

PENN TOWNSHIP BOARD OF SUPERVISORS
1301 Centerville Road
Newville, PA 17241
Tel: 717-486-3104 Fax: 717-486-3522
REORGANIZATION MEETING
January 3, 2011

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

PRESENT: Supervisors Gary Martin, Ken Sheaffer and Amos Seiders, Secretary Tina McCommon and Treasurer Martha Sheaffer

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 Sheaffer made a motion to appoint Supervisor Martin as Board Chairman. Supervisor Seiders 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 – Vice Chairman Sheaffer made a motion to appoint Tina McCommon as secretary. Chairman Martin seconded the motion. Motion approved.

Appoint Treasurer – Chairman Martin made a motion to appoint Martha Sheaffer as treasurer. Vice Chairman Sheaffer seconded the motion. Motion approved.

WHEREAS, the Board of Supervisors of Penn Township, Cumberland County, Pennsylvania, do hereby make its intent known to appoint the following under **RESOLUTION 2011-001**:

Appoint Township Staff

Chief Financial Officer Pension Fund – Martha Sheaffer

Asst Secretary – Patricia Sangialosi

Road Master – Jeff Gillaugh

Full Time Road Crew – Ernie Beecher

Part Time Road Crew – Buck Shuller, Don Kutz, Merle Sennett, Gene Mentzer,
Paul Seiders Jr

Planning Commission Secretary – Marcia Leeds

Park & Recreation Secretary – Susan Whitesel

Grant Coordinator – Buck Shuller
Codes Enforcement Officer – Fred Leeds
Asst Codes Enforcement Officer – Vacant
Emergency Management Coordinator – Robert Kough Jr
Asst Emergency Management Coordinator – Ernie Beecher
Vacancy Board Chairman – Mike Ickes

Vice Chairman Sheaffer made a motion to appoint the above township staff under Resolution 2011-001. Supervisor Seiders 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 – see rate schedule
Sewage Enforcement Officer – Vincent Elbel – see rate schedule
Asst Sewage Enforcement Officer – Edward Elbel – see rate schedule

Vice Chairman Sheaffer made a motion to appoint the above listed elected officials. Chairman Martin 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

Chairman Gary Martin made a motion to approve the fire police listing. Supervisor Seiders seconded the motion. Motion approved.

Board and Commission Vacancies and Reappointments:

Planning Commission – Fred Leeds, 4 years; George Rohrs, 4 years; Victor Barrick, 4 years

Zoning Hearing Board – Todd Vogelsong, 3 years

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

Meeting Dates: The Penn Township Board of Supervisors shall meet the second Thursday of each month at 7 PM at the Penn Township Municipal Building, 1301 Centerville Road, Newville, PA 17241. (Jan 13, Feb 10, Mar 10, Apr 14, May 12, June 9, July 14, Aug 11, Sep 8, Oct 13, Nov 10, Dec 8)

Vice Chairman Sheaffer made a motion to approve the meeting dates for the Board of Supervisors. Supervisor Seiders seconded the motion. Motion approved.

Miscellaneous Actions:

Treasurers Bond - \$1,500,000

Township Funds Depository – Orrstown Bank

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

2011 Employee Holidays –

Monday Feb 21 – President’s Day

Friday Apr 22 – Easter (Good Friday)

Monday May 30 – Memorial Day

Monday July 4 – Fourth of July

Monday Sep 5 – Labor Day

Friday Nov 11 – Veterans Day

Thursday Nov 24 – Thanksgiving Day

Friday Nov 25 – Day after Thanksgiving

Monday Dec 26 – Christmas

Monday Jan 2, 2012 – New Year’s Day

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 2011-002:**

Tax Collector Commission: 10%

Road Master – (\$18.36/hr)

Secretary – (\$16.28/hr)

Treasurer – (\$16.28/hr)

Asst Secretary – (\$12.06/hr)

Full Time Road Crew – (\$16.60/hr)

Part Time Road Crew – (\$14.19/hr)

Part Time Unskilled Labor- (\$8.94/hr)
Planning Commission Secretary – (\$94.59/month + \$25.00/ workshop)
Park & Recreation Secretary – (\$47.28/month)
Grant Coordinator – (\$17.74/hr)
Codes Enforcement Officer – (\$14.19/hr)
Asst Codes Enforcement Officer – (\$14.19/hr)
Mileage Rate - \$0.51 per mile

Vice Chairman Sheaffer made a motion to approve the wages, commissions, and mileage rate listed above under Resolution 2011-002. Chairman Martin seconded the motion. Motion approved. (Supervisor Seiders opposed the original motion for the wages)

Old Business

Trash Delinquencies – Letters will be served by constable to residents who have not responded to previous attempts to collect for trash services.

New Business

Cost of Living raise for Township staff - Vice Chairman Sheaffer suggested a 1 ½% cost of living raise across the board except the secretary and treasurer. Chairman Martin made a motion to approve the 1 ½% raise. Vice Chairman seconded the motion. Motion approved. Supervisor Seiders proposed a 2% raise. Vice Chairman Sheaffer rescinded his proposal. Chairman Martin made a motion to approve the 2% raise. Vice Chairman Sheaffer seconded the motion. Motion approved.

Discussion of the wage increase for the secretary and treasurer took place with the decision being a \$1.50/hr increase or approximately 10 % more an hour. Vice Chairman Sheaffer made a motion to approve a \$1.50/hr raise for the secretary and treasurer. Supervisor Seiders seconded the motion. Motion approved.

Asst Zoning Officer Application for Ken Lloyd – the previous Asst Zoning Officer, Tim Knepp, did not have a flexible work schedule to accommodate the zoning needs of the township. Ken Lloyd would be more readily available. Vice Chairman Sheaffer made a motion to approve Ken Lloyd for Asst Zoning Officer. Supervisor Seiders seconded the motion. Motion approved.

Planning Commission Application for Deron Clark – written application not available at this time. Will hold any further discussion until the Board of Supervisors meeting.

Public Comment – None

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 2011-003**: (see attached)

Vice Chairman Sheaffer made a motion to accept the fees listed on the fee schedule. 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 issue payroll checks on a biweekly basis 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 paying of bills during the month and ratified at the 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 _____, 2011

BOARD OF SUPERVISORS

Gary Martin

Ken Sheaffer

Amos Seiders

ATTEST:

Tina McCommon

Next Meeting, January 13, 2011

