

**PENN TOWNSHIP BOARD OF SUPERVISORS
1301 Centerville Road
Newville, PA 17241
Tel: 717-486-3104 Fax: 717-486-3522
Reorganization Meeting
January 7, 2013**

Supervisor Martin called the meeting to order and led everyone in the Pledge of Allegiance to the Flag.

Those present: Supervisor Gary Martin, Supervisor Ken Sheaffer, Supervisor Amos Seiders, Solicitor Marcus McKnight, Treasurer Martha Sheaffer and Secretary Vicki Knepp

PUBLIC COMMENT

None

APPOINTMENT OF TEMPORARY OFFICERS

Supervisor Seiders made a motion to appoint Supervisor Sheaffer as the Temporary Chairman. Supervisor Sheaffer accepted. Nominations were closed.

Temporary Chairman Sheaffer nominated Supervisor Martin to be Temporary Secretary. Nominations were closed.

ELECTION OF BOARD CHAIRMAN AND APPOINTMENT OF TOWNSHIP STAFF

Temporary Chairman Sheaffer nominated Supervisor Martin. Supervisor Seiders seconded the motion. Motion approved.

Chairman Martin made a motion to nominate Supervisor Sheaffer as Vice-Chairman. Supervisor Sheaffer seconded the motion. Motion approved.

Vice-Chairman Sheaffer made a motion to nominate Vicki Knepp as Secretary. Chairman Martin seconded the motion. Motion approved.

Vice-Chairman Sheaffer made motion to nominate Martha Sheaffer as Treasurer. Chairman Martin seconded the motion. Motion approved.

Chairman Martin made two changes to the Agenda, correcting the spelling of Marcia Leeds name and adding Supervisor Seiders as a delegate to the PSATS Convention.

Vice-Chairman Sheaffer made a motion to approve Resolution 2013-001 appointing Township Staff. Chairman Martin seconded the motion. Motion approved with one nay vote.

TOWNSHIP FEES

Chairman Martin made a motion to approve Resolution 2013-003 setting the Township fee schedule for 2013. Vice-Chairman Sheaffer seconded the motion. Motion approved.

TOWNSHIP PERSONNEL MANUAL

Holidays for 2013 are established.

Chairman Martin explained that two minor changes have been made to the Penn Township Personnel Manual. The changes made include rewording to the Secretary's hours to allow more flexibility and inserted a section defining Compensatory Time and regulating its use and payment.

Vice-Chairman Sheaffer made a motion to accept Resolution 2013-004 adopting the Personnel Manual. Supervisor Seiders seconded the motion. Motion approved.

2013 MEETING DATES

Meetings will be held on the 2nd Thursday of the month at 7:00 PM at the Township Building, commencing with February 14, 2013.

ADJOURNMENT

Chairman Martin made a motion to adjourn. Vice-Chairman Sheaffer seconded the motion. Motion approved.

Respectfully submitted,

Vicki Knepp
Secretary