

PENN TOWNSHIP BOARD OF SUPERVISORS  
 1301 Centerville Road  
 Newville, Pa 17241  
 Tel: 717-486-3104 Fax: 717-486-3522  
 REORGANIZATION MEETING  
 January 4, 2010

Call to Order – Supervisor Gary Martin called meeting to order and led everyone present in the Pledge Allegiance to the Flag.

PRESENT: Supervisors Gary Martin, Ken Sheaffer and Amos Seiders, Secretary Pat Sangialosi and Asst. Secretary Tina McCommon

Appoint Temporary Chairman – Supervisor Seiders made a motion to appoint Ken Sheaffer temporary chairman. Supervisor Martin seconded the motion. Motion approved.

Appoint Temporary Secretary – Supervisor Martin made a motion to appoint Tina McCommon temporary secretary. Supervisor Seiders seconded the motion. Motion approved.

Election of Board Chairman – Supervisor Seiders made a motion to appoint Supervisor Martin board chairman. Supervisor Sheaffer seconded the motion. Motion approved.

Election of Board Vice-Chairman – Supervisor Seiders made a motion to appoint Supervisor Sheaffer as board vice-chairman. Chairman Martin seconded the motion. Motion approved.

Appoint Secretary (\$17.39/hr) – Chairman Martin made a motion to appoint Pat Sangialosi secretary. Vice-Chairman Sheaffer seconded the motion. Motion approved.

Appoint Treasurer (\$14.78/hr) – Chairman Martin made a motion to appoint Martha Sheaffer as treasurer. Vice-Chairman Sheaffer seconded the motion. Motion approved.

Public Comment - none

**WHEREAS**, the Board of Supervisors of Penn Township, Cumberland County, Pennsylvania, do hereby make its intent known to appoint the following under **RESOLUTION 2010-001**:

**Appoint Township Staff**

Chief Financial Officer Pension Fund – Martha Sheaffer

Asst Secretary – Tina McCommon (\$11.82/hr)

Loan Coordinator – Buck Shuller (\$17.39/hr)

Road master – Jeff Gillaugh (\$18.00/hr)

Codes Enforcement Officer – Fred Leeds (\$13.91/hr)

Asst Codes Enforcement Officer – Tim Knepp (\$13.91/hr)

Emergency Management Coordinator – Robert Kough Jr.  
 Asst Emergency Management Coordinator – Ernie Beecher  
 Vacancy Board Chairman – Mike Ickes  
 Supervisor Seiders made a motion to appoint the above township staff under Resolution 2010-001. Vice-Chairman Sheaffer seconded the motion. Motion approved.

### **Appoint Elected Officials**

Working Supervisors – Gary Martin, Ken Sheaffer, and Amos Seiders - Rate of pay determined by Board of Auditors  
 Assistant Road master – Amos Seiders  
 Delegates to Western Cumberland County Council of Governments – (Primary Gary Martin, Alternate Ken Sheaffer)  
 Representative to Capital Tax Collection Bureau/Act 32 – Ken Sheaffer  
 Delegates to Cumberland County Municipal Advisory Board – (Primary Ken Sheaffer, Alternate Gary Martin)  
 Delegates to Western Outreach Committee (Primary George Rohrs, Alternate Ken Sheaffer)  
 Delegates to State PSATS Convention – Amos Seiders, Ken Sheaffer, Gary Martin, Tina McCommon, Martha Sheaffer, Marcus McKnight, Jeff Gillaugh  
 Voting delegate PSATS Convention – Ken Sheaffer  
 Vice-Chairman Sheaffer made a motion to appoint the above listed elected officials. Supervisor Seiders seconded the motion. Motion approved.

### **Appoint Legal Counsel, Engineering Firm and Sewage Enforcement Officer:**

Township Solicitor – Marcus McKnight III (\$125.00/hr), Matt McKnight (\$85.00 hr)  
 Planning Commission Solicitor – Richard Mislitsky (\$110.00 hr)  
 Zoning Hearing Board Solicitor - Richard Mislitsky (\$110.00 hr)  
 Engineering Firm – FPE Consulting Engineers – See rate schedule  
 Sewage Enforcement Officer – Vincent Elbel – See rate schedule  
 Asst Sewage Enforcement Officer – Edward Elbel – See rate schedule  
 Supervisors Seiders made a motion to appoint the above listed legal counsel, engineering firm and sewage enforcement officer. Vice-Chairman Sheaffer seconded the motion. Motion approved.

**Fire Police Listing:** Robert Kough Sr., Robert Alleman, John J. Wardle Jr., Amos Seiders, Art Danner, Wayne Hockensmith, Jim Sheaffer, Ira Wagner, Ricky Stitt, Ronald Tritt and Dennis McGarry, Michael Young  
 Supervisor Seiders made a motion to approve the fire police listing. Vice-Chairman Sheaffer seconded the motion. Motion approved.

### **Miscellaneous Actions:**

Treasurer Bond - \$2,500,000  
 Township Funds Depository – Orrstown Bank

Employee Benefits & Personnel Manual: Same as adopted in Resolution 2004-005 with addendums.

Auditors – Trina Manetta, Steve Custer - 6 years, Charles Leeds - 2years

2010 Employee Holidays –

Friday Jan 1 - New Year's Day

Monday Feb 15 - President's Day

Friday Apr 2 - Easter (Good Friday)

Monday May 31 Memorial Day

Monday July 5 - Fourth of July

Monday Sep 6 - Labor Day

Thursday Nov 11 – Veterans Day

Thursday Nov 25 – Thanksgiving Day

Friday Nov 26 - Day after Thanksgiving

Friday Dec 24 – Christmas Eve

Chairman Martin pointed out the holidays have changed a little bit.

The crew will now be working primary election day and Election Day and will be off President's Day and the day after Thanksgiving.

Vice-Chairman Sheaffer made a motion to approve the above listed miscellaneous actions. Supervisor Seiders seconded the motion. Motion approved.

**WHEREAS**, the Board of Supervisors of Penn Township, Cumberland County, Pennsylvania, do hereby make it known its intent to establish the following: Other Wages, Commissions, and mileage rate under **RESOLUTION 2010-002**:

Tax Collector Commission: 10%

Full-Time Road Crew – Ronald Tritt and Ernie Beecher (\$16.27/hr)

Part-Time Road Crew – Buck Shuller, Don Kutz, Merle Sennett, Gene Mentzer, Paul Seiders Jr, Michael Bowes, Stephen Shumaker (\$13.91/hr)

Part-Time Unskilled Labor – (\$8.76/hr)

Mileage Rate - \$0.44.5 per mile

Planning Commission Secretary – Marcia Leeds (\$92.74/month + \$25.00/workshop)

Park & Recreation Secretary – (\$46.35/month)

Appoint Susan Whitesel and Martha Sheaffer to sign checks for Park and Rec

Appoint Patrick Walker to Park and Rec

Chairman Martin made a motion to remove Mike Bowes from the list of part-time employees as he has moved to South Carolina. Supervisor Seiders seconded the motion. Motion approved.

Supervisor Seiders made a motion to approve the wages, commissions, and mileage rate listed above under Resolution 2010-002. Vice-Chairman Sheaffer seconded the motion. Motion approved.

**WHEREAS**, the Board of Supervisors of Penn Township, Cumberland County, Pennsylvania, do hereby make it known its intent to establish a new fee schedule under **RESOLUTION 2010-003**: (see attached)

Chairman Martin pointed out the fee schedule has changed a little. The submission fee for commercial plans went to \$750.00; the zoning hearing fee went to \$1000.00. Vice-Chairman Sheaffer pointed out that we should raise the Rec fee. He stated we are lower than any other municipality. He made a motion to raise the fee to \$600.00. Supervisor Seiders seconded the motion. Motion approved.

**WHEREAS**, the Board of Supervisors of Penn Township, Cumberland County, Pennsylvania, do hereby make it known its intent to establish the following meeting dates: the 2<sup>nd</sup> Thursday of each month, unless duly advertised. Payroll checks will be issued bi-weekly and any other pertinent checks will be written during the month and ratified at the next Board of Supervisors meeting.

Vice-chairman Sheaffer made a motion to approve the meeting dates and the paying of bills during the month and ratified at next meeting. Supervisor Seiders seconded the motion. Motion approved.

**Adjournment**

Vice-Chairman Sheaffer made a motion to adjourn. Supervisor Seiders seconded the motion. Motion approved. Meeting adjourned.

**RESOLVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2010**

BOARD OF SUPERVISORS

\_\_\_\_\_  
Gary Martin

\_\_\_\_\_  
Ken Sheaffer

\_\_\_\_\_  
Amos Seiders

ATTEST:

\_\_\_\_\_  
Tina McCommon

Next Meeting, January 14, 2010