

**PENN TOWNSHIP BOARD OF SUPERVISORS  
100 Municipal Building Road  
Duncannon, PA 17020-1100**

**Joseph M. Landis, Chairman    Jesse Boyer III, Vice Chairman    Henry A. Holman III, Supervisor**

**Minutes of November 8, 2018  
Highway Meeting**

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The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Wednesday, November 8, 2018, at 7:00 PM. Chairman Joseph Landis, Vice-chairman Jesse Boyer III and Supervisor Henry Holman III were in attendance. Other personnel present were Secretary Helen Klinepeter and Treasurer/Recording Secretary Tina Kelly. Chairman Landis called the meeting to order with the Pledge of Allegiance and a moment of silence. He announced that the meeting was being recorded to aid in the preparation of the minutes. A list of visitors is on file in the Township office.

**VISITORS**

No visitors present.

**SERVER AND ACCOUNTING SOFTWARE**

The treasurer presented a proposal for a server and replacing the current Harris software with QuickBooks. After reviewing the proposal, the purchase was unanimously approved after a Landis/Boyer motion that the price will not be more that \$3000 over the proposal annually.

**RFP**

Mr. Boyer asked if we request proposals do we have to go with the lowest bid. The secretary answered in the negative.

A decision was made to first have the secretary send a letter to our current vendors to inquire about their prices for next year.

**HIGHWAY REPORT –**

Mr. Boyer stated that last week he and Mr Chubb did a drive through that was given to both Mr. Landis and Mr. Holman.

Mr. Holman asked if the Supervisors should have keys to the garage in Mr. Chubb's absence in case of emergency.

Mr. Chubb spoke with Nate's Tree removal and they discussed trees that are a potential fall risk and should be removed. It would be more cost effective if they spent one (1) or two (2) days removing the trees than having to call for emergency tree removal.

Mr. Holman asked how low we are planning on cutting the trees because it might be better to cut them to 6 feet and letting it rot verses cutting it to the stump.

Mr. Chubb suggested 2 options of road paving that he would recommend for 2019, The options were presented by Mr. Boyer and reviewed by the other supervisors.

**Minutes of November 8, 2018**

Page 2 of 2

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Mr. Boyer also discussed that he spoke with Mr. Levan, the townships Penn DOT representative. Trucks are tearing up the road at 11/15 and Schoolhouse. Marstellar should have direct access to 11/15 instead of coming through on Schoolhouse. If we bond Schoolhouse Road then the truck owners would be responsible for the damage. Mr. Holman reminded the board that it was brought up to bond Spur Road and that was declined.

Mr. Holman stated that he felt anything at Pfautz's should be reviewed with the management company to see what their plans are each year. He also felt it may be better to chip there instead of paving.

Mr. Boyer asked if they wanted to review the different options and meet again.

Mr. Holman asked what size culvert they are planning on putting on Allendar Drive. Mr. Boyer stated that he will follow up and get that information together.

**ADJOURNMENT**

The meeting was adjourned at 8:36 PM.

Respectfully Submitted,

Tina M Kelly  
Treasurer/Recording Secretary