Penn Township Solicitor.

Open Records Officer - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Kathy Wendt as Open Records Officer.

Use of DOT Grants - online reporting - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Kathy Wendt as User of DOT Grants - online reporting.

Berkheimer Contact Rep & Receiver of Taxes - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Kathy Wendt as Berkheimer Contact Rep & Receiver of Taxes.

Appointment of Manager - On motion by William Moyer, second by Brenda Moyer and acclamation of board to reappoint Julie Hartley as Township Manager.

Assistant Open Records Officer - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Julie Hartley as Assistant Open Records Officer.

Planning Commission Secretary - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Julie Hartley as Planning Commission Secretary.

Planning Commission Legal Counsel - On motion by William Moyer, second by Brenda Moyer and acclamation of board to reappoint Wiest, Muolo, Noon, Swinehart & Bathgate as Planning Commission Solicitor.

Penn Township Zoning Officer - On motion by Brenda Moyer, second by William Moyer and acclamation of board to appoint Julie Hartley as Zoning Officer.

Penn Township Assistant Zoning Officer - On motion by Brenda Moyer, second by William Moyer and acclamation of board to appoint Kathy Wendt as Assistant Zoning Officer.

Flood Plain Administrator - On motion by Brenda Moyer, second by William Moyer and acclamation of board to appoint Julie Hartley as Flood Plain Administrator.

Zoning Hearing Board Legal Counsel - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Mr. Slivinski as Zoning Hearing Board Legal Counsel.

Central Keystone COG Representative - On motion by Brenda Moyer, second by William Moyer and acclamation of board to appoint Julie Hartley as the Central Keystone COG Representative.

Building Code Enforcement - On motion by Brenda Moyer, second by Bill Moyer to reappoint Central Keystone Council of Government as Building Code Enforcement. Jon Payne voted No.

Penn Township Deputy EMA Coordinator - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Fred Ulrich as Penn Township Deputy EMA Coordinator.

Penn Township Recycling Coordinator - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Julie Hartley as Recycling Coordinator.

Penn Township CRS Coordinator - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Julie Hartley as CRS Coordinator.

Sewage Enforcement Officer - On motion by Brenda Moyer, second by William Moyer and acclamation of board to reappoint Page SEO, Inc as Sewage Enforcement Officer.

Banking Depositories - On motion by William Moyer, second by Brenda Moyer 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 Brenda Moyer, second by Bill Moyer and acclamation of board for Central Insurers Group/Phillip Gingrich for Township insurances and Christine Miller Insurance Agency, LLC for employee benefits were appointed as the insurance agencies.

Mileage Rate - On motion by Brenda Moyer, second by Bill Moyer and acclamation of board to establish the mileage rate at .58 cents per mile. (IRS Standard)

2019 Health Insurance Reimbursement Rate - On motion by William Moyer, second by Brenda Moyer and acclamation of board to establish the 2019 health insurance reimbursement rate of \$250 per month.

Secretary/Treasurer's Bond - On motion by Brenda Moyer, second by William Moyer and acclamation of board to set the secretary/treasurer's bonding the same as last year, \$500,000.

Manager's Bond - On motion by Brenda Moyer, second by William Moyer and acclamation of board to set the manager's bonding the same as last year, \$500,000.

Road Crew Employees Retained - On motion by Brenda Moyer, second by William Moyer and acclamation of board the following employees will be retained for the road crew: Dave Gilbert, Joel Rogers, Roger Catherman, Matthew Cook, Wade Hahn, Steve Keefer, Noah Anders and Fred Ulrich.

Road Crew Employees Retained - On motion by William Moyer, second by Brenda Moyer and acclamation of board the following employees will be retained for the road crew: Chad Brandt and Ken Carroll.

Road Crew Employees Retained - On motion by William Moyer, second by Jon Payne to retain Isaac Ramer for part-time road crew. Brenda Moyer voted No.

Vacancy Board - On motion by William Moyer, second by Jon Payne and acclamation of board to reappoint Jan Ritter for the Vacancy Board.

Planning Commission Appointment (4 yrs) - On motion by Jon Payne, second by William Moyer and acclamation of the board to appoint Richard Hoover to Planning Commission (4 yr term/2022).

East Snyder Regional Recreation Association- On motion by William Moyer, second by Brenda Moyer and acclamation of board to appoint Rae Ellen Gaunlet to East Snyder Regional Recreation Association.

Penn Township Municipal Authority (5yrs) - On motion by William Moyer, second by Brenda Moyer and acclamation of the board to reappoint Neal Smith to Penn Township Municipal Authority (5 yr term/2022).

Eastern Snyder County Regional Authority - On motion by Brenda Moyer, second by William Moyer and acclamation of the board to reappoint Neal Smith to Eastern Snyder County Regional Authority.

December 19, 2018 minutes - On motion by William Moyer, second by Brenda Moyer and acclamation of board 12.19.18 Supervisor Workshop Minutes were approved.

Persons Present to be Heard:

Bob Garrett, GSVCC - Mr. Garrett presented an update for the Comprehensive Plan. He was pleased to report that 316 responses were received from residents. He also reported on the other findings of the survey. Mr. Garrett said they will began writing the comprehensive plan now that the survey is completed. The next Comprehensive Committee meeting will be held on February 20 at 7:00 p.m. following the Supervisor's workshop meeting.

Sergeant Brubaker, Route 522 Station Commander - Sgt. Brubaker discussed service calls made in the Township. He also discussed security measures at the schools. Sgt. Brubaker made note of the concerns of the residents who were present. Sgt. Brubaker said that anyone who has concerns is free to call the state police barracks.

Kimberly Auman, Quarry Road stormwater concerns - Ms. Auman asked if the Board had an update on the stormwater situation on Quarry Road. Attorney Bathgate reported that the person alleged to cause the stormwater issues has hired an engineer to review the situation. Attorney Bathgate also said that he anticipates a plan being submitted to the Township within the next 30 days.

New Business:

Resolution 19-02 2019 Hydrant Tax Levy - On motion by Brenda Moyer, second by William Moyer and acclamation of board to adopt Resolution 19-02 2019 Hydrant Tax Levy.

Resolution 19-03 2019 Tax Levies - On motion by Brenda Moyer, second by William Moyer and acclamation of board to adopt Resolution 19-03 2019 Tax Levies.

Resolution 19-04 SEO Appointment - On motion by Brenda Moyer, second by William Moyer and acclamation of board to adopt Resolution 19-04 2019 SEO Appointment for Page SEO, Inc.

Resolution 19-05 Berkheimer Rep & Receiver of Taxes - On motion by Brenda Moyer, second by William Moyer and acclamation of board to adopt Resolution 19-05 2019 Kathy Wendt as Berkheimer Rep & Receiver of Taxes.

Resolution 19-06 Open Records Officer and Assistant - On motion by Brenda Moyer, second by William Moyer and acclamation of board to adopt Resolution 19-06 designating Kathy Wendt as Open Records Officer and Julie Hartley as Assistant Open Records Officer.

Resolution 19-07 Use of DOT Grants Online - On motion by Brenda Moyer, second by William Moyer and acclamation of board to adopt Resolution 19-07 designating Kathy Wendt and Julie Hartley as authorized users of DOT Grants Online.

Resolution 19-08 COG Representative - On motion by Brenda Moyer, second by William Moyer to adopt Resolution 19-08 Julie Hartley as COG Representative. Jon Payne voted No.

2015, 2016 and 2017 CDBG Cooperative Agreements - On motion by Brenda Moyer, second by William Moyer and acclamation of board to approve signing the 2015, 2016 and 2017 CDBG Cooperative Agreements.

Authorize Maintenance Inspection of pressure sewer system per PTMA's request- Julie Hartley explained that Pete DeWire will be following up with this inspection.

Employee short-term disability insurance - Julie Hartley explained that she received a quote from PSATS for this insurance but is still waiting for a quote from Blue Cross. The discussion was tabled until further information is received.

Quote for desktop system replacement for manager - Julie Hartley reported that her desktop computer is not working correctly. Ms. Hartley submitted a quote for a replacement computer and explained that \$1,000 can be paid for thru the state. On motion by Brenda Moyer, second by William Moyer and acclamation of board to purchase the new computer without the flat screen monitor.

Reports:

Julie Hartley, Township Manager

- ◆ Report Provided.

Roadmaster

- ◆ No report Provided.

Julie Hartley, Zoning Officer

- ◆ Report Provided

Emergency Management Coordinator Fred Ulrich

- ◆ No report Provided.

Solicitor, Jim Bathgate

- ◆ Nothing new to report

Old Business:

Tom Diehl, E.S.C.R.A.'s Wastewater Treatment Plant Improvements Project - A discussion was held as to whether other municipalities approved the project. Also discussed were the outdated rules and regulations. The Supervisor's asked Mr. Diehl the capacity of the plant. No response was given. Attorney Bathgate recommended that E.S.C.R.A. revisit the rules and regulations which should be reviewed by the solicitor of each municipality. **On motion by Brenda Moyer, second by William Moyer and acclamation of the board to approve the proposed Act 537 plan subject to other members of municipalities being in agreement to the upgrades. Secondly, the Township would like to see the rules and regulations, established in the early 1990's, be reviewed by members of municipalities that would want to have input in it, at which time changes can be addressed.**

C.O.O.L. Ministry - Approval and Set Fee for football/lacrosse field in August for free picnic - **On motion by Brenda Moyer, second by William Moyer and acclamation of the board to set the same fee as 2018, \$250 with a \$100 deductible, pending the results of the Roadmaster's inspection after the event.**

Memorandum of Understanding for Selinsgrove Little League and Mifflinburg Bank and Trust Company - Attorney Bathgate informed the Board that he reviewed and revised the Memorandum per previous discussions with the Supervisors. **On motion by William Moyer, second by Brenda Moyer and acclamation of board to agree to the language of the Memorandum.**

FYI

- ESCRA 11.20.18 Meeting Minutes
- Slivinski Law Offices letter regarding continuing serving the BOS
- 2019 CKCOG Hourly Rate, Service(s)
- PTMA 12.6.18 Meeting Minutes and 1.10.19 Agenda
- Plans for new plastics recycling bin

Approval of Accounts Payable & Payroll -**On motion by Brenda Moyer, second William Moyer and acclamation the BOS shall pay the bills.**

Public Comment

Penn Township Rates and Fees - **On motion by Brenda Moyer, second by William Moyer and acclamation of board the following rates will be established for year 2019:**

East Snyder Park

Pavilion Rental	\$50.00
Sun Shade Picnic Area	\$25.00

User Fees	1-5 uses + (\$100.00 refundable fee)	\$250.00
	6-15 uses + (\$100.00 refundable fee)	\$350.00
	16 or more uses + (\$100.00 refundable fee)	\$550.00
Tournament Fees (\$100 refundable)		\$800.00

*All cancellations/refunds determined by Supervisors

Permits

Driveway		\$100.00	
Outdoor Burner		\$50.00	
Zoning			
	\$0-\$1000.00	\$20.00	
	Each additional \$1,000.00	\$3.00	
Roadcut			
	First 50 feet	\$150.00	
	Additional 50 feet	\$7.50	
Fireworks (with certificate of insurance)		\$100.00	Event
Amusement Tax Permits		\$20.00	Year
Transient Merchant		\$10.00	Month

Zoning Variance Hearing		\$500.00
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	\$45.00/hour
Bobcat Skid Loader with any attachment	\$90.00/hour
Case Pay Loader	\$55.00/hour
Grader	\$105.00/hour
2012 Case Loader/broom	\$75.00/hour
Worker	\$25.00/hour
Roller	\$30.00/hour
Bobcat/Mini Excavator	\$60.00/hour
Chipper	\$150.00/day

2016 John Deer w/Tiger Mower with operator	\$150.00/hour
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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
Stormwater Management Ordinance	\$20.00
Zoning Maps	\$5.00
Research (Minimum one hour)	\$25.00/hour
Plowing with operator	\$75.00/hour
Mowing (Kubota zero-turn) with operator	\$55.00/hour

On motion by Brenda Moyer, second by William Moyer and board acclamation the January 16, 2019 Supervisor Re-organization Meeting was adjourned at 8:22 PM.

Respectfully Submitted,

Kathy Wendt
Township Secretary