

**PENN TOWNSHIP BOARD OF SUPERVISORS
1301 Centerville Road
Newville, PA 17241
Tel: 717-486-3104 Fax: 717-486-3522
Reorganization Meeting
January 3, 2017**

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

Those present: Supervisor Gary Martin, Vice Chairman Ken Sheaffer, Treasurer Martha Sheaffer and Secretary Vicki Knepp. Solicitor McKnight attended briefly to witness a special presentation.

Supervisor Martin stated that we wished to recognize one of the Township residents for their assistance in what is probably one of the biggest things to ever happen in Penn Township. Supervisor Sheaffer presented Lowell Hasinger with copies of all the documentation from the research done on the civil war veterans' grave sites. Mr. Hasinger had contacted Supervisor Seiders about doing something to maintain the grave sites on his property. It became an Eagle Scout project for Bo Lloyd and eventually lead to the relocation of the graves to Fort Indiantown Gap National Cemetery. If it was not for Mr. Hasinger none of this would have happened. Supervisor Sheaffer thanked Mr. Hasinger for all his assistance. Supervisor Martin presented Mr. Hasinger with one of the flags that was presented to the Township at the ceremony at Fort Indiantown Gap. He also presented Mr. Hasinger with a replica of the GAR grave marker that had been found at the site. Supervisor Martin thanked Mr. Hasinger. Mr. Hasinger thanked the Supervisors and Township staff. He stated that his was a project that involved many people and he was just a small part of it. Supervisor Martin stated that he would like to thank Chris Hoffman and Tim Knepp for their parts in getting the project done. The Supervisors really only played a very small part. The relocation of the three black Civil War Veterans' graves put little Penn Township in national news.

PUBLIC COMMENT

None

APPOINTMENT OF TEMPORARY OFFICERS

Supervisor Martin made a motion to appoint Solicitor McKnight as the Temporary Chairman. Supervisor Sheaffer seconded the motion. Motion carried.

ELECTION OF BOARD CHAIRMAN AND APPOINTMENT OF TOWNSHIP STAFF

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

Chairman Martin nominated Vicki Knepp as Secretary. Supervisor Sheaffer seconded the motion. By voice vote Vicki Knepp was elected Secretary.

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

Vice Chairman Sheaffer nominated Martha Sheaffer as Treasurer. Chairman Martin seconded the motion. By voice vote Martha Sheaffer was elected Treasurer.

NEW BUSINESS

Resolution 2017-01 Appointment of Township Staff. – The Resolution was voted on in sections. Vice Chairman Sheaffer made a motion to appoint the Township Staff. Chairman Martin seconded the motion. Motion approved. Vice Chairman Sheaffer made a motion to approve the Appointed Elected Officials. Chairman Martin seconded the motion. Motion approved. Chairman Martin made a motion to approve the Appointed Legal Counsel and Sewage Enforcement Officer. Vice Chairman Sheaffer seconded the motion. Motion carried. Chairman Martin read a letter he drafted to Brehm-Lebo Engineering outlining reasons that we are dissatisfied with their service over the past year. Chairman Martin made a motion to seek a new Township Engineer. Vice Chairman Sheaffer seconded the motion. Motion approved. Chairman Martin read a Request for Proposal for Engineering services prepared by the Secretary. The RFP would give interested engineering firms until January 31, 2017 to reply, that would give us about 2 weeks to review them prior to the February Board Meeting. Chairman Martin made a motion to have the Secretary advertise and send out the RFP for a new Township Engineer. Vice Chairman Sheaffer seconded the motion. Motion approved. Vice Chairman Sheaffer made a motion to approve the Fire Police Listing. Chairman Martin seconded the motion. Motion approved. Chairman Martin made a motion to accept the Miscellaneous Actions. Vice Chairman Sheaffer seconded the motion. Motion approved.

Resolution 2017-02 Establishing Wages, Commissions and Mileage Rates. Chairman Martin stated that health insurance rates are increasing another 4.5%. He recommends that full time employees enrolled in the Township health insurance receive a 1.5% increase and the following positions that do not participate in the Township health plan a 3% increase: Secretary, Treasurer, Assistant Secretary and Zoning/Codes Officer. Vice Chairman Sheaffer made a motion to approve Resolution 2017-02. Vice Chairman Sheaffer seconded the motion. Motion approved.

Resolution 2017-03 Schedule of Fees. Chairman Martin stated we need to remove the engineering fees from the resolution until another engineer can be appointed. The Secretary recommended \$25.00 for the Stormwater Ordinance. Vice Chairman Sheaffer made a motion to approve Resolution 2017-03 with that change. Chairman Martin seconded the motion. Motion approved.

Resolution 2017-04 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 and the addition of insubordination to the Disciplinary Actions . Chairman Martin made a motion to approve Resolution 2017-04. Supervisor Seiders seconded the motion. Motion approved.

Resolution 2017-05 Establishing Staff Holidays, Hours of Work & Board of Supervisor Meeting Dates – Vice Chairman Sheaffer made a motion to approve Resolution 2017-05. Chairman Martin seconded the motion. Motion approved.

Resolution 2017-06 Equipment Schedule of Fees – Vice Chairman Sheaffer made a motion to approve Resolution 2017-06. Chairman Martin seconded the motion. Motion approved.

Resolution 2017-07 Special Fire Police Policy – Chairman Martin made a motion to approve Resolution 2017-07. Vice Chairman Sheaffer seconded the motion. Motion approved.

OLD BUSINESS

Interior Doors – Chairman Martin stated that we had tabled the proposal to install new interior doors for the office and the shop at the December meeting. We had received a bid from Hershocks for about \$3,500.00. Vice Chairman asked if the Scouts could have one of the old doors. Chairman Martin did not see why not. Vice Chairman Sheaffer made a motion to approve the bid from Hershocks to replace the office and shop doors. Chairman Martin seconded the motion. Motion approved.

Alarm System – Chairman Martin reported that we would like to discuss replacing the current alarm system for the building with something more current. The Secretary stated that when they were getting pricing on the security cameras one of the vendors suggested that we need to look at our current system and what we are paying yearly. Our current system is old technology. She also suggested that we might want to include coverage for the new equipment building. Chairman Martin stated that we will sit down and decide what coverage of buildings we want and then get pricing.

Security Cameras – Mr. Knepp said that we discussed the security cameras at the December meeting, also. At that time we only had one bid. We have since received a second bid, which was approximately \$500.00 higher. Hilton's Locks & Security Bid was \$3,980.00 and Spichers Security Services was \$4,575.97. Mr. Knepp stated that these bids were both

for the same equipment and set up. The bids both also include a striker lock system for the office door. Chairman Martin made a motion to accept the bid of Hilton's Lock and Security of \$3,980.00 for the new security camera system and electric strike for office door. Vice Chairman Sheaffer seconded the motion. Motion approved.

Chairman Martin stated that he has one applicant for the Zoning Hearing Board and Vice Chairman Sheaffer has two. Chairman Martin thought it would be a good idea for the applicants to attend the January 11 Zoning Hearing Board and insure that they are interested. Their applications cannot be voted on until the December 12 Board of Supervisors Meeting.

Chairman Martin stated that we apparently need three Auditors to run for election this year: Charles Leeds term will expire and he is not going to run again; Jim Proctor has moved out of state and Max Klein has indicated that he wants to resign. Vice Chairman Sheaffer asked if we can use an accounting company instead of Auditors. The Secretary explained that the Second Class Township Code still requires that we have Elected Auditors and that they set the pay rate of the working Supervisors. We need to come up with people to run for the office.

ADJOURNMENT

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

Next Meeting Thursday, January 12, 2017

Respectfully submitted,

Vicki Knepp, Secretary