

**PENN TOWNSHIP  
MINUTES  
March 7, 2012**

The Penn Township Board of Supervisors held their regular meeting on Wednesday, March 7, 2012 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania. Chairman Jon Payne called the meeting to order at 7:00PM. Supervisors present: William Moyer, Fred Ulrich; Jon Payne. Others present: Secretary/Treasurer Robin Bieber; Solicitor James Bathgate. Members of the Public: Roadmaster Brandon Sechrist; Brenda Moyer; Roy Knause; Jeff and Heidi Deday; Dick Norman; Ken Estep; Jason Carpenter; Pete DeWire; Debbie Wolfe and Peggy Chamberlain.

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

A moment of silence was observed for beloved community member and "Mayor of Salem" Carl Kratzer, who passed away in February. Mr. Kratzer, you will be greatly missed.

**APPROVAL OF MINUTES**

The minutes of the February 1, 2012 meeting were tabled upon motion by Bill Moyer, seconded by Bill Moyer, and unanimously approved. The minutes from the special meeting held February 15, 2012 were approved as presented upon motion by Bill Moyer, seconded by Fred Ulrich and unanimously approved.

**PUBLIC COMMENT**

Jeff and Heidi Deday were present with concerns of water runoff on their property at 2 Mountain Drive. Mr. Deday explained that the stormwater outlet above his property drains the water directly onto his property. According to the approved development plans, an drainage easement exists between lots#22 and #23, which is supposed to direct water into a rock bed at the edge of the development, although Mr. Deday stated that the bed does not exist. After a lengthy discussion, the Supervisors agreed to meet Mr. Deday at his property to review the issue. Mr. Deday also asked to be placed on the April 4, 2012 agenda.

Roy Knause expressed his concerns regarding a recent issue when a mortgage company paid his real estate taxes by mistake.

**PERSONS PRESENT TO BE HEARD**

Ken Estep, Jason Carpenter, and Dick Norman, representing Christ United Methodist Church, were present to request a time extension on the development plan, which received Conditional Approval and all conditions have not yet been met. Time extension was granted upon motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved. New expiration date is June 26, 2012. Questions arose of the letter of credit requirement. After discussion, motion was made by Fred Ulrich, seconded by Bill Moyer and unanimously approved, to allow the letter of credit to be 110% of the contractors' estimate rather than the engineers' estimate. Solicitor James Bathgate will review the letter of credit. The stormwater plan agreement was approved upon motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved. Also discussed was paving the parking lot. Although the paving is on the approved development plan, the paving is not necessary for Phase I, not financially feasible for the Church, and after discussion, motion was made by Fred Ulrich, seconded by Bill Moyer and unanimously approved, to allow a note stating the paving will not be completed in Phase I; note to be placed on the plans after 1) Approval is received from Engineer Robert

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Bickhart, who reviewed the plans for stormwater management issues, and 2) reviewed and approved by Solicitor James Bathgate.

### **REPORTS**

Roadmaster Brandon Sechrist provided a written report on recent activities. After discussion, the Supervisors and Mr. Sechrist will review all Township roads beginning March 15, 2012. Mr. Sechrist also stated repairs are not necessary to the roof at this time.

Tom Snyder, Zoning Officer, provided a written report including 11 zoning permits year-to-date.

Robin Bieber, Township Secretary, reported there are two old printers available for sale. They will be posted on the bulletin board. Cornelius Heeren will pick up the two old computers, have them wiped out, and recycled.

Emergency Management Coordinator Fred Ulrich, reported that the parts to repair the traffic signal at Selinsgrove Ford have still not arrived.

Chairman Jon Payne reported on a request from Chuck and Bobbi Steinger and their plans to hold a large 'party-type' event on their lots on the Isle of Que. This will be a not-for-profit event, selling tickets to benefit charity. Solicitor Bathgate stated this should come in a written package request to the Planning Commission. The event is scheduled for 2013. Chairman Payne also reported on a request for contact information received from PP&L. After discussion, Fred Ulrich will be the Chief Elected Official contact and Brandon Sechrist will be the primary Appointed Official contact.

### **OLD BUSINESS**

The bulk mail rate to be used for the newsletter was discussed. Motion by Bill Moyer, seconded by Fred Ulrich, and unanimously approved, a bulk mail rate permit and stamp will be purchased.

Discussion was held regarding the wording for the ameisite bids that will protect the Township if the winning bid is unable to provide product when needed. Solicitor James Bathgate will provide exact wording.

A very lengthy discussion was held with Snyder County Commissioner Peggy Chamberlain-Roup and Snyder County Recycling Coordinator Debbie Wolf regarding the proposed recycling center at the Penn Township Municipal Building. It was noted this will be a 90/10 split, meaning the Township will still be required to pay 10% of costs, however all in-kind services will count toward the 10%. It was also noted that Snyder County Solicitor Robert Cravitz has not provided the final draft of the recycling agreement between Snyder County and Penn Township. After discussion, motion was made by Fred Ulrich, seconded by Bill Moyer and unanimously approved, to adopt Ordinance 12-01 which enters into an appropriate intergovernmental agreement. Also, upon motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved, Fred Ulrich was authorized to contact Robert Bickhart to draft advertisement documents and review all of Mr. DeWire's documents for the project and the Township will place the project out for bid.

Ms. Chamberlain-Roup also discussed the Community Development Block Grant (CDBG) monies available through SEDA-Cog since Penn Township is now an 'entitlement community'. Because this program is available for low to medium income areas, and there are restrictions on the type of project that can be done, the Township as a whole would not qualify. Any project would have to be based in very specific areas.

Response was received from Snyder County Sewage Code Enforcement Committee stating that they have no information relative to any on-lot sewage permits for any of the properties in question. Upon motion by Bill Moyer, seconded by Fred Ulrich and unanimously approved, Darwin Swope will receive a copy of the correspondence.

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### **OLD BUSINESS - (Cont'd)**

The Snyder County Liquid Fuels Project shall be grading shoulders on various Township roadways.

### **NEW BUSINESS**

Ordinance 2012-02 pertaining to high grass and weeds will be advertised for adoption at the April 4, 2012 meeting upon motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved.

Resignation was received from Ken Stettler as Auditor effective March 15, 2012.

Resignation was accepted with regret upon motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved. Mr. Stettler will be sent a letter thanking him for helping the Township.

Bad check fees were discussed. Solicitor Bathgate will draft an Ordinance.

The Health Insurance was tabled upon motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved.

A lengthy discussion was held regarding the electric bills at East Snyder Park. Chairman Jon Payne noted that the Township provides many services at the park, including mowing, garbage removal, cleaning restrooms, etc, however, the lights and electricity in general are a luxury and should be paid for by the people using it. It seems that although there is a box at the horseshoe pits in which you insert a quarter for 20 minutes of light, the wires inside the box are being by-passed, letting the lights work at no expense to the users. The box was provided by the late Ken Battram and was intended to help pay for the cost of running the lights. After discussion, a lock will be placed on the box. After further discussion of the groups that use the entire park, a users fee of \$100 per year will be instituted for all groups, leagues, etc. This will apply to those who regularly use the park, not one-time uses.

**\*\*An Executive Session was called at 9:40pm to discuss personnel issues. The meeting reconvened at 10:02pm with no action being taken by the Board.\*\***

A lengthy discussion was held regarding the positions of zoning officer and assistant zoning officer. The zoning officer shall be required to review all plans, make comments and sign the plan before it is submitted for approval. Throughout the construction of a developmental project, the zoning officer will review midway through construction and will conduct a completion review with the Supervisors. The zoning officer shall also be required to document all activity and include names, dates, phone calls, on-site meetings, including the length and outcome of each. All records shall be submitted bi-weekly including mileage. It was noted the Penn Township pickup truck can be used when available. The zoning officer will also be required to fill out a vacation request form as provided by the Supervisors. The zoning position will change from salary to hourly at \$13.68 per hour. All changes upon motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved. All changes effective immediately.

With the changes to the zoning officer position, questions arose as to whether an assistant zoning officer is needed. After additional discussion, motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved, the title of assistant zoning officer shall be eliminated. There shall be an Authorized Signatory, which will be Brenda Moyer or Robin Bieber, who may sign zoning permits when the zoning officer finds the permit satisfactory but is not able to sign. It was noted that good communication is necessary between the office staff and the zoning officer.

Estimate received for repairs to the 1987 International dump truck of approximately \$2500. Upon motion by Fred Ulrich, seconded by Bill Moyer and unanimously approved, the truck will be taken to RW Maust Jr Garage for repairs.

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### **CORRESPONDENCE**

Letter received from PA State Police regarding trespassers at East Snyder Park after dark, specifically those that use the parking lot for inappropriate conduct and illegal activity. After discussion, Solicitor James Bathgate will draft an Ordinance to state that the park is to be closed from dusk to dawn.

### **PAYMENT OF ACCOUNTS PAYABLE AND PAYROLL**

Upon motion of Fred Ulrich, seconded by Bill Moyer, and approved, the accounts payable and payroll were approved as presented.

### **ADJOURNMENT**

Motion to adjourn was made by Fred Ulrich, seconded by Bill Moyer and unanimously approved. No further business to discuss, the March 7, 2012 meeting adjourned at 10:35pm.

Respectfully Submitted,  
Robin Bieber,  
Township Secretary