

PENN TOWNSHIP 2026 REORGANIZATION MINUTES

January 5, 2026

The Penn Township Board of Supervisors held their Year 2026 Re-organization meeting on Monday, January 5, 2026 at the Municipal Building, 228 Clifford Road, Selinsgrove, Snyder County, Pennsylvania.

Present Included: Supervisors: Jon Payne, Isaac Ramer Jr. and Mark Strawser, Solicitor, Jim Bathgate, and Manager, Julie Hartley

Public Present: Bill Kline, Colin Rice, Bruce Teats, William Moyer and Darwin Swope

Temporary Chairman – **On motion by Isaac Ramer Jr., second by Jon Payne and Board acclamation to appoint Julie Hartley as Temporary Chairman and Julie Hartley as Temporary Secretary.**

Temporary Chairman Julie Hartley called the 1.5.26 Supervisor's Reorganizational Meeting to order at 5:30 pm.

Appointment of Chairman

Temporary Chairman Julie Hartley called for Chairman of the Board of Supervisors nominations. **Motion made by Jon Payne to nominate Isaac Ramer Jr. for Chairman of the Board of Supervisors, second by Mark Strawser and acclamation of the Board.**

Appointment of Vice-Chairman

Temporary Chairman Julie Hartley called for Vice-Chairman of the Board of Supervisors nominations. **Motion was made by Isaac Ramer Jr. to nominate Mark Strawser for Vice-Chairman of the Board of Supervisors, second by Jon Payne and acclamation of the Board.**

Re-organization

Road Master – **On motion by Mark Strawser, second by Jon Payne to reappoint Adam Kerstetter as Roadmaster and acclamation of the Board**

Assistant Road Master - **On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to reappoint Chad Brandt as Assistant Road Master.**

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

Open Records Officer - **On motion by Isaac Ramer Jr., second by Jon Payne and acclamation of the Board to appoint Julie Hartley as Open Records Officer.**

Use of DOT Grants - online reporting - **On motion by Isaac Ramer Jr., second by Jon Payne and acclamation of the 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 Jon Payne and acclamation of the Board to appoint Julie Hartley as Berkheimer Contact Rep & Receiver of Taxes.**

Appointment of Manager/Secretary/Treasurer - On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to reappoint Julie Hartley as Township Manager, Secretary and Treasurer.

Assistant Open Records Officer – On motion by Jon Payne, second by Isaac Ramer Jr. and acclamation of the Board to appoint Steve Pope the Assistant Open Records Officer.

Planning Commission Secretary - On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to reappoint Julie Hartley as Planning Commission Secretary.

Planning Commission Legal Counsel - On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to reappoint Wiest, Muolo, Noon, Swinehart & Bathgate as Planning Commission Solicitor.

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

Flood Plain Administrator - On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the Board to reappoint Julie Hartley as Flood Plain Administrator.

Zoning Hearing Board Legal Counsel – On motion by Mark Strawser second by Jon Payne and acclamation of the Board to reappoint Robert Slivinski as Zoning Hearing Board Legal Counsel.

Central Keystone COG Representative - On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to reappoint Julie Hartley as the Central Keystone COG Representative.

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

Delegate to State Convention – On motion by Jon Payne, second by Mark Strawser and Board acclamation to reappoint Julie Hartley as Delegate to the State Convention.

Penn Township Deputy & Assistant Deputy EMA Coordinator - On motion by Jon Payne, second Mark Strawser and acclamation of the Board to reappoint Colin Rice as Penn Township EMA Coordinator. On motion by Mark Strawser, second by Jon Payne and the Board acclamation to reappoint Tom Wallish as Penn Township Deputy EMA Assistant Coordinator.

Penn Township Recycling Coordinator - On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to reappoint Julie Hartley as Recycling Coordinator.

Penn Township CRS Coordinator - On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to reappoint Julie Hartley as CRS Coordinator.

Sewage Enforcement Officer - On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the Board to reappoint Page SEO, Inc as Sewage Enforcement Officer.

Banking Depositories - On motion by Jon Payne, seconded by Isaac Ramer Jr. and acclamation of the Board the banking depository list will be as follows: Central Penn Bank & Trust, Fulton and Edward Jones Investments

Manager/Treasurer Bond – On motion by Isaac Ramer Jr., seconded by Jon Payne and acclamation of the Board to have the manager's bond set at \$1,000,000.

Insurance Agencies - On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the 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 Jon Payne and acclamation of the Board to establish the mileage rate at 72.5 cents per mile. (IRS Standard)

PMRS Retirement Rate (Township Paid) On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to keep the retirement rate at 8% for full-time employees.

2026 Health Insurance Reimbursement Rate - On motion by Isaac Ramer Jr., second by Ross Smoker and acclamation of the Board to establish the 2026 health insurance reimbursement rate of \$500 per month.

Township Engineer – On motion by Isaac Ramer Jr., second by Mark Strawser, and acclamation of the Board to reappoint Chad Shaffer as Township Engineer.

Adam Kerstetter, Roadmaster, Hourly Rate – On motion by Mark Strawser, seconded by Jon Payne and acclamation of the Board to increase the rate of Adam Kerstetter by \$0.25 per hour from \$24.75 to \$25.00.

Les Dale, Road Crew – On motion by Isaac Ramer Jr., second by Jon Payne, and acclamation of the Board to retain Les Dale on the Road Crew.

Chad Brandt, Road Crew – On motion by Jon Payne, second by Mark Strawser, and acclamation of the Board to retain Chad Brandt on the Road Crew.

Jeffrey Sayre, Road Crew – On motion by Jon Payne, second by Mark Strawser, and acclamation of the Board to retain Jeffrey Sayre on the Road Crew.

Eric Scholl, Road Crew – On motion by Jon Payne, second by Isaac Ramer Jr., and acclamation of the Board to retain Eric Scholl on the Road Crew.

Steven Pope, Road Crew – On motion by Isaac Ramer Jr., second by Jon Payne, and acclamation of the Board to retain Steven Pope on the Road Crew.

Chad Rice, Road Crew – On motion by Jon Payne, second by Isaac Ramer Jr., and acclamation of the Board to retain Chad Rice on the Road Crew.

Colin Rice, Road Crew – **On motion by Isaac Ramer Jr., second by Jon Payne, and acclamation of the Board to retain Colin Rice on the Road Crew.**

Julie Hartley, Manager – **On motion by Isaac Ramer Jr., seconded by Jon Payne and acclamation of the Board to retain Julie Hartley as Township Manager.**

Vacancy Board - **On motion by Jon Payne, second by Mark Strawser and acclamation of the Board to appoint William Moyer for the Vacancy Board.**

Planning Commission Appointment (4 yrs.) – **On motion by Jon Payne, second by Mark Strawser and acclamation of the Board to reappoint Brian Wentzel and Chris Fetter to the Planning Commission (term ending 12/2029).**

Zoning Hearing Board (3 yrs.) – No appointments.

East Snyder Regional Recreation Association (4 yrs.)- No appointments.

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

Eastern Snyder County Regional Authority (5 yrs.) – One vacancy, no appointments.

Penn Township Municipal Authority (5 yrs.) - **On motion by Isaac Ramer Jr., second by Mark Strawser and acclamation of the Board to reappoint Gregory Aungst to Penn Township Municipal Authority (term ending 12/2030).**

Penn Valley Regional Airport Representatives – **On motion by Isaac Ramer Jr., second by Jon Payne and acclamation of the Board to appoint Rodney Ries as a regular member and Bruce Teats as an alternate member to the Penn Valley Regional Airport.**

Fee Schedule for 2026 - **On motion by Isaac Ramer Jr., second by Jon Payne, and acclamation of the Board that all 2026 fees are according to the fee schedule found in the minutes with the addition of the Land Development and Subdivision fees.**

Executive Sessions – Executive sessions were held today at 5:08 pm to 5:27 pm and from 6:12 pm to 6:14 pm to discuss personnel and legal issues with no decisions at that time.

Mark Strawser, Road Crew – **On motion by Isaac Ramer Jr., second by Mark Strawser, and Jon Payne voted no to retain Mark Strawser on the Road Crew.**

Regular Meeting Called to Order – The regular meeting was called to order by Chairman Isaac Ramer Jr. at 6:15 pm.

December 17, 2025 Minutes - **On motion by Isaac Ramer Jr., second by Mark Strawser, and Jon Payne abstained because he was not present to approve the 12.17.25 Supervisor Workshop Minutes.**

Persons Present to be Heard:

Colin Rice, DH&L Fire Company – Colin reported that there were thirty-three incidents in the township during December with no fires. The whole year's incidents were three hundred and eighty-six and this year had the least number of fires. Jon asked about recruitments and Colin said that it was going okay. He noted that daytime is the hardest time to get drivers. He noted that a gun raffle will be held on May 16th again this year.

Colin Rice, Selinsgrove Speedway - Colin asked if the Board would be willing to forgo the amusement tax again for 2026. After discussion Isaac said that the item would be placed on the next meeting of the Supervisors on January 21st.

New Business:

Resolution 2026-02 2026 Hydrant Tax Levy - **On motion by Jon Payne, second by Mark Strawser, and acclamation of the Board to adopt Resolution 2026-02, 2026 Hydrant Tax Levy.**

Resolution 2026-03 2026 Tax Levies - **On motion by Jon Payne, second by Mark Strawser, and acclamation of the Board to adopt Resolution 2026-03, 2026 Tax Levies.**

Resolution 2026-04 2026 SEO Appointment - **On motion by Jon Payne, second by Mark Strawser and acclamation of the Board to adopt Resolution 2026-04 designating SEO Appointment as Page SEO, Inc.**

Resolution 2026-05 2026 Berkheimer Rep & Receiver of Taxes - **On motion by Jon Payne, second by Mark Strawser and acclamation of the Board to adopt Resolution 2026-05 designating Julie Hartley as Berkheimer Reps. & Receivers of Taxes.**

Resolution 2026-06 2026 Open Records Officer and Assistant - **On motion by Jon Payne, second by Mark Strawser and acclamation of the Board to adopt Resolution 2026-06 designating Julie Hartley as Open Records Officer.**

Resolution 2026-07 2026 Use of DOT Grants Online - **On motion by Jon Payne, second by Mark Strawser, and acclamation of Board to adopt Resolution 2026-07 designating Julie Hartley as authorized users of DOT Grants Online.**

Resolution 2026-08 2026 COG Representative - **On motion by Jon Payne, second by Mark Strawser and acclamation of the Board to adopt Resolution 2026-08 designating Julie Hartley as COG Representative.**

Resolution 2026-09 2026 Fire Relief Tax Levy – **On motion by Isaac Jon Payne, second by Mark Strawser and acclamation of the Board to adopt Resolution 2026-09, 2026 Fire Relief Tax Levy.**

Election Day Holiday – Isaac asked about closing the township during general elections because of safety concerns with moving trucks in and out. It was suggested that parking be changed so that election workers can park in back of the recycling fence and employees in the stone bin area. It was also suggested that work be arranged that day that no trucks need to pass through the parking lot and just the full-time workers are on duty.

5K Race on Isle of Que, March 7th – On motion by Isaac Ramer Jr., second by Jon Payne and acclamation of the Board to allow the 5K on March 7, 2026 on the Isle of Que provided a certificate of insurance is given and that road closed signage is provided by the event coordinators.

New Signature Cards for Bank Accounts – On motion by Mark Strawser, second by Jon Payne and acclamation of the Board to have new bank signature cards signed to replace Ross Smoker with Jon Payne.

Old Business: None

Public Comment – Bill Moyer said two inlet boxes were blocked. One on Gaugler Lane and one on Sand Hill Road.

Reports:

1. Julie Hartley, Township Manager
∞ Report Provided
2. Adam Kerstetter, Roadmaster
∞ No Report Provided
3. Julie Hartley, Zoning Officer
∞ Report Provided
4. Colin Rice, Emergency Management Coordinator
∞ Report Provided
5. James Bathgate, Township Solicitor
∞ No Report Provided

FYI

1. ESCRA Nov. 19th Minutes
2. PTMA 2026 Water/Sewer Rate Increase
3. ACH Payroll Report 12.24.25
4. Check Register 12.17.25 to 1.5.26

Land Use/Subdivision/Cond. Use:

- Sissy Boy Trucking Land Dev., filed 6.23.25, due 2.16.26
- PTMA Well Site Subdivision, filed 9.22.25, due 3.19.26

East Snyder Park

Pavilion Rental	\$50.00
Football/Lacross/Baseball/Softball (Per Field Use)	
1-15 uses per field + (\$100.00	
User Fees refundable fee)	\$150 spring/\$150 fall
16 or more uses per field +	
Per Field (\$100.00 refundable fee)	\$250 spring/\$250 fall
Tournament Fees (\$100 refundable)	\$600.00

*All cancellations/refunds determined by Supervisors

Permits

Driveway	\$100.00	
Outdoor Burner	\$50.00	
Recycling	\$25.00 Res./\$100 Res. Bus.	
	\$25.00 Res./\$1,000 Res. Business	
	\$50 for one dump Non-Res.	
Compost	Bus. Working for Twp. Res.	
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	\$750.00	
Curative Amendment Hearing	\$750.00	
Subdivision Plan Applications (Preliminary/Final Plan Submission, 1-3 Lots)	\$550.00	
Subdivision Plan Applications (Preliminary Plan Submission, 4-10 Lots)	\$250.00 + \$25.00 per lot	
Subdivision Plan Applications (Preliminary Plan Submission, 11-20 Lots)	\$500.00 + \$25.00 per lot	
Subdivision Plan Applications (Preliminary Plan Submission, More than 20 Lots)	\$1,500.00	
Final Plan Submission	\$300.00	
Land Development Plan Applications (Preliminary Plan less than 10,000 square ft./building area)	\$500.00	
Land Development Plan Applications (Preliminary Plan greater than 10,000 square ft./building area)	\$750.00	
Land Development Plan Applications (Final Plan Submission)	\$300.00	
Land Development Plan Applications (Minor Alterations to Approved Plans)	\$100.00	
Land Development Plan Applications (Time Extensions)	\$100.00	

Escrow Accounts for Subdivision Applications (Subdivision, 1-3 Lots, No Stormwater or Traffic Study)	\$500.00
Escrow Accounts for Subdivision Applications (Subdivision, 4-10 Lots, No Stormwater or Traffic Study)	\$500.00
Escrow Accounts for Subdivision Applications (Subdivision 4-10 Lots, Stormwater with no Traffic Study)	\$1,000.00
Escrow Accounts for Subdivision Applications (Subdivision 4-10 Lots, Stormwater & Traffic Study)	\$2,000.00
Escrow Accounts for Subdivision Applications (Subdivision 11-20 Lots, No Stormwater or Traffic Study)	\$750.00
Escrow Accounts for Subdivision Applications (Subdivision 11-20 Lots, Stormwater with no Traffic Study)	\$1,500.00
Escrow Accounts for Subdivision Applications (Subdivision 11-20 Lots, Stormwater & Traffic Study)	\$2,500.00
Escrow Accounts for Subdivision Applications (Subdivision more than 20 Lots, No Stormwater or Traffic Study)	\$1,000.00
Escrow Accounts for Subdivision Applications (Subdivision more than 20 Lots, Stormwater with no Traffic Study)	\$3,500.00
Escrow Accounts for Subdivision Applications (Subdivision more than 20 Lots, Stormwater & Traffic Study)	\$5,000.00
Escrow Accounts for Land Development Applications (up to 5,000 sq. ft. with no Stormwater or Traffic Study)	\$500.00
Escrow Accounts for Land Development Applications (up to 5,000 sq. ft., Stormwater with no Traffic Study)	\$1,000.00
Escrow Accounts for Land Development Applications (up to 5,000 sq. ft., Stormwater & Traffic Study)	\$2,000.00
Escrow Accounts for Land Development Applications (5,001 to 25,000 sq. ft., No Stormwater or Traffic Study)	\$500.00
Escrow Accounts for Land Development Applications (5,001 to 25,000 sq. ft., Stormwater with no Traffic Study)	\$1,500.00

Escrow Accounts for Land Development Applications (5,001 to 25,000 sq. ft., Stormwater & Traffic Study)	\$2,500.00
Escrow Accounts for Land Development Applications (25,001 to 50,000 sq. ft., No Stormwater or Traffic Study)	\$750.00
Escrow Accounts for Land Development Applications (25,001 to 50,000 sq. ft., Stormwater with no Traffic Study)	\$3,500.00
Escrow Accounts for Land Development Applications (25,001 to 50,000 sq. ft., Stormwater & Traffic Study)	\$5,000.00
Escrow Accounts for Land Development Applications (50,000 sq. ft. plus, No Stormwater or Traffic Study)	\$1,000.00
Escrow Accounts for Land Development Applications (50,000 sq. ft. plus, Stormwater with no Traffic Study)	\$5,000.00
Escrow Accounts for Land Development Applications (50,000 sq. ft. plus, Stormwater & Traffic Study)	\$10,000.00
Escrow Accounts for Land Development Applications (Minor Alt. to Approved Plan)	\$500.00
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
2012 Case Pay Loader	\$120.00/hour
CAT Backhoe	\$120.00/hour
Case Loader	\$75.00/hour
Worker	\$40.00/hour
Roller	\$65.00/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

Approval of Accounts Payable (State and General Funds)- **On Motion by Jon Payne, seconded by Mark Strawser, and Board acclamation, to pay bills.**

Adjournment - **On motion by Jon Payne, second by Mark Strawser, and Board acclamation the January 5, 2026 Supervisor's Meeting was adjourned at 7:01 pm.**

Respectfully Submitted,
Julie Hartley, Township Manager