

**PENN TOWNSHIP BOARD OF SUPERVISORS**  
**1301 Centerville Road**  
**Newville, PA 17241**  
**Tel: 717-486-3104 Fax: 717-486-3522**  
**Regular Meeting**  
**January 20, 2022**

Chairman Tritt called the meeting to order and led everyone in the Pledge of Allegiance to the Flag.

Those present: Chairman Ron Tritt, Vice Chairman Ken Sheaffer, Solicitor Marcus McKnight, Zoning Officer Tim Knepp, Treasurer Trina Manetta, and Secretary Corrie Wadel.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Vice Chairman Sheaffer made a motion to approve the minutes of the December 09, 2021, Board of Supervisors Meeting. Chairman Tritt seconded the motion. Motion approved.

Vice Chairman Sheaffer made a motion to approve the Treasurer Report from December 31, 2022. Chairman Tritt seconded the motion. Motion approved.

**APPROVAL OF SUBDIVISION PLANS**

None

**UNFINISHED BUSINESS**

Trash – The Secretary reported that trash bills just went out and she has not yet received a delinquent list from Southampton Township.

Septic – The Secretary reported 260 of the 292 septic systems from District 4 were pumped in 2022. There are still 32 systems that were not pumped in 2022. Secretary Wadel requested permission to send reminder letters to the 32 property owners still requiring septic pumping in District 4. Vice Chairman Sheaffer made a motion to authorize the Secretary to send reminder letters to the 32 remaining property owners requiring septic pumping in District 4. Chairman Tritt seconded the motion. Motion approved.

Warehouses – Chairman Tritt made a motion to authorize the Solicitor to send letters to Appalachian Asset Management and Exeter explaining that the township is not interested in rezoning or making changes to the current zoning map at this time and that they need to pay the outstanding rezoning hearing fees. Vice Chairman Sheaffer seconded the motion. Motion approved. The Solicitor requested a list of the current outstanding fees from the Treasurer.

Larsen Designs Taking Pictures of Route 233 – Cathy Cornman stated that someone from Larsen Designs was in front of her property taking pictures of Route 233. The Supervisors reported that they had no knowledge of and were not notified about this happening. Secretary Wadel will have the Roadmaster contact the local Penn DOT Shed to find out if this was directed by Penn DOT. Vice Chairman Sheaffer also suggested that the Secretary reach out to the Township Traffic Engineer to see if she can find out why Larsen Designs was on Route 233.

## **NEW BUSINESS**

Ratify 2022-01 MMO Non-Uniform Pension Plan Ordinance Advertisement – the Secretary reported that she was given verbal permission to advertise the adoption of Ordinance 2022-01 during the January 20, 2022 meeting and that the advertisement authorization now needed to be ratified. Vice Chairman Sheaffer made a motion to ratify authorization to advertise the adoption of Ordinance 2022-01 at the January 20, 2022 meeting. Chairman Tritt seconded the motion. Motion approved.

2022-01 MMO Non-Uniform Pension Plan Ordinance – the Secretary reported that the 2022 MMO Non-Uniform Pension Plan Ordinance has been advertised and is ready to be adopted. Vice Chairman Sheaffer made a motion to adopt the 2022-01 MMO Non-Uniform Pension Plan Ordinance. Chairman Tritt seconded the motion. Motion approved.

2022-10 Auxiliary Events Resolution – the Secretary reported that the Penn Township Fire Company Ladies Auxiliary submitted there 2022 event dates to be approved. Vice Chairman Sheaffer made a motion to approve the 2022-10 Auxiliary Events Resolution. Chairman Tritt seconded the motion. Motion approved.

Ratify Fire Police Funeral Coverage – Chairman Tritt reported that he gave verbal approval for the Fire Police to assist South Newton Township with coverage for a funeral a few days after the December Board of Supervisors meeting. Vice Chairman Sheaffer made a motion to ratify approval for the Fire Police to assist South Newton Township with a funeral in early December. Chairman Tritt seconded the motion. Motion approved.

Tax Collector Bank Certification Fee Increase – the Secretary reported that the Township Tax Collector requested permission to increase her Bank Certification fee from \$10.00 to \$15.00. Vice Chairman Sheaffer made a motion to authorize the Township Tax Collector to increase her Bank Certification fee from \$10.00 to \$15.00. Chairman Tritt seconded the motion. Motion approved.

Zeigler Septic Pumping Waiver Request – Jack Ziegler requested a septic pumping waiver for 1132 Centerville Road due to personal reasons listed in their letter. Vice Chairman Sheaffer made a motion to grant the septic pumping waiver for 1132 Centerville Road. Chairman Tritt seconded the motion. Motion approved.

Appoint Kenneth Walker Jr. to Part Time Road Crew – Chairman Tritt made a motion to appoint Kenneth Walker Jr. to the Township part time road crew on an as needed basis. Vice Chairman Sheaffer seconded the motion. Motion approved.

## **CORRESPONDENCE**

Secretary Wadel took a few minutes to thank everyone for their kind words and support after the passing of Chairman Gary Martin.

## **PROJECT UPDATES**

None

## **ZONING CODES ENFORCEMENT**

The Zoning Officer reported that he processed three zoning permits and had no complaints or violations for December.

## **SOLICITOR REPORT**

Tri-County Planning Commission I-81 Transportation Study – the Solicitor reported that the public survey hosted by the Tri-County Planning Commission deadline to participate was extend to January 28, 2022. He stated how important it is for our local community to provide feedback on our concerns with the Interstate at exit 37 and the current state of the Interchange.

## **OTHER REPORTS**

COG – Chairman Tritt reported that there were no big agenda items for the January meeting. The Solicitor reported that a voluntary Memorial Fund was created.

Roadmaster – The secretary reported that the road crew have been cleaning culverts, plowing snow, clearing bridges of snow and will continue with winter equipment preparations and general maintenance. The Roadmaster and road crew also attended a Low Volume, Dirt and Gravel Roads conference in order to be recertified for another 5 years. This certification was needed for all of the Beetem Hollow Culvert projects and will be required for future such projects.

Newsletter – The Secretary reported that the newsletter has been delayed until after the Special meeting to announce the Interim Supervisor on Monday, January 24, 2022 at 7:00pm.

Fire Marshal – Fire Marshal Kough expressed the need for No Turn on Red signs at the Penn Commerce intersection red light on the FedEx side turning onto Route 233. Chairman Tritt reported that the Roadmaster had spoken to the local Penn DOT contact and was told that they would probably not be authorized. The Supervisors asked the Secretary to reach out the Traffic Engineer in order to assist with this. Fire Marshall Kough also suggested having FedEx add an address number to the front corner of their building to make it easier for EMS to see from the road. Zoning Officer Knepp will address this concern with the Warehouses.

Emergency Coordinator – EMC Kough reported on the Wreaths Across America event held at Fort Indiantown Gap prior to Christmas. Wreaths were purchases and laid upon the three Penn Township Civil War Soldiers grave sites.

Fire Company – Bob Kough reported that the Fire Company is preparing to purchase a new Fire Truck. If it is ordered by February 1, 2022, they will save \$50,000.00. Treasurer Manetta asked if they were able to find and apply for any grants. Mr. Kough reported that they have not.

#### **APPROVAL OF BILLS LISTING**

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

#### **ADJOURNMENT**

Vice Chairman Sheaffer made a motion to adjourn. Chairman Tritt seconded the motion. Motion approved at 7:35p.m.

Chairman Tritt gave a quick reminder of the Special meeting scheduled for Monday, January 24, 2022 at 7:00pm in order to appoint the interim Supervisor.

#### **NEXT REGULAR MEETING**

*February 17, 2022*

Respectfully submitted,

Corrie Wadel  
Secretary