

**PENN TOWNSHIP
WORKSHOP MINUTES
January 20, 2016**

The Penn Township Board of Supervisors held a workshop meeting on Wednesday, January 20, 2016 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania. Supervisors present: Vice Chairman Brenda Moyer and Supervisor Jon Payne. Supervisor absent: Chairman Pete DeWire. Others present: James Bathgate, Solicitor and Elizabeth Paige, Secretary/Treasurer. Members of the Public: Deb Brouse, Marlene Davis, Jeff Kapsar, Ken Herman Jr., Jim Emery, Jody Ramer, Isaac Ramer, Rod Zechman, Ray Cerezo, Beth Kapsar and Dave Bowersox.

- Vice Chairman Brenda Moyer called the meeting to order at 6:00 p.m. with the pledge of allegiance.
- Banking proposals were reviewed with the Supervisors by the following banks: Northumberland National Bank/Rod Zechman; Swineford National Bank/Deb Brouse and Marlene Davis; and Mifflinburg Bank & Trust Co./Jeff Kapsar.
- Central Keystone Council of Governments representative, Jim Emery presented information and discussed the enforcement services offered by Central Keystone COG of the International Property Maintenance Code (IPMC). Jim Emery informed the Supervisors the Township is in charge of the enforcement program and can decide to be either proactive or reactive with enforcement of the IPMC. The cost of the enforcement service offered by the Central Keystone COG is \$61.00 per hour, which would start at the time the COG enforcement officer leaves the office to respond. Solicitor Bathgate stated the IPMC is a very comprehensive code, which covers many areas and recommends the Supervisors review the IPMC. Vice Chairman Brenda Moyer questioned Jim Emery about rental property inspection service offered by the Central Keystone COG. Jim Emery stated the rental property inspection service is a separate service from the property maintenance enforcement and briefly reviewed the rental property inspection service offered by the Central Keystone COG. With no further questions or discussion regarding the property maintenance enforcement, Jim Emery left the meeting.
- Open position of Assistant Zoning Officer was tabled for future discussion as there is no recommendations for the position at this time.
- Secretary Elizabeth Paige informed the Supervisors Commissioner Joe Kantz had called the Township office to inquire if the Township would be willing to repair a pot hole in the driveway of the District Justice office located off Route 522 and invoice the county. Solicitor Bathgate stated the invoice if the work is approved should include all costs and labor. After a brief discussion, Vice Chairman Brenda Moyer made the motion to have the Township repair the pot hole but this will be a onetime deal, second by Supervisor Jon Payne, motion carried.
- A discussion was held about increasing the number of Zoning Hearing Board (ZHB) members from three (3) to five (5). Solicitor Bathgate stated in order to increase the number of ZHB members an amendment to the Zoning Ordinance will have to be done and discussed the process necessary for amending the Zoning Ordinance.

- Resolution 2016-05, which appoints Elizabeth Paige as the liaison between Penn Township and Berkheimer was presented for approval. At this time, Supervisor Jon Payne made the motion to adopt Resolution 2016-05, second by Vice Chairman Brenda Moyer, motion carried.
- Vice Chairman Brenda Moyer stated Chairman Pete DeWire has reviewed the building feasibility proposals and would like approval to draw up a spec plan of the building so all proposals will be addressing the same items. Vice Chairman Brenda Moyer recommended once the spec plan is completed the four entities, who submitted building proposals be contacted again and interviews be conducted with each one to review the proposal based on new spec plan of the building. Solicitor Bathgate informed the Supervisors under the Second Class Township Code Chairman DeWire may perform the services for the Township up to a maximum payment of \$500.00. After a brief discussion, Vice Chairman Brenda Moyer made the motion to approve Chairman Pete DeWire drawing up a spec plan of the building with the work being based on his hourly work rate as a working supervisor, second by Jon Payne, motion carried.
- The letter from the Susquehanna Valley Umpires Association regarding the increase in the tournament fee for year 2016 was reviewed. Vice Chairman Brenda Moyer stated the East Snyder Regional Recreation Association reviewed the park usage fees and approves of the increases in the 2016 fees. Solicitor Bathgate informed the Supervisors a new Resolution would need to be approved since the park usage fees were increased. At this time, Solicitor Bathgate read Resolution No. 2016-07 to the Supervisors. Supervisor Jon Payne made the motion to approve Resolution No. 2016-07, second by Vice Chairman Brenda Moyer, motion carried.
- The East Snyder Regional Recreation Association would like the Supervisors to approve sending a letter to ESRRRA member, Jim Taylor terminating his position due to the lack of attendance. Also, ESRRRA is requesting the Supervisors approve changing the number of association members from eleven (11) to nine (9). Supervisor Jon Payne made the motion to approve sending the letter to Jim Taylor and changing the number of association members from eleven (11) to nine (9), second by Vice Chairman Brenda Moyer, motion carried.
- Resolution No. 2016-06 for the disposition of Township records as set forth in the Municipal Records Manual approved on December 16, 2008 was presented for approval. Vice Chairman Brenda Moyer stated the Secretary called Keystone Mobile Shredding and obtained a price of approximately \$200.00 for the quantity of records to be shredded. Solicitor Bathgate stated someone from the Township should be present to witness the shredding process. Supervisor Jon Payne made the motion to approve Resolution No. 2016-06, second by Vice Chairman Brenda Moyer, motion carried.
- Vice Chairman Brenda Moyer stated she called the Township credit card company to add herself as the new administrator and removed former Supervisor Fred Ulrich. Vice Chairman Brenda Moyer stated she will be ordering Chairman Pete DeWire a credit card and question Supervisor Jon Payne if he would also like a credit card. Supervisor Jon Payne stated no, he does not want a credit card.
- Secretary Elizabeth Paige informed the Supervisors the large Cannon copier in the office needed to be repaired and was informed by the repairman the hard drive in the copier is dying. The cost of a new hard drive for the copier would be approximately \$800.00 to \$900.00 plus labor to install. After a brief discussion, the Supervisors unanimously agreed the Secretary should obtain price quotes for a new copier to present at the February 3rd meeting.

- Vice Chairman Brenda Moyer stated since the Secretary did not start working full time until October 26, 2015, so therefore her 90 day evaluation is not due until January 26, 2016. Supervisor Jon Payne stated he is willing to complete the 90 day evaluation for Secretary Elizabeth Paige. Vice Chairman Brenda Moyer stated she would also like to have input in the evaluation.
- Vice Chairman Brenda Moyer stated Secretary Elizabeth Paige did not receive approval to attend the PSATS Convention plus both Chairman Pete DeWire and herself would like approval to attend the Supervisor Boot Camp Training. Supervisor Jon Payne made the motion to approve the Secretary attending the PSATS Convention plus approve Chairman DeWire and Vice Chairman Moyer attending the Supervisor Boot Camp Training, second by Vice Chairman Brenda Moyer, motion carried.
- The Supervisors reviewed the December 2015 and 2015 Annual Reports supplied by DH&L fire company.

OTHER BUSINESS:

- Vice Chairman Brenda Moyer requested the October 2016 Township meeting date be changed from Thursday, October 6, 2016 to Tuesday, October 4, 2016. Supervisor Jon Payne made the motion to change and advertise the October 2016 Township meeting date as requested, second by Vice Chairman Brenda Moyer, motion carried.
- Secretary Elizabeth Paige presented the Actual Use Report of State Funds for approval by the Supervisors as the report must be submitted by January 31, 2016 to the District Municipal Services Supervisor. After a brief review, Supervisor Jon Payne made the motion to approve the Actual Use Report of State Funds as presented, second by Vice Chairman Brenda Moyer, motion carried.
- Vice Chairman Brenda Moyer stated the 5th Grade Camp donation approved for in the budget may need to be issued as she recalls this was for a spring trip.
- Supervisor Jon Payne questioned Road Foreman Isaac Ramer when was his last job evaluation was performed. Road Foreman Isaac Ramer stated he does not recall a job evaluation since his 90 day job review was performed.
- Supervisor Jon Payne stated he feels an oversight happen regarding the appointment of Fred Ulrich to the road crew at the January 4, 2016 Organizational meeting. Vice Chairman Brenda Moyer state she does not wish to discuss the appointment of Fred Ulrich to the road crew at this time and requested the discussion be tabled to the next meeting.
- Vice Chairman Brenda Moyer questioned Township Zoning Officer Dave Bowersox what his opinion was of the Central Keystone COG's proposal about performing property maintenance enforcement for the Township. Zoning Officer Dave Bowersox stated in his opinion he believes the property maintenance enforcement is not needed for the Township as it seems to be to a nit-picky way of handling residents compliant and the Township should go forward with just the enforcement of the Zoning and Township ordinances. After a brief discussion, the Supervisors agreed the revised Nuisance Ordinance should be placed back on next month's agenda and a copy emailed to Chairman Pete DeWire for his review.

- Road Foreman Isaac Ramer ask the Supervisors to consider adopting a policy for winter snow and/or emergency situations on the Township roadways. Road Foreman Isaac Ramer stated he understands from his discussion with Chairman Pete DeWire, who is also the Assistant Road Foreman, that he does not want to plow snow. So therefore, Road Foreman Isaac Ramer stated he will be the first person a road crew member calls when equipment breakdowns or if there is an emergency situation. Vice Chairman Brenda Moyer stated she would like some kind of consideration by the Road Foreman to attempt to save hours for winter storms. At this time a lengthy conversation between the Road Foreman and the Supervisors regarding the way to handle winter snow and/or emergency situations on the Township roadways was conducted.

Adjournment

With no further business to discuss, Supervisor Jon Payne made the motion adjourn the meeting at 7:36 p.m., second by Vice Chairman Brenda Moyer, motion carried.

Respectfully Submitted,

Elizabeth Paige
Township Secretary