

**PENN TOWNSHIP BOARD OF SUPERVISORS  
1301 Centerville Road  
Newville, PA 17241  
Tel: 717-486-3104 Fax: 717-486-3522  
Reorganization Meeting  
January 4, 2016**

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

Those present: Supervisor Gary Martin, 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 Solicitor McKnight as the Temporary Chairman. Supervisor Seiders seconded the motion. Motion carried.

Supervisor Martin made a motion to appoint Vicki Knepp to be Temporary Secretary. Supervisor Seiders seconded the motion. Motion carried.

**ELECTION OF BOARD CHAIRMAN AND APPOINTMENT OF TOWNSHIP STAFF**

Supervisors Seiders nominated Supervisor Martin as Chairman. Nomination closed. By voice vote Supervisor Martin was elected Chairman.

Supervisors Seiders nominated Supervisor Sheaffer as Vice-Chairman. Nomination closed. By voice vote Supervisor Sheaffer was elected Vice-Chairman.

Chairman Martin nominated Vicki Knepp as Secretary. Nomination closed. By voice vote Vicki Knepp was elected Secretary.

Chairman Martin nominated Martha Sheaffer as Treasurer. Nomination closed. By voice vote Martha Sheaffer was elected Treasurer.

**NEW BUSINESS**

Resolution 2016-001 Appointment of Township Staff. – The Resolution was voted on in sections. Supervisors Seiders made a motion to appoint the Township Staff. Chairman Martin seconded the motion. Motion carried. Supervisors Seiders made a motion to approve the Appointed Elect Officials. Chairman Martin seconded the motion. Motion approved. Chairman Martin made a motion to approve the Appointed Legal Counsel, Engineering Firm and Sewage Enforcement Officer, with the addition of Brehm-Lebo Engineering Firm. Supervisors Seiders seconded the motion. Motion carried. Chairman Martin made a motion to approve the Fire Police Listing. Supervisor Seiders seconded the motion. Motion carried. Chairman Martin made a motion to accept the Miscellaneous Actions. Supervisor Seiders seconded the motion. Motion carried.

Resolution 2016-002 Establishing Wages, Commissions and Mileage Rates. Chairman Martin made a motion to approve Resolution 2016-002. Supervisor Seiders seconded the motion. Motion carried.

Resolution 2016-003 Schedule of Fees. Chairman Martin made a motion to approve Resolution 016-003. Supervisor Seiders seconded the motion. Motion approved.

Resolution 2016-004 Personnel Manual – Chairman Martin reviewed the changes to holidays listed in the Manual and dates when the work week will go from five to four days a week and revert back in the Fall. Chairman Martin made a motion to approve Resolution 2016-004. Supervisor Seiders seconded the motion. Motion carried.

Resolution 2016-005 Establishing Staff Holidays, Hours of Work & Board of Supervisor Meeting Dates – Chairman Martin made a motion to approve Resolution 2016-005. Supervisor Seiders seconded the motion. Motion carried.

Resolution 2016-006 Special Fire Police Policy – There was some discussion regarding a few events that were not covered by the Resolution and what is surrounding municipalities. It was decided to vote on the current Resolution and have the Secretary draft a new resolution to cover the missed events for the next meeting. Chairman Martin made a motion to approve Resolution 2016-006. Supervisor Seiders seconded the motion. Motion carried.

## **ADJOURNMENT**

Chairman Martin made a motion to adjourn. Supervisor Seiders seconded the motion. Motion carried.

Respectfully submitted,

Vicki Knepp, Secretary