

PENN TOWNSHIP BOARD OF SUPERVISORS  
1301 Centerville Road  
Newville, PA 17241  
Tel: 717-486-3104 Fax: 717-486-3522  
REORGANIZATION MEETING  
January 3, 2012

Call to Order – Attorney Marcus McKnight called meeting to order and led everyone present in the Pledge Allegiance to the Flag.

Attorney McKnight then stated now is the time to appoint a temporary Chairman and Secretary.

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

Appoint Temporary Secretary – Supervisor Martin made the motion to appoint Pat Sangialosi. Supervisor Seiders seconded the motion. Motion approved.

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

Election of Board Vice-Chairman – Supervisor Seiders made the motion to appoint Ken Sheaffer. Chairman Martin seconded the motion. Motion approved.

Appoint Secretary - Left vacant for the time being.

Appoint Treasurer - Vice-Chairman Sheaffer made the motion to appoint Marty Sheaffer. Supervisor Seiders 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 2012-001**:

**Appoint Township Staff**

Chief Financial Officer Pension Fund – Martha Sheaffer

Assistant 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 , Tony Sennett

Planning Commission Secretary – Marcia Leeds

Park & Recreation Secretary – Susan Whitesel

Zoning Hearing Board Secretary – Matthew Farkus

Grant Coordinator – Buck Shuller

Codes Enforcement Officer – Fred Leeds

Asst Codes Enforcement Officer – Ken Lloyd

Emergency Management Coordinator – Robert Kough Jr

Asst Emergency Management Coordinator – Ernie Beecher

Vacancy Board Chairman – Mike Ickes

Chairman Gary Martin read the listing of appointments for Township staff. Vice-Chairman Sheaffer made the motion to appoint. 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

Delegates to Western Cumberland County Council of Governments – Primary Gary Martin, Alternate Ken Sheaffer

Representative to West Shore Tax Collection Bureau – 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, Martha Sheaffer, Marcus McKnight, Jeff Gillaugh

Voting delegate PSATS Convention – Ken Sheaffer

Vice-Chairman Sheaffer made the motion to appoint the above 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

Vice-Chairman Sheaffer made the motion to appoint the above officials. Supervisor Seiders seconded the motion. Motion approved.

**Fire Police Listing:** Robert Kough Sr, Robert Alleman, John J. Wardle, Leon Kitner, Art Danner, Wayne Hockensmith, Jim Sheaffer, Ira Wagner, Ricky Stitt, Ronald Tritt, Dennis McGarry and Michael Young

Vice-Chairman Sheaffer made the motion to approve the above listing of fire police. Supervisor Seiders seconded the motion. Motion approved.

**Board and Commission Vacancies and Reappointments:**

Zoning Hearing Board – Matthew Farkus, 3 years

Linwood Clippinger, 3 years

Vice-Chairman Sheaffer made the motion to appoint the above to the Zoning Hearing Board. Supervisor Seiders seconded the motion. Motion approved.

**Miscellaneous Actions:**

Treasurer Bond - \$1,500,000

Township Funds Depository – Orrstown Bank – Treasurer Sheaffer suggested that we split up the accounts and put the State Fund in a different bank. She will check around to find the best interest rate. Attorney McKnight stated you can make the motion at a regular meeting.

Vice-Chairman Sheaffer made the motion to approve the above. 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 2012-002**:

Tax Collector Commission: 10%

Road Master – (\$18.36/hr)

Secretary – (16.28/hr)

Treasurer – (\$16.28/hr)

Asst Secretary – (\$12.06/hr) – Chairman Martin stated that since Pat is acting secretary, her wages should be \$16.28. Vice-Chairman Sheaffer seconded the motion. Motion approved.

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 - \$0.55.5 per mile

Chairman Martin made the motion to approve the above rates under Resolution 2012-002. 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 2012-003**: (see attached) – Vice-Chairman Sheaffer made the motion to approve the fee schedule under Resolution 2012-003. Chairman Martin seconded the motion. Motion approved.

**WHEREAS**, the Board of Supervisors of Penn Township, Cumberland County, Pennsylvania, do hereby make it known its intent to adopt an amended Personnel Manual under **RESOLUTION 2012-004**: (see attached) – Vice-Chairman Sheaffer made the motion to approve the personnel Manual under Resolution 2012-004. Chairman Martin seconded the motion. Two supervisors approved. Supervisor Seiders disapproved.

## **2012 Holidays**

Monday Feb 20 - President's Day

Friday Apr 6 - Good Friday  
Monday May 28 - Memorial Day  
Wednesday July 4 - Fourth of July  
Monday Sep 3 - Labor Day  
Monday Nov 12 - Veterans Day  
Thursday Nov 22 - Thanksgiving Day  
Friday Nov 23 - Day after Thanksgiving  
Tuesday Dec 25 - Christmas  
Tuesday Jan 1, 2012 - New Year's Day  
Vice-Chairman Sheaffer made the motion to approve the above holidays.  
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 unless duly advertised:

The Penn Township Board of Supervisors shall meet the 1st Thursday of each month, (except January 2012, rescheduled to January 3 and August 2012 rescheduled to the 2<sup>nd</sup> Thursday due to conflict with Fire Co. fair) at 7 PM at the Penn Township Municipal Building, 1301 Centerville Road, Newville, PA 17241. (Jan 3, Feb 2, Mar 1, Apr 5, May 3, June 7, July 5, Aug 9, Sep 6, Oct 4, Nov 1, Dec 6  
Vice-Chairman Sheaffer made the motion to approve the meeting dates. Supervisor Seiders seconded the motion. Motion approved.

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.

**Public Comment** - none

**Adjournment**

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

**RESOLVED THIS** 3rd **DAY OF** January, 2012

BOARD OF SUPERVISORS

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Supervisor

ATTEST:

---

Secretary