

# **Penn Township Minutes**

## **Regular Meeting**

### **November 4, 2015**

The Penn Township Board of Supervisors held their regular meeting on Wednesday, November 4, 2015 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania. Chairman Jon Payne called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance. Supervisors present: Chairman Jon Payne; Vice-Chairman Fred Ulrich; and Supervisor Brenda Moyer. Others present: Secretary/Treasurer Elizabeth Paige; Solicitor James Bathgate; Road Supervisor Isaac Ramer; and Assistant Zoning Officer Jim Geiswite. Members of the Public: Kathy Ulrich; Pete DeWire and Gary Griner, DH&L representative.

Chairman Jon Payne offered congratulations to newly elected Penn Township Supervisor, Pete DeWire. At this time, Solicitor Jim Bathgate informed Pete DeWire about the required oath of office, which must be completed prior to the January 4, 2016 Township reorganization meeting.

#### **Approval of Minutes:**

- Motion to approve minutes as written from the October 8, 2015 regular meeting by Vice-Chairman Fred Ulrich, Supervisor Brenda Moyer second, all in favor.
  
- Motion to approve minutes as written from the October 21, 2015 workshop meeting by Vice-Chairman Fred Ulrich, Supervisor Brenda Moyer second, all in favor.

**Public Comment:** No comments were presented at this time.

**Persons Present to be Heard:** Lisa Giesen was not present at tonight's meeting.

#### **Reports:**

**Isaac Ramer, Road Supervisor**, did not have a written report prepared for distribution tonight. At this time, Road Supervisor Isaac Ramer verbally reported: pick up of leaves has begun, crack sealing is underway, the new garage door opener has been installed, and the newly hired road workers are working as often as available.

**Dave Bowersox, Zoning Officer** provided no report.

**Elizabeth Paige, Secretary** presented a written report, which included:

- Letter provided to Selinsgrove Borough to support a safer pedestrian crossing. Supervisor Fred Ulrich mentioned there was a good article in the Daily Item in regards to this matter.
- PennDOT safety study response regarding Salem Road and State School Road. Supervisor Brenda Moyer stated a State Police Trooper contacted her to inform the Township that the State Police will begin monitoring this area for speeding.
- Internal audit of the Township accounting records was started on 10/26/15.
- Bonding application being completed for submission to Purdy Insurance.
- Refund of excess funds from Northumberland National Bank (\$30,343.66).
- Discussion of accounts payable - authorizing the payment of recurring invoices on a weekly basis. The Secretary stated by processing accounts payable checks weekly the Township would be able to

Solicitor Jim Bathgate questioned if there will be summary report presented to the Board of Supervisors at the meeting. After a brief discussion, Vice-Chairman Fred Ulrich made motion to allow accounts payable checks to be processed on a weekly basis as needed with the Supervisors being informed by email of the need to sign the checks and with a monthly accounts payable summary report being prepared for Township meeting. With a second by Supervisor Brenda Moyer, the motion was carried with three (3) yeas.

**Fred Ulrich, Emergency Management Coordinator** had nothing to report.

**Jim Bathgate, Solicitor** reported he is working on finalizing the private criminal complaints for delinquent Local Service taxes. The Solicitor stated the Secretary will have to sign the complaints as the receiver of taxes and the complaints will then be sent to the District Attorney for approval before filing with the District Judge. The Solicitor stated he has one matter for discussion in the executive session scheduled.

**Jim Geiswite, Assistant Zoning Officer** presented a written zoning report, which included:

- 6 Nuisance calls - 5 resolved
- 5 Zoning Permits Issued - 1 Zoning Permit Denied
- 5 Zoning questions answered

**Persons Present to be Heard:**

- Gary Griner, representative from the DH&L fire company, presented report for the month of October 2015.

**New Business:**

- "On Behalf Of" CDBG Agreement between Snyder County and Penn Township were received and presented for review and signing. After a brief review by the Board of Supervisors, the motion to approve and sign the agreement was made by Vice-Chairman Fred Ulrich, second by Supervisor Brenda Moyer and was carried with three (3) yeas.
- Inspection report on the Selinsgrove Dollar General by Robert Bickhart was reviewed by the Board of Supervisors. Pete DeWire commented the storm water pipe installation should be starting tomorrow.
- The Snyder County mitigation update report submitted by Penn Township was reviewed. Supervisor Brenda Moyer noted the status of item #6. After a brief discussion, Vice-Chairman Fred Ulrich reported there was no funding available to improve the farm road mentioned in item #6.
- The Board of Supervisors reviewed the letter and plan received from Alfred Benesch & Company in regards to the repair/replacement project of the water distribution system at the Selinsgrove Center. At this time, Pete DeWire provided some additional information on this project to the Board of Supervisors.
- With unanimous approval the executive session was tabled to be held later in the meeting.

**Old Business:**

- Herman Road Project - Easement/Existing Guiderail email and attached exhibit from Chris Sheaffer of Larson Design was reviewed by the Board of Supervisors. The need for either a temporary easement or right to enter the property from the land owner was addressed with Solicitor Jim Bathgate. After a brief discussion, the Solicitor stated he would like to review the right to enter form currently being used by the Township and requested the form be emailed to him by the Secretary. The Board of Supervisors unanimously agreed the existing guiderail should be replaced as part of the project. At this time, Road Supervisor Isaac Ramer suggested the Board of Supervisors consider the use of PennDOT agility funds for the guiderail replacement. The Board of Supervisors requested the Road Supervisor contact PennDOT to discuss the guiderail replacement with agility funds.
- Larson Design Group submitted a request for payment by Mid-State Paving LLC for the invoices for the Municipal Parking Lot Paving and Recycling Lot Paving. Larson Design Group noted the projects have been completed in full and should the work be found to be acceptable payment should be authorized. After a discussion of the paving projects, a motion to make payment of both invoices was made by Vice-Chairman Fred Ulrich, second by Supervisor Brenda Moyer and was carried with three (3) yeas. Chairman Jon Payne also noted for the record any future paving projects should be supervised by the Township.
- The draft of the 2016 Budget was presented for advertisement of public comments at the December 2, 2015 Township meeting. A motion was made by Vice-Chairman Fred Ulrich to advertise the 2016 Draft Budget for public comment at the December 2, 2015 Township meeting, second by Supervisor Brenda Moyer and was carried with three (3) yeas.
- A motion was made to table the Building Feasibility Studies and Comprehensive Plan Update to the next meeting by Vice-Chairman Fred Ulrich, second by Brenda Moyer and was carried with three (3) yeas.
- Solicitor Jim Bathgate updated the Board of Supervisors the planning commission reviewed the revised Nuisance Ordinance (2015-06) and made recommendation to include the removal of domestic animal feces. After a brief review and discussion of the enforcement of the ordinance, the Board of Supervisors requested Solicitor Jim Bathgate revise the ordinance as recommended by planning commission and provide a revised copy of the ordinance for the Township workshop meeting of November 18, 2015.
- Pete DeWire informed the Board of Supervisors he and the Road Supervisor held a discussion about the lights in front of the building at the entranceway. Pete DeWire stated the possible replacement of the lights and the lens plates should be considered as both present a safety factor and security issue. Pete DeWire stated the replacement would be a temporary fix with little cost until any building changes are completed. At this time, Chairman Jon Payne and Vice-Chairman Fred Ulrich agreed the Road Supervisor should take a look at replacing the lights and lens plates if needed. Supervisor Brenda Moyer commented she feels this is not a huge concern if there is going to be a physical change to the front of the building.
- Solicitor Jim Bathgate questioned if an audit is being conducted on the Township accounts. Supervisor Fred Ulrich answered yes there is an audit currently being conducted.

- Road Supervisor Isaac Ramer requested if a Supervisor could go along with him to talk with the resident along Ridgeview Road, who has piled windows and doors along the roadway. The Road Supervisor stated the resident constantly flags the road workers down to complain. Assistant Zoning Officer Jim Geiswite stated the resident has commented to him that he is conducting a salvage business. After a brief discussion of the permitted zoning uses of the property in question,

the Board of Supervisors unanimously agreed the Assistant Zoning Officer, Road Supervisor and Supervisor Brenda Moyer should go out to talk with the resident.

- Vice-Chairman Fred Ulrich inquired about the outcome of the traffic study for sign at the intersection of Calvin Drive and Woodlynn Drive. Supervisor Brenda Moyer stated a packet was received and was given to Road Supervisor Isaac Ramer. The Road Supervisor stated a discussion was held at the last workshop about the crash incidents at the intersection. At this time, Vice-Chairman Fred Ulrich stated a letter was to be sent to the resident at the intersection about the trimming their brushes so a vehicle has clear site distance. The Road Supervisor will measure the right-of-way at the intersection and provide an address to the Township Secretary so a letter can be written. Vice-Chairman Fred Ulrich questioned if the late notices on the Township insurances were addressed. The Secretary/Treasurer answered payment for the late insurance premiums is included with the accounts payable being presented at tonight's meeting.

#### **Executive Session:**

- Chairman Jon Payne called for an executive session at 8:00 p.m. for the discussion of personnel and legal issues. Chairman Jon Payne called the meeting back to order at 8:21 p.m. Vice-Chairman Fred Ulrich stated one personnel issue was review, which was the 180 day review of road employee, Zachary Bogar. With a favorable review of work ethics, Supervisor Fred Ulrich made the motion to give Zachary Bogar a 5% wage increase, second by Supervisor Brenda Moyer and was carried with three (3) yeas.
- Solicitor Jim Bathgate stated legal issues were discussed in the executive session with no official action taken being taken by the Board of Supervisors.

#### **Correspondence:**

- Snyder County Libraries, Inc. - Thank you for 2015 donation received.
- Draft copy of the 10/26/15 planning commission minutes
- Application notice to DEP for Air Quality General Plan Approval by Brake Technique
- Notice of zoning hearing continuation for HORVATH Communications
- Open house invitation from Stahl Sheaffer Engineering to be held 11/12/15 from 5-7 p.m.

#### **Approval of Accounts Payable and Payroll:**

- Checks were presented for signing and reports distributed for review. Motion was made to approve the payroll and accounts payable checks as presented by Vice-Chairman Fred Ulrich, second by Supervisor Brenda Moyer and was carried with three (3) yeas.

#### **New Bank Account Signature Cards:**

- The Secretary/Treasurer Elizabeth Paige presented new bank account signature cards, which required the signatures from the Board of Supervisors and herself.

**Adjournment:**

- Motion made to adjourn the meeting by Vice-Chairman Fred Ulrich, second by Supervisor Brenda Moyer and was carried with three (3) yeas. With no further business to discuss the November 4, 2015 meeting was adjourned at 8:33pm.

Respectfully submitted,

Elizabeth Paige  
Township Secretary