

**PENN TOWNSHIP BOARD OF SUPERVISORS  
1301 Centerville Road  
Newville, PA 17241  
Tel: 717-486-3104 Fax: 717-486-3522  
Regular Meeting  
March 13, 2014**

Chairman Martin called the meeting to order and led everyone present in the Pledge of Allegiance.

Those present: Chairman Gary Martin, Vice Chairman Ken Sheaffer, Solicitor Marcus McKnight, Treasurer Martha Sheaffer and Secretary Vicki Knepp. Supervisor Seiders arrived late.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Vice Chairman Sheaffer made a motion to approve the minutes of the February 13, 2014 Regular Meeting. Chairman Martin seconded the motion. Motion approved.

Vice Chairman Sheaffer made a motion to approve the February 28, 2014 Treasurer's Report. Chairman Martin seconded the motion. Motion approved.

**APPROVAL OF SUBDIVISION PLANS**

Key Logistics Park Land Development - Joe Burget, Burget & Associates, was present. The Plan for the revised roadway was approved pending NPDES approval. That approval has been received. The Township Engineer has reviewed and approved it. The Secretary stated the Supervisors have a letter in their folders from the Engineer to verify that. Chairman Martin clarified that the plan is to change the stormwater to revise the driveway so that each portion of the building will have a secure area. Vice Chairman Sheaffer made a motion to approve. Chairman Martin seconded the motion. Motion approved.

**ADJOURN FOR SHETRON CONDITIONAL USE HEARING**

**UNFINISHED BUSINESS**

Trash Delinquencies – The Secretary reported that of the delinquent accounts only one has not paid yet. That is a rental property, the tenant moved out and the service was not stopped. She has not been able to get payment.

Septic – Still 41 out of the 287 that were not pumped last year. She has been giving people who call until April 30 to get it done because of the weather. The Secretary reported that she sent out 36 letters to the properties in District 5 asking for clarification of what type of structure, water source and waste disposal is on the property, we believe they are all cabins. Chairman Martin stated that according to the SEO if they have pressurized water you need a tank of some sort. If the information comes back that they have pressurized water and they have a septic system we are going to put them into the appropriate zone for the 4 year cycle. If there is a structure on the property and they say they don't have anything we might have to go out and visit to verify. If it is a cabin we can waive one cycle and they would only need to pump every 8 years. This is the SEO recommendation.

Zoning Amendments – The Solicitor stated now is the time for the hearing on the Zoning Amendments. The amendments have been advertised. Supervisor Seiders made a motion to adopt the amendments. Vice Chairman Sheaffer seconded the motion. Motion approved.

Amendments to the Alternative Dispute Resolution – Chairman Martin reported that he and the Codes Officer sat down with the District Judge and reviewed the ordinance. They made some changes to the ordinance on her recommendation. It is an ordinance that allows our Zoning/Codes Officer to provide someone who has violated an ordinance with a notice of violation; he can give them a warning. We are developing a form that will allow for a description of any corrective action to be taken. He can warn them or he can fine them and have them pay us. We will also have the option of issuing a citation and giving it to the District Magistrate. This gives them a quick and easy way to pay the fine. Vice Chairman Sheaffer made a motion to have the Solicitor advertise for the next meeting. Supervisors Seiders seconded the motion. Motion approved.

Key Lock Box Ordinance – Chairman Martin asked the Fire Chief for his comments on the ordinance. Chief Kough stated that the way the ordinance is currently written with everything that must be included in it, the cabinet for the lock box need to be 14 x 14.5 x 6 or 7 deep and weigh 67 pounds. A normal Knox Box that has just the keys in them is much smaller. He recommends that the normal size box be used and require that the information be inside the door where the box is. He believes that it also covers residential and it should not. Chairman Martin made a motion to table the ordinance until we can work everything out. Vice Chairman Sheaffer seconded the motion. Motion approved.

Jim Sheaffer Appointment as Assistant Zoning/Codes Enforcement Officer – We have an application for the Assistant Codes/Zoning Officer, James Sheaffer of Pine Road. Vice Chairman Sheaffer made a motion to approve. Chairman Martin seconded the motion. Motion approved 2 to 1, Supervisor Seiders voted no. He is opposed because he did not think Paul Seiders wanted off. Chairman Martin stated he thought Mr. Seiders was back on the road and not available. Vice Chairman Sheaffer suggested we have two assistants. Supervisors Seiders then changed his vote.

## **NEW BUSINESS**

Website "Community Bulletin Board" – The Secretary said that the website is being redone using newer software. She was asked if there was any way that people could post yard sales, lost dogs, whatever. She checked with Matt Allen and he said yes, people could post, but it would not go up on the website until we approved the posting. Do we want to allow it? Chairman Martin stated he thought it was a good idea, but we need to set guidelines. Do we want to have things like vehicles for sale, things of that nature? The Solicitor stated he did not believe we should allow sales of individual items, but yard sales and community events would be O.K. We need to put something up that says no private sales. Chairman Martin stated that we are in the process of expanding the wifi. We had two bids one of \$1,115.00 and one for \$373.00 from the gentlemen who does our website.

Printer for the Treasurer – The Treasurers printer broke today, but it is now repaired. The Secretary stated she did check some prices earlier. She can purchase a monochrome laser printer for about \$85.00; the toner cartridges for it are \$47.00 and do an estimated 2600 pages. The ink cartridges for the existing printer are \$39.00 and will print approximately 700 pages. Chairman Martin made a motion to purchase the new printer and keep the old one in reserve in case one breaks. Vice Chairman Sheaffer seconded the motion. Motion approved.

## **CORRESPONDENCE**

The road crew received an anonymous thank you from a resident for the wonderful job they have done in keeping the roads clear this winter.

Berkley Contract Packaging – They have lost the contract for repackaging products at Unilever. There have been big articles in the paper that make it appear that we are losing a lot of jobs, we are not, Berkley lost the contract and another company will be doing the work.

## **PROJECT UPDATES**

Both dumps were down with broken springs and frames. They have been repaired.

We had flagger training here for the road crew, Cooke Township and one person from South Newton.

The AED has been installed at the DJ's office. They have been given the training disc to review. Tim Knepp will go back and give them training on the specific AED they have in the office. They had received training from County on another brand of AED.

## **SOLICITOR REPORT**

Hodecker Complaint – The Solicitor stated he has the Hodecker complaint for the Supervisors to review. It is an initial complaint and asks for \$600.00. Supervisors Seiders made a motion to have the Solicitor file the complaint. Vice Chairman Sheaffer seconded the motion. Motion approved.

A letter needs to be sent to Amos Reiff for the illegal burning of the house on Pine Road.

Tim Knepp asked where we stand with the Noise Ordinance. Chairman Martin stated that the Planning Commission is working on that.

## **OTHER REPORTS**

WCCOG – Chairman Martin stated he left everything at home, however, the main item at the meeting was a representative from West Shore ALS attended and reviewed the ALS situation. Vonda is working on the road materials bid.

Codes Enforcement Officer Tim Knepp – We had five applications for permits. One was from George Stambaugh to disassemble his barn and move it and move the mobile home from West Pennsboro to Penn. His plot plan was insufficient, it was returned to him, along with additional information we need. We had an application for signs at the Lloyd farm on Pine Road. We had an application from Young's ATV requesting a propane filling station operation which was denied. We have provided him with the necessary information and he has applied for a conditional use hearing. The fire company also submitted an application for a new sign which was denied. They have applied for a conditional use hearing. The Richard Mains farm dairy manager put in a shed without getting a permit. The owner has applied and the permit was issued. We have had 3 complaints this month, all from the same complainer. It appears that the Hammonds have brought their vehicles down to a number that is in compliance with the Ordinance. They have not paid the fine yet. The Solicitor stated he received a call from Natasha Bitner regarding his letter regarding her complaints. He has not spoken with her yet.

## **APPROVAL OF BILLS LISTING**

Supervisor Seiders made a motion to pay the bills. Vice Chairman Sheaffer seconded the motion. Motion approved.

## **SUPERVISORS' COMMENTS**

Supervisor Seiders stated we need to get rid of the trailer out back. We do not let anyone else in the Township to use a trailer for storage; we should not be above the law. Chairman Martin and Vice Chairman Sheaffer agreed with him. We need to look at what is in the trailer and decide what to do with it. It is mostly materials from the school that we were going to put into a Community Center.

Vice Chairman Sheaffer – None

Chairman Martin – He stated he had a complaint from a resident that when they pulled up at the stop sign at South Side and Centerville a Keep Pennsylvania Beautiful sign was obstructing vision. The State come out and moved the sign.

He met with Dave Thomas and Brian Reisinger prior to their upcoming meeting with PennDOT. He also spoke with Reed Townson. The general consensus was that everybody wants a signal at that location. They want the road to come out at Key Logistics. They would like the signal during the construction stage. They will run some numbers prior to the meeting with PennDOT. Reed Townson is also looking at putting up a lighted sign. Progress is being made.

Chief Kough asked if emergency vehicle preemptors will be installed on the traffic lights. This started a discussion on what lights have preemptors. It was determined that the light at Rts. 11 & 233 does not have a preemptor. The Secretary was directed to find out what it would cost to install a preemptor on the light. Do we have anything that requires the developers to put them on the lights? Chairman Martin stated we can require that in the Developer's Agreement.

### **ADJOURNMENT**

Vice Chairman Sheaffer made a motion to adjourn. Supervisors Seiders seconded the motion. Motion approved.

### **NEXT MEETING April 10, 2014**

Respectfully submitted,

Vicki Knepp  
Secretary