

**PENN TOWNSHIP BOARD OF SUPERVISORS
1301 Centerville Road
Newville, PA 17241
Tel: 717-486-3104 Fax: 717-486-3522
Reorganization Meeting
January 3, 2022**

Supervisor Tritt called the meeting to order and led everyone in the Pledge of Allegiance to the Flag. Followed by a quick prayer for the family of Chairman Gary Martin at his passing.

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

APPOINTMENT OF TEMPORARY OFFICERS

Supervisor Sheaffer made a motion to appoint Supervisor Sheaffer as the Temporary Chairman. Supervisor Tritt seconded the motion. Motion carried.

Supervisor Tritt made a motion to nominate Corrie Wadel as Temporary Secretary. Supervisor Sheaffer seconded the motion. Motion approved.

ELECTION OF BOARD CHAIRMAN AND APPOINTMENT OF TOWNSHIP STAFF

Supervisor Sheaffer nominated Supervisor Tritt as Chairman. Supervisor Tritt seconded the motion. Motion approved. By voice vote Supervisor Tritt was elected Chairman.

Supervisor Tritt nominated Supervisor Sheaffer as Vice-Chairman. Supervisor Sheaffer seconded the motion. By voice vote Supervisor Tritt was elected Vice-Chairman.

Vice Chairman Sheaffer nominated Corrie Wadel as Secretary. Chairman Tritt seconded the motion. By voice vote Corrie Wadel was elected Secretary.

Vice Chairman Sheaffer made a motion to appoint Trina Manetta as Treasurer. Chairman Tritt seconded the motion. By voice vote Trina Manetta was elected Treasurer.

SUPERVISOR VACANCY ANNOUNCEMENT

Chairman Tritt announced that there have been several people reach out with interest in applying for the current Supervisor vacancy and that the Township will be accepting resumes in order to conduct interviews. The Solicitor read the advertisement and reported that a special meeting will be held at 7:00pm on Monday, January 24, 2022 to appoint the new Supervisor. The deadline to submit a resume is Monday, January 17, 2022.

Chairman Tritt made an announcement that the Agricultural Land Preservation Board has two vacancies to fill and if anyone is interested to reach out to Stephanie Williams at the Cumberland County Planning Department on Allen Road.

Solicitor McKnight reiterated that anyone interested in filling the current Board of Supervisors position should reach out to the Bureau of Elections office for more information on what it entails.

PUBLIC COMMENT

Wayne Stevenson mentioned that it is very difficult to hear the Board and those seated at the meeting table. He asked if the Township could install a speaker system to help project the voices into the audience.

NEW BUSINESS

Resolution 2022-01 Appointment of Township Staff – Vice Chairman Sheaffer made a motion to appoint the Township Staff as listed in Resolution 2022-01. Chairman Tritt seconded the motion. Motion approved.

Resolution 2022-02 Establishing Wages, Commissions and Mileage Rates -Vice Chairman Sheaffer made a motion to approve Resolution 2022-02. Chairman Tritt seconded the motion. Motion approved.

Resolution 2022-03 Schedule of Fees - Vice Chairman Sheaffer made a motion to approve the 2022-03 fee schedule as listed with no changes from the previous year. Chairman Tritt seconded the motion. Motion approved. Motion approved.

Resolution 2022-04 Personnel Manual - Vice Chairman Sheaffer made a motion to approve Resolution 2022-04. Chairman Tritt seconded the motion. Motion approved.

Resolution 2022-05 Establishing Staff Holidays, Hours of Work & Board of Supervisor Meeting Dates – Vice Chairman Sheaffer made a motion to approve resolution 2022-05. Chairman Tritt seconded the motion. Motion approved.

Resolution 2022-06 Equipment Schedule of Fees – Vice Chairman Sheaffer made a motion to approve Resolution 2022-06. Chairman Tritt seconded the motion. Motion approved.

Resolution 2022-07 Fire Police Policy – Vice Chairman Sheaffer made a motion to approve Resolution 2022-07. Chairman Tritt seconded the motion. Motion approved.

Resolution 2022-08 Authorizing Road Supervisors and Employees of Penn Township Road Crew to work on projects in cooperation with Cooke, Dickinson, North Newton, South Newton and West Pennsboro Townships. Vice Chairman Sheaffer made a motion to approve Resolution 2022-08. Chairman Tritt seconded the motion. Motion approved.

Secretary Wadel requested permission to change the title of Resolution 2022-09 from the Fire Company Auxiliary Events to the Pension Trust Supplemental Participation Plan on the agenda because the Auxiliary did not have, or submit, their 2022 list of dates prior to the holiday closure or reorganization meeting tonight and the Pension Trust provided the correct paperwork today if voted on to add to tonight's agenda for revision. Vice Chairman Sheaffer made a motion to change the title to Resolution 2022-09 Pension Trust Supplemental Participation Plan. Chairman Tritt seconded the motion. Motion approved.

Resolution 2022-09 Pension Trust Supplemental Participation Plan - Vice Chairman Sheaffer made a motion to approve Resolution 2022-09 Pension Trust Supplemental Participation Plan in order to allow Penn Township employees to contribute to their retirement without additional cost to the Township. Chairman Tritt seconded the motion. Motion approved.

Hire New Part-Time Employees – Chairman Tritt reported that they have had two new applicants apply as part time road crew. Chairman Tritt made a motion to hire Larry Weibley and Bill Haines as part time road crew members. Vice Chairman Sheaffer seconded the motion. Motion approved.

OLD BUSINESS

None

ADJOURNMENT

Vice Chairman Sheaffer made a motion to adjourn at 7:20pm. Chairman Tritt seconded the motion. Motion carried.

Next Meeting Monday, January 20, 2022.

Respectfully submitted,

Corrie Wadel, Secretary

**PENN TOWNSHIP AUDITOR'S MEETING
1301 Centerville Road
Newville, PA 17241
Tel: 717-486-3104 Fax: 717-486-3522
January 4, 2022**

Treasurer Manetta called the meeting to order and led everyone in the Pledge of Allegiance to the Flag.

Those present: Auditor Jenny Rhoads, Auditor Fred Leeds, and Treasurer Trina Manetta.

NEW BUSINESS

The Auditors voted to increase the supervisor's pay rate to \$18.00 per hour.

ADJOURNMENT

Fred Leeds made a motion to adjourn. Jenny Rhoads seconded the motion. Motion carried.

Next Meeting Monday, January 4, 2023.