

PENN TOWNSHIP BOARD OF SUPERVISORS
1301 Centerville Road
Newville, PA 17241
Tel: 717-486-3104 Fax: 717-486-3522
Reorganization Meeting
January 6, 2014

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

Temporary Chairman Sheaffer nominated Martha Sheaffer to be Temporary Secretary. Nominations were closed.

ELECTION OF BOARD CHAIRMAN AND APPOINTMENT OF TOWNSHIP STAFF

Temporary Chairman Sheaffer nominated Supervisor Martin as Chairman. Supervisor Seiders seconded the motion. Nomination approved. Supervisor Martin abstained.

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

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

Vice-Chairman Sheaffer made motion to nominate Martha Sheaffer as Treasurer. Nomination approved.

NEW BUSINESS

Resolution 2014-001 Appointment of Township Staff. The Resolution was voted on in sections. Chairman Martin read the Township Staff and asked for discussion. Vice Chairman Sheaffer made a motion to approve the appointment of Township Staff. Supervisor Seiders seconded the motion. Motion carried. Vice Chairman Sheaffer made a motion to approve the appointment of elected officials. Supervisors Seiders seconded the motion. Motion carried. Vice Chairman Sheaffer made a motion to approve the appointment of legal counsel, engineering firm and sewage enforcement officer with the addition of Marcus McKnight, III and Matt McKnight as Solicitor for the Planning Commission. Chairman Martin seconded the motion. Motion carried. Vice Chairman Sheaffer made a motion to approve the Fire Police listing. Supervisor Seiders seconded the motion. Motion carried. Vice Chairman Sheaffer made a motion to approve the board and commission vacancies and reappointments with the addition of Gary Cribbs to the Planning Commission. Supervisor Seiders seconded the motion. Vice Chairman Sheaffer made a motion to accept the miscellaneous actions and treasurer bond with the addition of F & M Trust and Sovereign Bank. Supervisor Seiders seconded the motion. Motion carried.

Resolution 2014-002 Establishing Wages, Commissions and Mileage Rates. Chairman Martin read the resolution. He stated that it was a .40 across the board increase. A discussion was held on the Planning Commission Secretary's pay. Vice Chairman Sheaffer recommended that it be increased to \$120.00/month plus \$25.00 workshop because of the amount of work the Secretary does. Vice Chairman Sheaffer made a motion to approve the increase of the Planning Commission Secretary pay to \$120.00/month plus \$25.00 for workshops. Chairman Martin seconded the motion. Motion carried on a 2-1 vote, Supervisors Seiders voted no. Vice Chairman Sheaffer made a motion to approve the wages, commissions and mileage rates for 2014 with the changes. Chairman Martin seconded the motion. Motion carried on a 2-1 vote, Supervisors Seiders voted no.

Resolution 2014-003 Schedule of Fees. The Township Engineer has increased his fees; the schedule reflects his new fees. In addition, Cumberland County has increased their recording costs. Vice Chairman Sheaffer made a motion to approve the fee schedule. Supervisors Seiders seconded the motion. Motion carried.

Resolution 2014-004 Personnel Manual - Chairman Martin stated we made some minor changes to the personnel manual. We established short term disability policy. We also increased the total number of sick days an employee can accrue from 6 to 8 days. Discussion was held on the number of days that could be carried over. It was decided that we will try it as is, 8 days, and see how it works. We have changed the period of four 10 hour work days from Daylight savings time to 13 pay periods, starting with the first pay of April and ending with the last full pay period in September. There is also a change in the Holidays. We have eliminated the Presidents Day Holiday and given the full time employees a floating holiday

in its place. Vice Chairman Sheaffer made a motion to approve Resolution 2014-004. Supervisor Seiders seconded the motion. Motion carried.

Resolution 2014-005 Establishing Staff Holidays, Hours of Work & Board of Supervisor Meeting Dates - Vice Chairman Sheaffer made a motion to approve the resolution. Supervisor Seiders seconded the motion. Motion carried.

ADJOURNMENT

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

Respectfully submitted,

Vicki Knepp, Secretary