

MINUTES
PUBLIC WORKS COMMITTEE
JANUARY 5, 2016

The Penn Township Public Works Committee convened on Tuesday, January 5, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk announced that an executive session to discuss personnel was held following the Finance Committee meeting on January 4, 2016.

APPROVAL OF MINUTES: The minutes of the December 1, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

YORK COUNTY STORMWATER AUTHORITY PRESENTATION: Felicia Dell with the York County Planning Commission (YCPC) thanked the Committee for making the time to hear her presentation. Ms. Dell shared the process of trying to regionalize the Chesapeake Bay Pollutant Reduction Plan (CBPRP). They began by obtaining approval from the DEP to regionalize, once that was granted all seventy-two municipalities in York County were invited to participate and forty-six opted in. A steering committee was formed, a project list was formed, and funding of these projects was discussed. At this time the efforts of the Regional CBPRP are awaiting final DEP approval and implementation.

Ms. Dell reported that a stormwater authority feasibility study was undertaken to make a recommendation to the York County Board of Commissioners concerning the formation of a local authority. There were multiple agencies and municipal officials involved in the study. The study led to the following recommendations: York County Commissioners establishing a County-wide authority, Appointing a mix of elected officials and citizen representatives and providing a core set of services to start. The Feasibility Study also led to the recommendations that individual municipalities should maintain responsibility for permit compliance, the authority should be staffed by administrative staff/project managers rather than field crews, and after a successful start-up an expanded set of stormwater services should be considered. These recommendations are being presented to the York County Board of Commissioners late in January.

TECHNOLOGY UPDATE: Manager Rodgers reported on the need for a better way of tracking and monitoring permits, inspections, and paperwork. She met with York Township and reviewed the program that they have been using, Citizenserve. The program allows immediate entry of violations and easy tracking. The hardware for this

program will be around \$2,000 to \$3,000. The software will cost between \$10,000 and \$15,000 yearly based on the number of users. This would include eight users and could possibly be scaled back. This will help alleviate things falling through the cracks. Everyone will know what has been going on with the property at any given time. Manager Rodgers also hopes to expand this to cover not only individual lots but subdivisions as well. Manager Rodgers reported that the program is cloud based and will not affect our server. There will be a webinar presentation at 2:00 P.M. on Thursday, January 7, 2016 and Manager Rodgers invited the Commissioners to attend. Commissioner Heilman pointed out that this program will help to streamline the Township's processes and alleviate some of the time and paperwork that is currently being spent. Manager Rodgers will report on the webinar and expense at the February Public Works meeting. Commissioner Heilman asked that contract information be included in Manager Rodgers report. The committee discussed Citizenseve and other options.

STREET LIGHT UPDATE: Engineer Bortner reported that he is meeting with MetEd on January 14, 2016 to discuss placement of street lights. Assistant to the Engineer Garrett has been working on a map that shows the street lights in the Township distributed more evenly. Engineer Bortner stated that approximately thirty-five new street lights would be added to more evenly light the Township. He doesn't believe that there is any upfront fee involved in adding new lights but MetEd will charge monthly fees. The committee further discussed placement of street lights and gave Engineer Bortner permission to move forward with MetEd.

THORNBURY HUNT BOND REDUCTION: Engineer Bortner reported that Thornbury Hunt has requested a bond reduction from \$699,399 to \$375,331.62.

HANOVER WESLEYAN CHURCH BOND: Engineer Bortner reported that the bond for Hanover Wesleyan Church will be set for \$66,918.50.

HANOVER LAND SERVICES MODIFICATION REQUEST: Engineer Bortner reported that in a letter dated December 10, 2015 Hanover Land Services requested a modification for sidewalk placement along the existing Hickory Lane curbing. The culvert is not 100% centered with the roadway and it was missed during inspection. There is not enough room to get the sidewalk as far back as required. Commissioner Klunk pointed out that this is on the agenda for Thursday evening's Planning Commission meeting.

EXTENSION REQUESTS: Zoning Officer Swanner reported on four extension requests. Stonewicke P04-26, South Heights P04-25, Brookside Heights Phase II P14-08, and Brookside Avenue Townhouses P06-23. They are all standard extension requests with the exception of Brookside Avenue Townhouses which is requesting a longer extension because the property was purchased by J.A. Myers from Mummert Enterprises and they have not had time to address everything. There were no questions concerning any of these requests.

LINE PAINTER: Commissioner Klunk addressed one of the concerns that Mr. Baker raised at the December 21, 2015 Board of Commissioners meeting. He asked Engineer Bortner to explain the line painter in the 2016 budget. Engineer Bortner explained that it is not a fee to rent a line painter but a fee for the service of painting the lines. Even if a line painter were purchased by the Township it would likely cost more in labor fees than what we pay for an outside service to do it. Engineer Bortner feels that the price offered through the Consortium is very competitive.

GEOCACHING REQUEST: Manager Rodgers reported on a request received from Bob Glover of 332 Azalea Drive. He would like to place a geocache in Youngs Woods to the rear of his property. It would most likely be a small bird house shaped box with an item inside. Following discussion the committee recommended approving the request.

OTHER MATTERS: None

The meeting was adjourned at 8:22 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
FEBRUARY 2, 2016

The Penn Township Public Works Committee convened on Tuesday, February 2, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the January 5, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

MS4: Engineer Bortner reported that the County Commissioners approved the York County Planning Commission's proposal to do a feasibility study on creating a county stormwater authority. Engineer Bortner and Manager Rodgers met with the Hanover Borough Manager and Gannett Fleming to discuss a regional authority in this area. Engineer Bortner feels they are being too aggressive. Commissioner Felix doesn't feel that being the forerunner on something like this is a good idea because the State is likely to say that things were done incorrectly after the fact. Commissioner Heilman stated that Solicitor Tilley and Stock and Leader feel the county authority will be the best direction to go in because it will give a broader base to get things done. Commissioner Klunk commented that it appears as if more money would be spent with the Hanover regional group than with the county authority. Manager Rodgers cautioned that there are large municipalities within York County that are not willing to participate in the county authority and that may prevent the authority from working out. MS4 requirements and options were discussed and it was decided to keep discussing options at future meetings. Zoning Officer Swanner noted that the Citizen Serve software that's being considered will help a lot with MS4 reporting requirements and Engineer Bortner agreed that anything we can do electronically will be a big help.

CULVERTS: Engineer Bortner reported that he met with DEP on January 21, 2016 concerning Little Bridge Rd. He is hoping to wrap this up soon. Engineer Bortner met with Group Hanover on January 13, 2016 and then he and Manager Rodgers met with CS Davidson on January 20, 2016. Right now the permits for DEP are requiring a box culvert on Flickinger Rd. and on Hershey Heights Rd. CS Davidson has more experience bidding these types of projects than GHD or Group Hanover. Engineer Bortner was hoping to have a proposal from CS Davidson to take over these projects but they have not sent one yet. Engineer Bortner asked if it would be ok to go with CS Davidson. There were no objections to using CS Davidson.

STREET LIGHTS: Engineer Bortner reported on the street lights. He and Manager Rodgers met with MetEd on January 14, 2016. They learned that our current contract expires in 2021 and it does allow us to relocate lights anywhere within the Township. The contract can be broken for a fee of \$35 per year per light. Right now we are paying \$15 per month for each light. There are three hundred forty-two cobra head lights covered by the contract and the plan that Assistant to the Engineer Garret and Engineer Bortner worked on would use three hundred cobra head lights. Engineer Bortner noted that Baer Avenue, Locust Street, and McAllister Street continue into the Borough and all have lighting that matches the Borough. He recommended that the lights be kept as they are and Commissioner Klunk agreed. Engineer Bortner reported that we are not able to change to LED lights at this time because we are under contract for the sodium vapor lights until 2021. Assistant to the Engineer Garrett reviewed the lights that will be out of contract prior to 2021.

Engineer Bortner asked if staff should be sent out to work on this or would it be better to form a street light committee? He stated that staff has the authority to relocate lights, but removing lights or switching to LED bulbs requires Board of Commissioners approval. Manager Rodgers noted that the Board only needs to give approval once. The committee discussed location of lights. Commissioner Brown recommended that we make the Township aware of what's going on so there is no confusion when lights are removed. Engineer Bortner stated that it could be placed in the Township newsletter and he can notify Home Owner's Associations where applicable.

Engineer Bortner reported on acorn lights. He believes that MetEd would like to stop supporting acorn lights and they are offering for us to pay for usage and then maintain the entire light ourselves. MetEd is offering two types of lights that are similar to what we have now. The acorn style would cost \$19.63 per month and other would cost \$12.40 per month. Engineer Bortner would like to see the Township select one of these two lights for new developments and remove the Township from the situation. Assistant to the Engineer Garrett explained that the acorn style light has a rounded bottom and puts out more light. The other light is squared and creates more shadow and spokes of light. After further discussion the Committee decided to have the acorn style lights installed, one per intersection, at Mustang Pointe for review. Commissioner Klunk is willing to drive around after dark and evaluate the street light situation.

PUBLIC WORKS WINTER MAINTENANCE PRESENTATION: Engineer Bortner reported that he was asked to give a short presentation of what the Public Works department does. He presented the winter maintenance duties of the Public Works Department. He shared that during winter maintenance there are ten employees working out of the public works building, five out of the waste water treatment plant, one out of recycling, and two supervisors. There were eighteen employees working the blizzard on January 22 – 24, 2016. Combined they have close to two hundred fifty years working for Penn Township. Engineer Bortner reviewed the winter maintenance equipment. There are a total of twenty-five vehicles used for winter maintenance. He noted that the grader is the oldest piece of equipment that the Township owns but it still runs and we wouldn't have made it through the blizzard without it. Commissioner Brown asked if the Township owns any snow throwers? Engineer Bortner said it is very time consuming and costly to move snow and we've never done it before. Penn

Township has just under seventy-five miles of roadway to maintain which includes sixty-five cul-de-sacs.

Engineer Bortner stated that he probably ran the crew harder than he should have, but it was the only way to stay on top of the snow removal. They worked long hours and plowed until 1:30 P.M. on January 24, 2016. Commissioner Brown complimented the Public Works department on their hard work and Commissioner Klunk agreed that they did a great job.

Commissioner Klunk asked Engineer Bortner to make a prioritized list of additional equipment that wasn't in the budget but might be needed. The Committee discussed having more equipment than operators.

The following extensions were reported on:

P15-15 - D&R Bean: Zoning Officer Swanner reported that the final plan should be in soon. He spoke with Jeff Zigler and all comments have been addressed. Engineer Bortner received an email and believes they will be looking for approval this month.

P15-13 - Hanover Wesleyan Church: Zoning Officer Swanner reported that the Planning Commission recommended approval but the bond money has not been received yet.

P15-16 - Heights Avenue: Zoning Officer Swanner reported that the Zoning Hearing Board gave approval for a special exception last month and a revised set of plans was received today.

P01-28 - High Pointe South: Zoning Officer Swanner reported that the sewage module was approved at January's Planning Commission meeting and it was forwarded to the DEP This should be ready for approval soon.

P03-30 - Mustang Pointe: Zoning Officer Swanner reported that this property was purchased JA Myers from Mummert Enterprises. This extension request is more than the typical three months, they would like until August 15, 2016 so they can sort through everything.

EAGLES PATIO: Commissioner Klunk reported that the Eagles have been running entertainment on their patio which is causing a disturbance to neighbors. The entertainment started in 2014 with occasional concerts and became more frequent in 2015. Originally they approached the Planning Commission in March of 2009 for a waiver of land development plan for a patio. The Planning Commission had granted the Eagles a waiver for land development the prior year and were hesitant to give another so soon. They denied the request and suggested that the Eagles install pavers which would only require a building permit. At that time Barry Stremmel, who was a trustee, stated that they had no plans for offering entertainment on the patio. Zoning Officer Swanner stated that because the waiver request was denied there were no stipulations put on the patio usage and the only other zoning ordinance being affected concerns

sound decibels. We would need to purchase a decibel meter and determine if they are putting out more than fifty-five decibels in order to cite them. Zoning Officer Swanner suggested that we start with a conversation and ask them to consider moving the entertainment inside for the benefit of the neighbors. The Committee discussed the options and asked Zoning Officer Swanner to approach the Eagles with a request to stop using the patio for concerts before they begin lining up entertainment for the 2016 summer season.

HICKORY FALLS: Zoning Officer Swanner reported that, before Christmas, there was a sign on Carlisle street advertising that Rita's is moving to Hickory Falls. Zoning Officer Swanner sent a letter advising them that Rita's could not move in to Hickory Falls and he heard back from them explaining that Rita's won't be a separate entity or kiosk within Hickory Falls. Jeff Stern bought franchise rights and plans to sell Rita's frozen ice from his existing business. They were advised that signs advertising Rita's as it's own business cannot be used but they can advertise on their menu board. Zoning Officer Swanner reported that a website advertising, "Rita's now at Hickory Falls," was found but has since been removed. Hickory Falls was made aware that they cannot have Rita's Days, but are able to have Hickory Falls Customer Appreciation days and give away free Rita's as long as the parking guidelines are being followed.

RECREATION READING PROGRAM: Manager Rodgers reported that she visited the library last Fall and she and Mrs. Kane discussed a summer reading program at the community park. Mrs. Kane suggested it be held on Tuesdays at 10:00 A.M. between June 9, 2016 and August 28, 2016. The library is currently running this program on Thursday mornings at Codorus State park. Manager Rodgers believes it is a good idea to promote activities at the park. All of the library staff has the appropriate clearances to work with children. The Committee recommended conducting the program.

KID'S KINGDOM: Commissioner Felix asked if there were plans in place to repair or replace the deteriorating equipment at Kid's Kingdom. Manager Rodgers stated that it's on the list of potential projects. The committee discussed development of the park and replacement/repair of Kid's Kingdom. Commissioner Heilman recommended using the recreational funds for repairing Kind's Kingdom and using 2014 construction funds for working on park development. Manger Rodgers will confirm that the recreation funds can be used for Kid's Kingdom. Commissioner Felix pointed out that we cannot apply for grant money to develop the park until we have a plan in place. Further discussion will take place next month.

The meeting was adjourned at 8:47 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
MARCH 1, 2016

The Penn Township Public Works Committee convened on Tuesday, March 1, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, Assistant to the Engineer Garret, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: There was no executive session held after the February 15, 2016 Board of Commissioners meeting.

APPROVAL OF MINUTES: The minutes of the February 2, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

MAPS: Engineer Bortner reported that the Commissioners were each given an electronic copy of the Penn Township subdivision map, facilities map, and natural features map. Commissioner Brown appreciated the subdivision map and found it to be very helpful. The Committee reviewed the maps.

STREET LIGHTS: Engineer Bortner reported that he, Commissioner Klunk, Assistant to the Engineer Garrett, and Manager Rodgers met to discuss street lights. A new map was created showing proposed street light locations. The new map attempts to minimize removing lights that residents have had for thirty of forty years and also shows additional lights along State routes and heavily traveled Township streets. Engineer Bortner reported that his most immediate concern is the six lights that are now on private property that were owned by the Township. There are also six lights that are out of MetEd contract. He would like to replace the six that are out of contract with the six that are on private property. Commissioner Klunk reviewed the location of the six lights that are on private property for the benefit of those who were not present for previous discussions. Commissioner Klunk would like to move forward with moving these lights.

Engineer Bortner reported that our current contract with MetEd has the Township paying \$9.06 per month for MetEd to maintain the bulbs and photocells while the Township is responsible for the rest, including the electric usage. MetEd showed an option for the acorn lights that would allow us to pay only the electric usage. We are currently paying \$6400 per year for MetEd to maintain the bulbs and photocells. There is an agreement that needs to be signed to remove the bulb and photocell service. Engineer Bortner requested the agreement to be sent but it has not been received yet. We are also paying for four electric meters at \$29.50 per month plus electric usage. Three are Adams Electric meters and one is MetEd. Engineer Bortner is not sure if Adams Electric will allow the Township to get rid of meters. If we are not able to remove the meters, then Engineer Bortner would like to keep as many lights as possible on

these meters. Engineer Bortner asked if the Township is ready to start transitioning to LED lights. He stated that the Public Works department is already moving in that direction. The high pressure sodium lights have a ballast and it's less expensive to put an LED light in it than to replace the ballast. We are paying around \$72,000 per year for our current situation and we could be down to \$51,000 per year if we make the proposed changes. The Committee discussed the options and decided to move forward with requesting MetEd to begin moving lights and wait until the contracts have ended in 2021 to begin using LED lights.

ADA COMPLIANCE: Engineer Bortner reported that Public Works hosted an LTAP conference last week on the Americans with Disabilities Act. They specifically addressed Transition Plans for the ADA during the meeting.

SUBDIVISION AND LAND DEVELOPMENT PLAN BONDS: Engineer Bortner reported on three bonds; P15-17-Pinebrook-Phase II, P15-16-Heights Avenue and P16-02-ConAgra Foods. The Committee recommended approval of all three bonds.

BREEZEWOOD DRIVE PROJECT: Engineer Bortner reported that an email was sent to Manager Rodgers stating that a maintenance bond in the amount of ten percent of the original bond, which is \$15,416.50, would be required for the Breezewood Drive project. Manager Rodgers stated that we received a deed of dedication showing the land already deeded to the Township, which is not our process. She contacted Phillip Garland, Crosswinds Associates Development Company, Inc., and told him that we need a bond and sewer deed. Mr. Garland can't get sewer surveyed this month, but he will do it. Manager Rodgers advised him that the bond will be required by April or the property will be deeded back to them.

EQUIPMENT DISCUSSION: Engineer Bortner reported on the Public Works Five-Year Capital Expenditure Plan for equipment. After the blizzard in January Engineer Bortner would like to keep the 1998 Mack because it is frequently used. The 2002 Sterling Dump Truck was not used during the blizzard with the exception of Fire Chief Cromer picking it up to clear the fire station. It can be sold along with the 2006 Ford F-350 and the 2003 Chevrolet Service Truck and all three replaced with a single Ford F-550 Dump Truck with Plow. The F-550 is not budgeted for this year and costs \$83,703.

This year a replacement for the 1999 Ford F-350 truck was budgeted. Rather than a service body we can get a straight pick up and spend \$34,000 instead of the budgeted \$55,000. A Ham HD 13VV roller was budgeted at \$66,000 but will cost \$47,343. A Kubota M7060 is proposed to be in the budget for 2017. A Flex Wing mower is also budgeted for 2017. A plow for the John Deere tractor is budgeted at \$3,885 but we could use a larger plow that would cost closer to \$4,800. The one way plow that was used during the blizzard made the snow very hard to control and this reversible plow would be an improvement. Engineer Bortner also requested a plow for the Bobcat T770 and a reversible plow with hydraulics for the grader. After discussion the Committee authorized the purchase of all of these items. Commissioner Klunk instructed to use the funds budgeted in the General Fund and take the remaining cost

from the Capital Reserve Equipment Fund. He also instructed that the proceeds of equipment sold be deposited in to the Capital Reserve Equipment Fund going forward.

Commissioner Klunk asked about equipment that has been lent to other municipalities and Engineer Bortner gave an update.

PINEBROOK PHASE II TRAFFIC STUDY: Manager Rodgers reported that the Engineering department conducted a traffic study on Breezewood Drive from Hufnagle Drive to the Morelock Hills Subdivision. Assistant to the Engineer Garrett stated that the traffic study showed the street is not wide enough to support parking on both sides and "No Parking" signs should be placed along the west side of Breezewood Drive. Manager Rodgers asked if the builder would be responsible for the signs since they are building on the East side of the street and not the West. It will be discussed at the March 3, 2016 Planning Commission meeting.

HEIGHTS AVENUE, LLC WAIVER REQUEST: Engineer Bortner read a letter dated January 29, 2016 from Hanover Land Services requesting a waiver to use a different vertical datum. When the survey was the measurement was not provided by the U.S. Coast and Geodetic Survey Datum. Since the elevation does not affect the plan, Engineer Bortner was of the opinion that it should be approved with the understanding that this will not be permitted again. The Committee recommended approval.

The following extensions were reported on:

P15-14 – Hanover Storage: Zoning Officer Swanner reported that he contacted Scott Barnhart, Burkentine and Sons, for clarification on how the comments are being addressed.

P15-17- Pinebrook Phase II: Zoning Officer Swanner reported that a revision to the plan was received on February 26, 2016.

The committee recommended approval of the requests.

CITIZEN SERVE: Manager Rodgers reported on the quote and service agreement from Citizen Serve. The total cost for the first year, with eleven users, will be \$26,700 and \$16,500 thereafter. Some additional hardware may be required. After discussion the Committee recommended approval of the Citizen Serve service agreement.

RECREATION: Manager Rodgers reported that she created an updated Request for Proposal (RFP) for planning and development of a master plan for the Penn Township Community Park and Young's Woods. There are two options available in the RFP; one option is to submit a master plan for both and the other option is to submit separate plans. The RFP was written in a way so as to make grant applications possible. Commissioner Klunk asked if the Township would be required to accept a plan if the cost is too high. Manager Rodgers answered that there is a provision in the

RFP giving the Township the right to perform interviews before accepting a plan as well as plan denial. The committee agreed to move forward with the RFP.

Manager Rodgers reported that Play By Design submitted a quote to assess the Kid's Kingdom playground. The fee would be \$950 plus travel costs to include a hotel for one and mileage for driving from Ithaca. Commissioners Klunk and Brown both visited the playground in the past month and agreed that an outside opinion would be valuable. The Committee recommended approval for Play By Design to perform an audit.

STORMWATER UPDATE: Manager Rodgers reported that York County authorized a stormwater authority implementation study. Between March and June of 2016 they will visit municipalities to make a presentation on the study. They may come to Penn Township, but possibly not. There are still several large municipalities in York County that are not supporting the authority at this time. Manager Rodgers does not anticipate the County having anything in place by year end. The Manger's Association has agreed to have a presentation made at one of their meetings once the implementation study is completed. Commissioner Klunk stated that the possibility of joining the Hanover Area authority is still open. Manager Rodgers reported that there is a class in Pittsburgh in April for stormwater inspector certification. It won't work to send anyone this year, but it is available in the future if we want someone to attend.

REPORTS: Commissioner Heilman asked when the Committee would like to hear department reports. The Committee will hear them at regular committee meetings.

WAYNE RICE WAIVER REQUEST: Zoning Officer Swanner reported that Wayne Rice of Hanover Terminal put in a permit application and asked for a waiver on paving requirements. They currently have a driveway coming out on Poplar Street and they want to add a second coming out at the back of the property on to West Chestnut. We could recommend that they submit a letter for consideration of a waiver or send them through the normal land development process. After discussion concerning parking, traffic flow, and a possible traffic study the Committee asked that a formal waiver request be submitted for future consideration.

WELLSPAN: Zoning Officer Swanner reported that he will be attending a meeting with WellSpan on March 10, 2016 at 10:00 A.M. to discuss a WellSpan facility at the end of Willow Court behind Weis Market. Zoning Officer Swanner invited the Committee members to attend if they are interested.

COLUMBIA GAS WORK: Engineer Bortner reported that he received an email today stating that Columbia Gas will begin work on Frederick Street between Kilpatrick and Westminster in the next couple of days. According to the Columbia Gas website Center Street is listed as a project for the fourth quarter of this year. Commissioner Klunk asked for an update on Center Street. Manager Rodgers reported that she met with the railroad and they are ready to close the books on the project. Commissioner Klunk asked that we make sure they do not charge the Township for the twelve inch lights that were not installed.

The meeting was adjourned at 8:50 P.M.

Respectfully submitted,

Angela Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
April 5, 2016

The Penn Township Public Works Committee convened on Tuesday, April 5, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk read the announcement of the executive session held following the Board of Commissioners meeting on March 21, 2016. There was an executive session to discuss personnel held after the April 4, 2016 Finance Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the March 1, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

BURGER KING: Keith Heigel, Light-Heigel & Associates, Inc., represented Burger King with a request to waive the land development plan requirements on the property located on Baltimore Street in the South Hanover Shopping Center. Mr. Heigel outlined the changes between the original plan and their current proposal. The driveway entrances are the same, the pick-up window is now on the North side of the building rather than the South side, and there are forty-five parking spaces instead of the fifty-three originally proposed. The building is slightly larger and the parking spaces will be slightly smaller. Mr. Heigel said their proposed changes are very similar to what was previously approved and is asking for a waiver of land development plan to work directly with Township staff. They intend to comply with all zoning ordinance requirements. Commissioner Felix asked where trucks will be loading and unloading and Mr. Heigel pointed out the location on the West side of the building between the store and the trash enclosure. Manager Rodgers asked how big the parking spaces are. Commissioner Klunk said they are 9x20 and the ordinance requires 10x20. Mr. Heigel stated that moving the angled spaces to the North will extend them in to the green yard and the striping area will be smaller. They could potentially lose one space to the South. Zoning Officer Swanner pointed out that the zoning ordinance does allow for lots with more than eight parking spaces to designate twenty percent of the spaces as 8x16. Commissioner Van de Castle asked how many seats the restaurant will have and the response was not more than twenty.

Commissioner Brown asked if patrons will be permitted to make a left turn when exiting the pick-up window. Mr. Heigel said that they have to go straight out the exit and signs and arrows will be used for notification. Commissioner Felix asked if there will be two windows to pick up food and how often two ordering windows merging into one

causes accidents. Mr. Heigel said there will be only one pick up window and there are very few incidents related to having two order lines.

Mr. Heigel said that they did not make too many changes to the original plan. The driveway stayed the same, sewer connections and stormwater are the same. He said that York County Conservation District is allowing them to forego creating a new plan because they have an NPDES permit that was previously approved. They are asking for a waiver of the process to save time, but still intend to work with Township staff to comply with the zoning and SALDO ordinances. Commissioner Klunk asked if any of the vegetation currently planted can be saved. Mr. Heigel said they are retaining the current vegetation. They will be bringing the sidewalk up to the store so some of the plants will be disturbed, but not the majority.

Commissioner Brown asked if anything like this has been previously approved by the Board. Commissioner Klunk responded that this was allowed for Advance Auto, but there were very few changes from the original plan. Zoning Officer Swanner said that the auto store was a bank on the original plan. Engineer Bortner pointed out that the building itself was changed for Advance Auto, but the foot print to the parking lot was all the same. In this instance they are pushing into the buffer zone and changing drainage so the site itself is different. Commissioner Van de Castle asked who created the original plan and Mr. Heigel said it was Brill Associates. This will be discussed at the Planning Commission meeting on Thursday, April 7, 2016. Mr. Heigel thanked the Committee for their time and left.

Zoning Officer Swanner pointed out that without a plan there is no legal document to hold them to and they are making substantial changes to the approved plan. He also pointed out that Burger King Headquarters is willing to do a land development plan and it seems to be the local guys who are resistant.

FLICKINGER ROAD: Engineer Bortner reported that GHD has been working on a culvert pipe on Flickinger Road. It is an old arch pipe with a newer culvert attached. Where the arch and culvert come together it is failing. The Township has a DEP permit to replace it and Engineer Bortner proposed using CS Davidson to do the work. They are the county bridge engineers and have experience dealing with Penn DOT and liquid fuels. This will be helpful since we'd like to use liquid fuels funds to pay for it. The total proposal is for \$8,500. The committee recommended using CS Davidson.

RESIDENTIAL STREET LIGHTING: Manager Rodgers reported on the previous discussions concerning the inability to get the lights that are currently required in the ordinance. Assistant to the Engineer Garrett worked on a proposed ordinance to change section twelve and account for different lights. Assistant to the Engineer Garrett reported that he would recommend separating the ordinance by street and residential lighting. He believes the current ordinance could be simplified by allowing residents to choose the light they want and only specify lumens and post height. Residents would be able to use LED, CFL, halogen, or high pressure sodium as long as the lumen matches the ordinance requirements. The lumens would be equal to a one hundred watt incandescent bulb. The committee discussed lumens versus wattage and post height requirements. Commissioner Van de Castle suggested that the ordinance be written to enforce a minimum lumen and wattage per light. Assistant to the Engineer

Garrett suggested that developers be required to install a standard light and it could be changed after the development is completed. Commissioner Klunk asked Assistant to the Engineer Garrett to make the recommended changes and move forward with the proposed ordinance.

ADA TRANSITION PLAN: Manager Rodgers reported that the ADA Transition Plan is being worked on.

PROPERTY MAINTENANCE PRESENTATION: Engineer Bortner provided the Committee with a PDF presentation and asked if there were any questions. Engineer Bortner reported that the Public Works department has been working on curblines sealing and are roughly half way through the Township. It is an on-going process because every freeze/thaw cycle creates more cracks. The Township spent \$15,000 on crack sealing materials last year and this year will be closer to \$19,000. Commissioner Klunk thanked Engineer Bortner for the property maintenance information. He felt it was good to see a list of all the Township properties and the work that goes in to upkeep. Commissioner Heilman pointed out that crack sealing, in addition to preserving the roadways, also adds to the aesthetics of the area.

HANOVER LAND SERVICES WAIVER REQUEST FOR SCHINDLER ELEVATOR: Engineer Bortner read a letter dated March 14, 2016 from Hanover Land Services requesting a waiver from Article III, Section 303 of the Subdivision and Development Ordinance. There is an approved land development plan from 1999 and now they need more parking spaces. They had met all of the subdivision and land development requirements at the time the plan was submitted and the ordinance hasn't changed. The stormwater management was addressed with the approved land development plan. This request will be discussed at the Planning Commission meeting on Thursday, April 7, 2016.

GHI WAIVER REQUEST FOR ST. JOSEPH'S: Engineer Bortner read a letter dated March 11, 2016 from GHI on behalf of St. Joseph Catholic Church requesting a waiver. They would like a waiver of the Environmental Impact Study and Landscaping & Bufferyard requirements. Engineer Bortner pointed out that mid-block crosswalks are very dangerous and the ones that we have in the Township have a substantial amount of signage. The crosswalk at St. Joseph's does not have signs and seeing a child cross the street in the middle of the block is not expected by drivers. He believes the Environmental Impact Study should be done to evaluate this. Commissioner Brown asked if the speed limit needs to be lowered. Commissioner Felix said that a fifteen mile per hour speed limit requires a School Zone with flashing lights and a traffic study is required by Penn DOT for this. It's in the best interest of everyone to do the traffic study now. Engineer Bortner asked if the entire Environmental Impact Study should be done and the Committee recommended denying the request.

HANOVER REAL ESTATE PARTNERS WAIVER REQUEST: Engineer Bortner read a letter dated March 21, 2016 from Hanover Real Estate Partners requesting an entrance on to West Chestnut Street for the property located at 348 Poplar Street. The

Committee will let the Planning Commission address the request at their meeting on Thursday, April 7, 2016.

The following extensions were reported on:

P-04 – 25 South Heights: Zoning Officer Swanner reported that they are still working with Dr. Ellison on his driveway. Mr. Stough indicated through email that they are negotiating on some lots that need to be purchased to create a buffer. Commissioner Klunk stated that they are dealing with two different residents so it's understandable that they will need some time to get things resolved.

P-14 – 08 Brookside Heights Phase II: Zoning Officer Swanner reported that he contacted Ted Decker asking for clarity on the extension request. Mr. Decker said they are working on the bond so it can be approved this month. If the bank doesn't move fast enough they will need the extension.

CREATIVE PLAYGROUND: Manager Rodgers reported that the inspection of the Creative Playground is scheduled for April 13th and April 14th. There will be a meeting after the inspection to go over the results and Manager Rodgers invited the committee to attend. She was advised that twenty to twenty-five years is often the end of a playgrounds life span and there have been more complaints recently about the condition of the equipment. There is also concern about ADA compliance. Manager Rodgers also reported that she received a call from a company out of York, PA asking for additional information on the Request For Proposal discussed at the March Public Works Committee meeting.

GEOCACHING: Manager Rodgers reported that Kevin Gulden of the Hanover Geo Trail would like to place a geocache in the Community Park and in Young's Woods. She advised Mr. Gulden that there is already one in Young's Woods and shared contact information with him. There will be a total of twenty-five caches on the trail and there will be a kick-off event on May 14, 2016. Commissioner Van de Castle said there is one in Spring Grove that has close to thirty caches and it seems to work well for them. After discussion there were no objections.

STORMWATER UPDATE: Manager Rodgers reported that the York County Planning Commission will be at the May 5, 2016 Public Works meeting to share the implementation of their stormwater authority study.

The meeting adjourned at 8:11 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
MAY 3, 2016

The Penn Township Public Works Committee convened on Tuesday, May 3, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk read the announcements of the executive session held following the Board of Commissioners meeting on April 18, 2016. There was an executive session to discuss personnel issues after the May 2, 2016 Finance Committee meeting. There will be an executive session to discuss personnel issues after the Health & Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the April 5, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

YORK COUNTY PLANNING COMMISSION PRESENTATION: Sharon Reynolds, Senior Planner with York County Planning Commission, introduced herself and thanked the Committee for having her. Ms. Reynolds said this presentation is being presented to all seventy-two municipalities in York County. She reviewed a map of watersheds in York County and explained how the water connects everyone. She then shared a map of impaired waters in the area specifically pointing out Penn Township. Ms. Reynolds reviewed the five main contributors to water pollution and addressed how the responsibility for cleaning the waterways has moved from Federal, State, County, and Municipal governments. Ms. Reynolds reviewed the process York County has followed so far to clean the waterways and how the YCPC has gotten to this point.

Ms. Reynolds reported that the cost estimate to comply with DEP's requirements ranges from \$42 Million to \$170 Million. She discussed how the regional stormwater authority feasibility study began and what the end result was. The feasibility study was conducted in 2014 and 2015 and the findings indicated that there is an interest in a collaborative approach to addressing stormwater issues. After sharing the goals, details and potential next steps of the regional stormwater authority, Ms. Reynolds asked for questions.

Commissioner Heilman commented that the \$42 - \$171 Million dollars required in York County is a significant sum. He asked if there is an end goal so everyone will know when the objective has been met. Ms. Reynolds will relay this concern to Mr. John Seitz and said that the goal is to have enough people together in the collaborative effort to relieve some of the financial responsibility from each municipality. The Committee thanked Ms. Reynolds for her time.

JOINT ZONING ORDINANCE: Engineer Bortner reported that information was received from Hanover Borough concerning the Joint Zoning Ordinance and Penn Township staff was not involved in the process. It is a request for quote and does not address Penn Township's needs. There is a checklist that the County handed out and it was not followed. Manager Rodgers reported that the RFP was completed by Hanover Borough and the Township did not receive a copy of it until it had been sent to the County and returned with comments. Commissioner Klunk would like to make sure Penn Township has a part in choosing the consultant. After discussion Commissioner Brown asked Manager Rodgers to set up a meeting with Hanover Borough to discuss the Joint Zoning Ordinance.

WELLSPAN SCOPING MEETING: Engineer Bortner reported that he and Manager Rodgers attended a scoping meeting at Penn DOT concerning the proposed WellSpan facility on Baltimore Street. He is concerned that WellSpan is requesting a traffic signal and does not want to maintain a signal that only accesses one property. Commissioner Brown said it was suggested, at a previous meeting with WellSpan, that they try to get some additional parcels tied in. Engineer Bortner pointed out that there are medical facilities of similar size in the Township and they do not have their own traffic signals. Commissioner Felix commented that there was a similar request for Amish Markets on Broadway and the signal was not allowed and the traffic is running fine.

BROOKSIDE HEIGHTS PHASE 3: Engineer Bortner reported that a land development plan was received for Brookside Heights Phase 3. The East side of the creek is now split into phases three and four. They will be building townhomes instead of the duplexes shown on the preliminary plan. The traffic study for the preliminary plan also showed Park Street connecting with York Street and Park Street has been eliminated. Engineer Bortner said this plan is similar to the plan for Brookside Heights Phases 1 and 2.

LOCALLY OWNED ROADS ON THE FEDERAL AID SYSTEM: Engineer Bortner reported that he attended an educational meeting for municipalities with locally owned roads on the federal aid system. He said that any work on these roads will have a different set of guidelines that have to be followed even if federal funds aren't being used to fund the project. Commissioner Brown asked how the roads were selected to be on the federal aid system and Engineer Bortner does not know. Engineer Bortner pointed out that any of the roads currently on the list could be put on the Transportation Improvement Program if we want to apply. They have agreements where the Township would handle the engineering and the federal government would pay for the construction. Planning would have to be done pretty far in the future because it takes a while before the money is approved.

Commissioner Heilman asked if the list of roads on the federal aid system is old and whether or not it can be reviewed and changed. Engineer Bortner said he hasn't looked into how it can be reviewed but will look in to whether or not there is a benefit to changing the list.

MUSTANG HEIGHTS TRAFFIC STUDY: Assistant to the Engineer Garrett reviewed traffic studies that he performed on Brad Drive, Friar Run, Nancy Street, and Sonny Street. The traffic studies showed the need for a stop sign heading North on Brad Drive and one heading North on Friar Run. Sonny Street will be a through highway travelling East to West beginning at Grandview Road and ending at the Sonny Street cul-de-sac. There will be a twenty-five mile per hour speed limit on Sonny Street, Nancy Street and Friar Run. The Committee recommended approval.

GHI WAIVER REQUEST FOR ST JOSEPH'S: Engineer Bortner read a letter dated April 22, 2016 from GHI on behalf of St. Joseph Catholic Church requesting several waivers. They would like a waiver of the Landscaping and Bufferyard requirements because the existing parking area was built in 2002 and passed the Zoning Ordinance at that time. They are also requesting a waiver of the fencing required around their existing Stormwater Management Basin that was installed in 1996. Commissioner Klunk stated that the current Zoning Ordinance is what matters since they are proposing changes. Zoning Office Swanner commented that this is similar to the situation at Hanover Wesleyan Church. They were required to put in the bufferyards. St. Joseph will have a different usage so this is the same thing. He said that he's already received calls from neighbors who are concerned with the cemetery going in and a waiver of the bufferyard would make it worse for those people since it's a commercial use in a residential zone.

Engineer Bortner said that the new ordinance calls for a fence around the detention pond and new plans follow the new ordinance. Commissioner Klunk asked how deep the pond is. Engineer Bortner said it's a two-tiered pond with the lower pond being relatively flat and the upper pond around five or six feet deep. Commissioner Felix said a child can drown in less water than that so the fence should be put up. Commissioner Brown is not in favor of any waivers on a project of this scope. Commissioner Van de Castle said there are events held in the woods next to the pond and it would be easy for a child to wonder over to the water.

Commissioner Felix said the Township has received complaints about the vehicle lights from the property owners to the East of the church. Commissioner Van de Castle believes the tree line behind the rectory should be increased. Commissioner Klunk said a bufferyard is needed. Penn Township Planning Commission will review at their next meeting.

RESIDENTIAL LIGHTING ORDINANCE UPDATE: Manager Rodgers reported that she is continuing to work on the residential lighting ordinances. She is separating the residential and street lighting into two ordinances so it will be easier to make changes in the future. Engineer Bortner added that he is still working on the intersection street lights that were previously discussed. He is not getting a lot of response from MetEd but they have agreed to remove two of the requested lights. Adams Electric has two lights in the warehouse that they will install on Bankert Road. There will be no installation cost and the monthly fee will be \$13.50 which is similar to what MetEd is charging. Commissioner Klunk asked how MetEd reacted to the Township's request to have street lights moved. Engineer Bortner spoke with their street light person and did

not get the indication that they are interested in moving lights but will continue to work with them.

ADOPTING STREET/SEWER FOR CROSSWINDS ASSOCIATION: Manager Rodgers reported that the sewer deed has been executed but not yet recorded. WWTP Superintendent Mahone has TV'd the sewer lines and they are acceptable. Manager Rodgers has a draft bond and the executed rider and is expecting the executed original bond tomorrow. The Committee recommended approval.

The following extensions were reported on:

P01-28 High Pointe South: Zoning Officer Swanner reported that the plan submitted for High Pointe South did not address staff comments and was returned to them. They are requesting an extension until August to address the comments.

P15-13 Hanover Wesleyan Church: Zoning Officer Swanner reported that this has been approved but the bond is still needed.

P15-16 Heights Avenue: Zoning Officer Swanner reported the bond is the last thing needed for this plan. Commissioner Klunk asked if the bond will be received prior to the Board of Commissioners meeting on May 16, 2016 and Zoning Officer Swanner said it may.

CREATIVE PLAYGROUND: Manager Rodgers reported that the creative playground was inspected and we are waiting on the final report. Highway Foreman Mahan has made the corrections that were required immediately, including replacing the extension bridge with a straight platform bridge. The inspector indicated that the playground has not outlived its useful life but is probably five to seven years away. He highly recommended it be sealed which will require it to be closed for two weeks. It can wait until September or October if we'd prefer to wait until the kids are back in school. He didn't see anything structurally wrong with the playground. Commissioner Klunk said it needs to be sealed as soon as possible even though it will need to be closed. Manager Rodgers will order the recommended sealant. She noted that it has to be hand sealed and it may be hard to find someone willing to do it by hand. She will send out an RFP.

Manager Rodgers asked the inspector if we can use any of the existing equipment when the time comes to replace it. He indicated that some of the existing pieces could be incorporated in to a new playground. The new theory for playgrounds is to keep things open so that children are more visible to their parents and the current creative playground is very enclosed. He also told her about new equipment that is popular like climbing walls and zip lines. There is room to expand out if we choose to make the area larger.

REQUEST FOR PROPOSAL: Manger Rodgers reported that she received two RFP's. YSM Landscapes and Architects out of York PA offered four options. The Community Park Master Site Development Plan for \$29,950, Community Park and

Young's Woods Master Site Development Plan for \$43,225, the Community Park Master Site Development Plan with modified scope of work for \$21,385, and the Community Park and Young's Woods Master Site Development Plan with modified scope of work for \$29,145. The modified scope of work would exclude maintenance, operating costs, and revenue and plan narrative report. JMT out of York, PA offered three options. Community Park for \$28,535, Young's Woods for \$23,335, and both parks for \$28,535. It is less expensive to do both parks because all the work is being done at one time, cutting the work in half. Commissioner Klunk asked if there is a time frame for the RFP's. Manager Rodgers said they are locked in for seventy-five to ninety days for the quote. This will be further discussed at future meetings.

OTHER MATTERS: None

The meeting was adjourned at 8:22 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
JUNE 7, 2016

The Penn Township Public Works Committee convened on Tuesday, June 7, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk announced there was an executive session to discuss personnel issues and possible land acquisition after the June 6, 2016 Finance Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the May 3, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

16 EARL STREET SIDEWALK WAIVER REQUEST: Engineer Bortner read a letter dated May 20, 2016 from Robert Hemler, Sr. for a waiver of sidewalk requirements at 16 Earl Street. He said policy states sidewalk should be installed where there's a curb. Commissioner Klunk said the Penn Township Planning Commission recommended denial of the request. The next street over from Earl Street has two newer homes with sidewalk installed. Commissioner Brown asked if there is any other sidewalk on the street and Engineer Bortner said no but there is some in the development. Commissioner Klunk said it's easier to include the cost of sidewalks in the construction loan than to come up with the money all at once at a later date. Commissioner Brown asked if we will require sidewalk on Earl Street in the future. Commissioner Klunk said it's something that will be reviewed at some point. Commissioner Brown asked if there's a history of approving requests like this and Commissioner Klunk said requests have been approved in the past. Commissioner Van de Castle said we should be encouraging people to walk off of the street.

Mr. Hemler, 16 Earl Street, said he made the request because there are no other houses on the street with sidewalk and he thinks it will look odd. Commissioner Van de Castle asked if he's building the house to live in or to sell. Mr. Hemler said he intended to live in it but now he's going to have to put steps in so he may not want to live in it. After discussion the Committee recommended denial of the request.

ST. JOSEPH CATHOLIC CHURCH WAIVER REQUEST: Engineer Bortner read a letter dated May 17, 2016 from GHI Engineers on behalf of St. Joseph Catholic Church requesting partial relief from landscaping and bufferyard requirements. Commissioner Klunk explained that Mr. Sciukas, 1141 Brian Lane, was present at the Penn Township Planning Commission meeting on June 2, 2016 and requested not to have trees planted behind his property. He had a petition signed by two adjoining property owners requesting the same. For this reason the Planning Commission approved the request with a total of eight trees to be planted on the East side of the church, ending at the parking lot, and none on the West side, as previously requested by Allen Smith. Manager Rodgers asked if this would affect the bond amount. Engineer Bortner said he set the bond amount with the assumption that the Planning

Commission's recommendation would be approved. He said there were other assumptions made as well because the traffic study is still outstanding. If the traffic study shows that changes need to be made the changes will not be reflected in the bond amount. After discussion about the traffic study the Committee decided to talk about the bond at a later date. The Committee recommended approval of the landscaping and bufferyard request.

SALE OF 1999 F350 TRUCK: Engineer Bortner reported that the two trucks he ordered are at the outfitters now and he'd like to sell the 1999 F350. The Committee recommended approval.

LOCALLY OWNED ROADS ON THE FEDERAL AID SYSTEM: Engineer Bortner reported that any road that is more than a local road becomes part of the Federal Aid System. Once a road is on the federal aid system money can be requested for maintenance. The concern raised at the May Public Works Committee meeting is that the roads haven't been reviewed in a number of years. Engineer Bortner shared a list of roads that may need to be reevaluated. WWTP Superintendent Mahone asked what the definition is for a local road. Engineer Bortner said once a road reaches a certain Average Daily Trips (ADT) number there's a possibility of it becoming more than a local road. Commissioner Heilman asked what the downside would be to having the roads reviewed. Engineer Bortner said setbacks increase if it's a highway vs a local road and zoning uses are different. If federal money is being used for road maintenance there are different standards, but that's not necessarily a downside. Commissioner Klunk said it's our decision what goes in the Zoning Ordinance so setbacks can be changed. The Committee advised Engineer Bortner to move forward with having the roads reviewed.

MET-ED STREET LIGHT UPDATE: Engineer Bortner reported that he is still working with Met-Ed on the street lights. To date a light on Carlisle Street at Radio Road that is physically in Hanover Borough has been removed from our bill, a light on McAllister Street at Mount Royal is physically in Penn Township and has been added to our bill, and two lights in Youngs Woods are no longer being paid through highway aid. The next step will be moving the lights at the old Township building on York Street, a light on Ruel Avenue facing A2Z Motors, and lights at the old Public Works building on Spring Garden. The easiest place for Met-Ed to move them to will be an intersection that has a pole and a transformer on the pole. Commissioner Klunk said it's good to know what we're paying for.

Engineer Bortner said DEP recommended we ask Met-Ed to switch lights from high pressure sodium to LED. Since then Met-Ed has gone to the Public Utilities Commission and requested a price change for LED lights that will make them the same or more than the high pressure sodium. Commissioner Klunk said they will likely compromise with something in the middle on the rate increase so we can wait and see what happens.

BROOKSIDE HEIGHTS PHASE III: Engineer Bortner reported that Brookside Heights Phase III has gone to duplexes from multifamily and they are not extending Park Street.

WELLSPAN: Engineer Bortner reported that Wellspan filed a plan. Commissioner Klunk said Wellspan was at the June Planning Commission meeting. There is an entrance in the front of the building and one in the back. The second entrance will be necessary for public safety and traffic flow. The traffic study is not yet completed but some time should be

spent reviewing it once it's available. WWTP Superintendent Mahone said their original plan showed a parking lot over the sanitary sewer line and that will need to be changed.

CENTER STREET AND YORK STREET SIGNAGE: Engineer Bortner reported that a resident from Brookside Heights called to say the sign for Center Street on York Street doesn't indicate South Center Street. The Committee recommended changing the sign.

BREEZEWOOD DRIVE TRAFFIC STUDY: Assistant to the Engineer Garrett prepared a No Parking traffic study for Breezewood Drive. The Committee recommended approval.

SOUTH WESTERN SCHOOL DISTRICT WAIVER REQUESTS: Engineer Bortner read two requests dated May 26, 2016 from South Western School District. The school would like to install a restroom facility at their stadium. There was an approved plan in 2007 showing restrooms and they are proposing to install in the same vicinity. They are also requesting to pave some existing gravel walkways. The Committee recommended approval of the waiver requests.

The following extension was reported on:

P15-14 – Hanover Storage, LLC. Manager Rodgers reported that Hanover Storage is working on finalizing the design and will address comments.

YOUNG'S WOODS PAVILION REQUESTS: Manager Rodgers reported that two residents rented pavilions at Young's Woods and are requesting a refund of the rental fee. The first rented pavilion two on May 22, 2016 and said all of the picnic tables were outside of the pavilion and too wet to be used. The second rented pavilion one on May 21, 2016 and the breaker was switched off so they had no power. After discussion the Committee recommended denying both requests.

COMMUNITY PARK READING EVENT: Manager Rodgers reported that the first reading at the Community Park was held today at 10:00 A.M. and there were over thirty children in attendance.

CREATIVE PLAYGROUND: Manager Rodgers reported that Play By Design submitted a report on the creative playground. There were no major issues reported. They suggested power washing and sealing. Highway Foreman Mahan has started working on the recommended repairs. Manager Rodgers said the playground is in fairly good shape and these repairs will make it last a while longer. Commissioner Klunk asked if the power washing needs to be done before the sealing. Manager Rodgers said we'll do the repairs first then the power washing and sealant. Engineer Bortner said the power washing will need to be done a while before the sealing so it can dry. WWTP Superintendent Mahone said they can start power washing in sections if portions of the playground can be blocked off. A good power washing will take a while to complete and Superintendent Mahone would like Foreman Mahan to start sooner rather than later.

RFP: Manager Rodgers reported that she reviewed RFP's from YSM and JMT. Commissioner Heilman asked which company has done work with playgrounds that we're familiar with. Manager Rodgers said YSM has done more work in the area. Their cost would

be \$43,225 or \$29,145 for the modified scope of work. YSM did a playground for Shrewsbury and Springettsbury Township and JMT did one for York Township. Commissioner Klunk said he sees good in both companies. YSM is a smaller firm and will partner with others for additional services and JMT is a large firm that can do everything in house. He said JMT will do the work for less than YSM's modified scope. JMT had an additional fee for the barn. Manager Rodgers is not opposed to getting rid of the barn. Commissioner Heilman asked what the barn is used for and it's being used for storage right now. Commissioner Klunk said the original plan was to use it for a community room and restrooms. Engineer Bortner said the storage space is needed. The Committee recommended approval of the JMT proposal.

GEOTRAIL: Manager Rodgers reported that the geotrail is active. Commissioner Van de Castle asked how many sites there are and there are two in Penn Township.

CITIZEN SERVE: Manager Rodgers reported that she can purchase a file for \$150 from York County that will be compatible with Citizen Serve. The file can then be updated with the realty transfer sheets. Manager Rodgers spoke with York Township and they were unable to use the file because they have more than one zip code and it caused problems. Since Penn Township is in one zip code we shouldn't have the same problem. Commissioner Heilman asked what the value is in purchasing the file. Manager Rodgers said it contains all of the parcels and parcel data to be automatically loaded in to Citizen Serve. We have the information but it's not in the data format Citizen Serve needs. The committee recommended approval.

LINE PAINTING: Engineer Bortner reported that line painting will be done June 9th and June 10th.

The meeting was adjourned at 8:13 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
JULY 5, 2016

The Penn Township Public Works Committee convened on Tuesday, July 5, 2016 at 7:36 P.M. following the Finance Committee meeting. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Engineer Bortner, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the June 7, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

ST JOSEPH IMPROVEMENT BOND: Engineer Bortner reported that the St. Joseph bond will be \$101,501.40 per the discussion during the July 5, 2016 Public Safety Committee meeting. The Committee recommended approval.

MET-ED STREET LIGHTS: Engineer Bortner reported that Manager Rodgers has two authorization forms to be signed for the removal of lights. Manager Rodgers said the removal of thirty-one Township owned lights will not cost anything. Shutting off forty-nine Met-Ed lights that are still under contract will cost \$7,777.28. Commissioner Klunk said the money will be recouped once we're not paying monthly for the lights anymore. The Committee recommended approval.

MS4 UPDATE: Engineer Bortner reported that Penn Township is being given the more stringent individual MS4 permit. He thought we'd be a general permit and could follow suit with others in the county, but we're now one of only two in York County with the individual permit. He recommends meeting with Stock and Leader to discuss options. The Township will need someone with more expertise to handle the permit. Manager Rodgers said we don't know why we have the individual permit. Engineer Bortner thinks it may be because of the high quality stream below Codorus State park, but he's not certain. Commissioner Heilman asked if Stock and Leader has a person who specializes in EPA issues and they do have an environmental lawyer. Manager Rodgers will set up a meeting with Stock and Leader.

NATURE TRAIL: Engineer Bortner reported that the nature trail needs some work and this can be done as part of the MS4 permit. Engineer Bortner said there have been some neighbors arguing with each other about the trail and he passed the complaint to Manager Rodgers. He explained that over time the abutting property owners have done work including planting ivy, using rocks to stabilize the stream, and redirecting downspouts to empty in to the stream. Engineer Bortner described the trail and how the

land became the property of the Township. The nature trail starts at the recreation area on Arbor Lane and ends at Mountain Ash. The Committee will continue discussion at future meetings.

CURVE STUDIES: Engineer Bortner reported that LTAP came to do a guiderail study and it turned in to a curve study. LTAP looked at four curves. He suggested that studies be conducted on the remaining curves in the Township so we can start signing the curves per Manual on Uniform Traffic Control Devices (MUTCD) guidelines. A study was conducted on the curve on Gitts Run Road at Karen Lane. Engineer Bortner said the curve needs a lot of work but he's not sure if it's in Penn Township or Heidelberg Township. If it's determined to be in Penn Township he recommends reconstructing the curve rather than putting signs up. Chief Laughlin would also like to know if it's in Penn Township or Heidelberg Township. The Committee discussed how to determine which municipality the curve is in. Engineer Bortner would like to have the entire Heidelberg Township line mapped. Commissioner Klunk asked what that would cost and Engineer Bortner isn't sure. He said the surveying end shouldn't be too difficult. The Committee agreed that surveying the Heidelberg line and determining who owns the curve is a good idea.

RIGHT OF WAY BECK MILL ROAD: Engineer Bortner reported that High Point South is proposing to build lots along Beck Mill Road from Grandview Road to the West Manheim Township line. One house sits pretty close to Grandview Road and another four lots are up further. The developer met with the property owner and they have no problem with the developer installing curb and sidewalk in front of their property or the storm sewer being extended across their lot. There is no Township right of way in the area. The developer will dedicate their additional right of way to the Township but there's a missing piece. The developer has given us a right of way drawing that they claim the property owner will sign. The Committee agrees that the right of way needs to be obtained.

SITE DESIGN CONCEPTS WAIVER FOR WELLSPAN: Commissioner Klunk read a letter date June 23, 2016 from Site Design Concept requesting waivers for Wellspan. The Committee had questions about the waiver to Section 605, Landscaping and Bufferyards. Commissioner Van de Castle said installing a wooden or vinyl fence may not last as long as a masonry fence. He said residents in the area are already concerned about the building and the noise and a masonry fence may help with that. The Committee discussed noise coming from the proposed generator. This will be discussed at the July 7, 2016 Planning Commission meeting.

Engineer Bortner said there is a temporary cul-de-sac on Willow Court. The public works department struggles to get vehicles turned around and a permanent court would be easier. He asked if it can be added to the land development plan. There were no objections to pursuing a permanent court.

EXTENSION REQUESTS: Zoning Officer Swanner reported that South Heights is still working with attorneys on the driveway agreement with the Ellison property.

Brookside Avenue Townhouses is asking for an extension because they are working on a quiet title. Plans should be submitted in August.

St. Joseph Catholic Church is asking for an extension because they are waiting on NPDES approval from York County Conservation.

Engineer Bortner said he met with South Heights about Cooper Road and confirmed that they are dedicating the winding on their side of the road and putting in curb and sidewalk. They are also considering putting wells in rather than public water. They will submit another plan. He thinks they need to do a study if they are using private wells instead of public water. The Committee discussed how they could be tied in to public water.

CREATIVE PLAYGROUND: Manager Rodgers reported that Foreman Mahan has been making the recommended improvements to the creative playground. JMT called today to set up a meeting to start the master plan proposal process. She invited the Commissioners to attend and Commissioner Klunk will try to be there.

REGIONAL ECONOMIC DEVELOPMENT: Commissioner Klunk asked the Committee to review the regional economic development plan to discuss next month.

CITIZEN'S COMMENTS: None

The meeting was adjourned at 8:31 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
AUGUST 2, 2106

The Penn Township Public Works Committee convened on Tuesday, August 2, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, and Van de Castle. Commissioner Heilman was absent with notice. Also present were Township Manager Rodgers, Engineer Bortner, Zoning Officer Swanner, WWTP Superintendent Mahone, and Highway Foreman Mahan. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk announced that an executive session was held after the Finance Committee meeting on August 1, 2016. There will be an executive session to discuss personnel matters and possible land acquisition after the Health & Sanitation Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the July 5, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

MS4 DISCUSSION: Manager Rodgers reported that she and Engineer Bortner spoke with Solicitor Tilley's office about why we're required to obtain the individual MS4 permit. We will not be appealing the permit itself but will question the table used to make the determination. There is no waste load allocation for the total maximum daily load (TMDL) in Oil Creek. In the mean time we will begin moving ahead. Manager Rodgers said we need to discuss whether or not someone should be hired to help with MS4. The mapping alone will tie up Assistant to the Engineer Garrett's time and we'll also need help with reporting. Engineer Bortner said we're supposed to have everything up to speed by September of 2017 and there is a substantial amount of work needed. Commissioner Klunk said we need to move forward fairly quickly.

Manager Rodgers said that some things will need to be reprioritized if we are not able to hire someone, but it could work. Commissioner Van de Castle asked if a new hire would be focusing on MS4 or would Engineer Bortner do MS4 while the new person takes other responsibilities. Engineer Bortner said DEP expects MS4 to be prioritized so it could be a fulltime job for someone. Manager Rodgers said an engineering firm may be able to help. Engineer Bortner said we will not get any help from other municipalities if we have the individual permit so we'll need to be in almost constant contact with DEP. The County is still working on a Stormwater Authority but we don't know how that will affect us if we have the individual permit. Engineer Bortner said we can submit for a general permit and wait for it to be denied then appeal the denial, but that will put us two years behind. Manager Rodgers said she has been in communication with Stock and Leader about this. Commissioner Klunk said a possible new hire will be discussed.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Engineer Bortner asked if there were any comments concerning High Point South, South Heights, Robert Hemler, Wellspan, TrueNorth or Michael Cooper. He's not sure how many will be represented at the Planning Commission meeting on Thursday evening but he thinks most of them will be represented at the September meeting.

SHARRAH DESIGN GROUP REQUEST FOR HIGH POINT AT ROJEN FARMS: Commissioner Klunk read a letter from Sharrah Design Group dated July 14, 2016 requesting to use an alternate fence enclosure for the stormwater pond. They want to use a split rail fence instead of a chain link fence. He believes a similar request was approved in the past and they were asked to put mesh inside. Engineer Bortner said he remembers one in Colonial Acres around a farm pond where they put up a split rail fence with mesh. Commissioner Brown asked if the request was being made for aesthetic purposes and it is. Commissioner Klunk said they could use coated chain link if they'd prefer a different color. Commissioner Van de Castle said there's still potential for a child to get through the fence and he'd prefer the chain link. The Penn Township Planning Commission will make a recommendation at their next meeting.

EXTENSION REQUESTS: Zoning Officer Swanner reported that High Pointe at Rojen Farms South hasn't addressed the Township comments yet. They are requesting an extension until November 21, 2016.

Brookside Heights Phase 3 is asking for an extension until November 21, 2016 to obtain York County Conservation District approval and DEP approval for the joint permit for the proposed bridge.

Mustang Pointe is asking for an extension until November 15, 2016. This was purchased by J.A. Myers and they need more time to get everything done.

Hanover Wesleyan Church is on their second extension request. They are working on their bond. Commissioner Klunk said we could approve the extension with the understanding that this is the last one they will be granted. Engineer Bortner said the plan could be approved without the bond and they will have ninety days to submit the bond and get the plan recorded. After discussion the Board agreed to approve the extension with the understanding that this will be the last one.

HANOVER REGIONAL ECONOMIC PLAN: Commissioner Klunk reported that the Regional Economic plan was started three or four years ago through the York Adams Realtors Association. Like the Joint Zoning Ordinance the idea is to have things more consistent throughout the municipalities. Manager Rodgers and Commissioner Klunk continue to attend meetings. The most recent meeting was held in June. Commissioner Klunk wanted the Commissioners to be aware of what's been going on.

CREATIVE PLAYGROUND CLOSING AND SEALING: Manager Rodgers reported that one proposal was received for the playground sealing. The total was \$32,000. That's almost three times what was paid the last time it was done. She said she can put something in the newsletter about closing the park for sealing and it will probably be closed through the winter. This will allow time to do additional repairs.

After discussion the Board recommended moving forward with sealing the creative playground. It will be closed after Labor Day.

COMMITTEE FOR THE MASTER PLAN STUDY: Manager Rodgers reported that she spoke with JMT last week and they are ready to begin. The first thing we need to do is get a committee together. JMT recommended ten to twelve people consisting of various ages and representing various organizations. Commissioner Klunk will ask the Lions Club if anyone is interested in joining. Manager Rodgers suggested Southwestern Rec might have someone interested. She can put something in the next newsletter asking for volunteers.

YOUNG'S ROAD SIGNS: Commissioner Brown said that the signs went up on Young's Road.

WEEDS AND GRASS BETWEEN CURB AND SIDEWALKS: Commissioner Felix said the grass and weeds growing in between the curbs and sidewalks looks horrible, especially on Baltimore Street. It's also growing in front of the curbs. If there is no way to enforce it now, he would like to consider making some changes. Zoning Officer Swanner said he spoke with both the Property Maintenance Officers about addressing the weeds. Commissioner Felix asked if citizens are responsible for the weeds in front of the curbs and they are. WWTP Superintendent Mahone said it has been in the newsletter in the past that citizens are responsible for that area. Commissioner Brown said the resident should be educated on the issue and something could be put in the next newsletter. Commissioner Felix said door knockers can be used to make the residents aware.

LIGHTING ORDINANCE: Manager Rodgers reported that the Commissioner were given a copy of a draft lighting ordinance. She said that she's noticed some of the lights in the Township have vegetation growing over them and that can be addressed in the new ordinance. Assistant to the Engineer Garrett will work on the ordinance when he is back from vacation.

The meeting was adjourned at 7:39 P.M.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
PUBLIC WORKS COMMITTEE
SEPTEMBER 6, 2016

The Penn Township Public Works Committee convened on Tuesday, September 6, 2016 at 7:20 P.M. following the Finance Committee meeting. Present were Vice Chairman Van de Castle and Commissioners Brown, Felix, and Heilman. Commissioner Klunk was absent with notice. Also present were Township Manager Rodgers, Police Lieutenant Hettinger, Fire Chief Cromer, Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 2, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Edith Cline, 15 Carson Avenue, asked why the decision was made to remove street lights. Engineer Bortner explained that last year the Township received a request from PA Department of Environmental Protection (DEP) to consider changing high pressure sodium lights over to LED lights. Through that request the Township attended a meeting and went over the process. DEP warned that the LED light will give off a different power light than the high pressure sodium and we'd need to check our system to see where the lights will be located and what the affect will be using LED. At this point the Township went out and mapped where all of the lights are located. During this process it became apparent that lights are not distributed evenly throughout the Township. There are sections of town that have street lights and others that don't and others with multiple lights at intersections. We realized that telling MetEd to switch everything over to LED probably wasn't a very good option. We discussed how to light the Township and decided that we should light intersections, curves, major roadways, and use midblock lights on long blocks.

Ray Millhimes, 555 Locust Street, said he spoke with two MetEd representatives and the Township Secretary and was given different information each time. MetEd told him there are between fifty and sixty lights being removed. He said the distance between the removed lights and the remaining lights in his neighborhood is six hundred fifty feet, leaving five residents and one business in total darkness. He's noticed that there is more activity in the alley between Baer Avenue and the 500 block of Locust Street since the lights were removed and he's had articles removed from his carport. He asked if the police will add additional patrols in the alley because he's always believed that lighting deters crime.

George Hawbaker, 40 Wilmar Avenue, asked if safety was taken into consideration when this decision was made. He said there are a lot of elderly people in the audience tonight and just last week an eighty year old man was mugged in Codorus State Park. It's totally dark on his street. Engineer Bortner said all of the discussions were held at the Public Works Committee meetings and it was also discussed at staff meetings and Police Chief Laughlin didn't raise any safety concerns.

Dennis Miller, 1240 Westminster Avenue, said there's only one street light on his street now and it's really dark. He asked why they were all removed on Westminster Avenue. Engineer Bortner said there should be a light at the intersection of Grandview Road and Westminster Avenue, one at Henry Street, and a third at the pumping station. Mr. Miller said the one at the pumping station doesn't work. Engineer Bortner said a light is being added at Emerson Street and another at Little Bridge Road. He wasn't aware that the light at the pumping station is out.

Phyllis Starner, 29 Brewster Street, said the light across from her house was removed. She asked if money had anything to do with the decision. Commissioner Brown said money had nothing to do with it. The Board decided it made sense to relocate lights from areas with an abundance to areas that need additional lighting. Mrs. Starner said she read the Township minutes for the past year and saw that \$109,988 was approved in April to upgrade the lights at the municipal building. She asked why the Township gets new lights and the citizen's are taken down. Manager Rodgers said the Township is replacing the internal lights and changing them to LED. There are no external lights being added. Citizens shared additional concerns about safety and the fact that they weren't warned beforehand.

Jody Magara, 557.5 McAllister Street, said she was told that the lights cost \$5,000 per light each month and that's part of the reason they were taken down. Commissioner Felix said the lights do not cost \$5,000 a month. She lives just past the football field and across from a horse farm. She doesn't understand why the midblock light by the football field was left up. She said it's not just for convenience that they depend on the lights. How will EMT's be able to see when there's an emergency? She has a light on her garage and still isn't able to park in the alley because there are kids vandalizing vehicles in the alley. She's concerned about people trying to find their cars after football games and special events like the Halloween Parade. Mrs. Magara has a son attending Park Hills Elementary and, after daylight saving time begins, he will get on the bus in the dark. It is pitch black and she doesn't have neighbors who can rotate lighting porch lights to keep the area lit. She said the football field has a Pokémon Go spot and that has added a lot of traffic. She reiterated concerns for the safety of her elderly neighbors and those with young children. She asked if she can put a pole light in. Commissioner Felix said a pole light can be installed at any time. Manager Rodgers said an electrical permit will be required from the electrical inspector. Mrs. Magara asked if she'd have to call MetEd first. Commissioner Felix said she won't have to call MetEd but she will need to call to have the utilities marked prior to digging. Mrs. Magara said she is on disability and her husband recently lost his job. With two children to take care of she can't afford to repair the light she already has let alone put in a new pole light. She said she spoke with the police department and they said they will step up patrols but they can't possibly be everywhere the lights were removed.

Faye Showers, 60 Wilmar Avenue, is very concerned about safety. She asked if the Township is in such dire financial straits that they are having lights removed instead of just adding new ones. The Township is paying MetEd to remove the lights and then paying again to have them put in a different location. Why not just pay for new lights to be put in.

Mr. Hawbaker asked if any of the removed lights are being put in new developments. Engineer Bortner said the developers are responsible for installing lights

at each intersection. The plan is to remove two of the three lights that the developers purchased and put them in unlit areas. For example Hall Estate Three has lights but Hall Estates One and Two do not so they will be removed from Hall Estates Three and used to light the other developments. He explained that the majority of the lights that have been removed are cobra head lights and MetEd won't relocate them. They will install LED lights at the new locations. Mr. Hawbaker suggested cancelling Halloween because it will be too dark and children will be hit. Mrs. Showers asked why the lights were taken down if MetEd isn't going to install them elsewhere.

Melissa Ridgely, 35 Wilmar Avenue, said this is putting the elderly and disabled residents at risk. She mentioned that she tripped when leaving her house at 4:30 this morning. She feels the most vulnerable of our citizens are being put at risk.

Ronald Bristol, 60 Ruel Avenue, thanked Engineer Bortner for taking the time to return his phone call. He said Ruel is a tie street between Route 116 and Route 216 and is commonly used as a work around for heavy traffic. He lives in an older neighborhood and the Residential Street Lighting Ordinance was not in affect when his home was built. He said most pole lights in the neighborhood are very close to the house. He installed one on his property in 1992 and it puts out approximately two thousand lumens. He said the high pressure sodium street light put out eighteen thousand lumens and no pole lights can match that.

Nancy Zepp, 100 Carson Avenue, asked if any of the Board lives in an area where street lights were removed. She said the older sections are where older people live. She can't see to walk her dog and worries about not being able to see behind hedges.

Linda Sanders, 50 Carson Avenue, said the street light was right at her driveway. Without it it's very dark. She has a post light, porch light, and another light on her deck but it's still dark. She's worried about safety.

Mr. Millhimes asked if the Township has stopped having reporters at the meetings. Commissioner Van de Castle said they are invited but don't show up.

Wayne Bunty, 105 Carson Avenue, said he has a son who is a police officer in Washington D.C. His son told him that the places with no lights are where there's problems. He's afraid we're inviting trouble by turning off the lights. He appreciates the work Penn Township police officers do and has always felt safe.

Mr. Hawbaker asked how many lights are being removed. Engineer Bortner said ninety-two lights have been discussed so far. Mrs. Showers asked why the lights are being thrown away. Commissioner Van de Castle said that was a MetEd decision. There was discussion about the lights being moved, replaced, and relocated. They also discussed the monthly cost to operate street lights. Mr. Hawbaker asked if there's any possibility of changing the decision and putting the lights back in. Engineer Bortner said it's an ongoing plan so it can be changed. There was more discussion about the location of lights.

Denise Bunty, 105 Carson Avenue, asked why the Board didn't come to the public before making this decision. Commissioner Van de Castle said the agendas and minutes are posted on the Penn Township website. Manager Rodgers said the agendas are also posted on the front door of the municipal building.

Mrs. Starner asked if the Board is willing to reconsider their decision. Commissioner Felix said the Board is willing to discuss and address the issue. The

Board will revisit the situation but it may take several months to assess each light. He assured her that her concerns are not going unheard.

Don Lawrence, 33 Brewster Street, suggested that the police department take note of the streets with lights removed. He asked if they would want to respond to calls on these dark streets. Lt. Hettinger said the police department responds to all calls. Mr. Sonny Blouse, 45 Wilmar Avenue, asked if the Township could put something in the newspaper rather than waiting for the reporters to show up. Commissioner Brown said the Board would love to have reporters and citizens at every meeting, but no one usually shows up. Jim Starner, 29 Brewster Street, likes the idea of putting meeting agendas in the Township Newsletter. Commissioner Felix explained that the newsletter only goes out twice a year and agendas are made monthly. There was discussion about sending letters and making phone calls to keep the public notified; however neither are viable options for the Township at this time.

Karen Unger, 35 Carson Avenue, said it's very dark without the lights. She said falling at an older age can be a disaster.

Colleen Gindlesberger, 1321 Beck Mill Road, asked if the decision was made by a single person and Commissioner Felix told her the entire Board approved the decision.

Richard Koelle, 559 McAllister Street, said he understands switching to LED lights but doesn't like the lights being removed. One of the advantages to living in town is proper lighting and it's unfair at this point to remove them.

Ms. Unger asked when this will be discussed again. Commissioner Van de Castle said during the Public Works Committee meeting on October 4, 2016 at 7:00 P.M.

The meeting was recessed for five minutes

SUBDIVISION AND LAND DEVELOPMENT PLANS: Engineer Bortner reported that the Mustang Heights subdivision and land development plan is ready for final approval. The Robert Hemler subdivision and land development plan on Earl Street is ready for final approval. South Hanover Automotive is turning an existing restaurant into an auto repair shop. Commissioner Van de Castle asked if there will be sales at this location. Zoning Officer Swanner said they will be selling tires but not automobiles. There will be two buildings on the property, one for tire sales and the other for repairs.

BONDS: Engineer Bortner reported that the improvement bond amount for Mustang Heights is \$137,697.23. The improvement bond amount for South Hanover Automotive is \$7,854.50. The letter of credit for D&R Bean, LLC can be reduced from \$82,840.45 to \$12,960.75. The letter of credit for Pinebrook – Phase II can be reduced from \$243,323.30 to \$97,019.34.

MS4: Engineer Bortner reported that he and Manager Rodgers attended a meeting hosted by York County Planning Commission. The Township is currently a part of the County Chesapeake Bay Pollutant Reduction consortium. With the new MS4 PA Department of Environmental Protection (DEP) changed the regulation concerning the Chesapeake Bay pollutant reduction and they added impaired water pollutant reduction

requirements. York County Planning Commission received a grant through Army Corps of Engineers to transition the current project into one that will meet the new MS4 requirements. DEP and York County Planning Commission are asking all municipalities to be involved in the new program. The Township can do three impaired stream studies and the Chesapeake Bay Pollutant Reduction Plan on our own or we can go with the York County Regional Pollutant Reduction Plan (YCPRP) that's being funded by Army Corps of Engineers. We need to give a response by October 4, 2016. Engineer Bortner recommended we continue with the County plan that we're currently involved in. Commissioner Van de Castle asked if Solicitor Tilley will review the agreement. Manager Rodgers said he can if we ask him to but the agreement would have been reviewed by York County Planning Commission's solicitor. Engineer Bortner said that Stock & Leader had representation at the meeting.

Engineer Bortner said the one disadvantage he sees is that DEP is looking at York County as a whole and the program may not directly affect Penn Township's impaired streams. DEP has said that we do not have to have an impaired stream plan if we join the YCPRP. He said that DEP has informed the Township that we are not required to have the individual permit so we can more easily participate in the regional plan. The Committee recommended adopting the resolution to join the YCPRP.

HANOVER LAND SERVICES REQUEST: The Committee received a letter dated August 16, 2016 from Hanover Land Services requesting a waiver of the landscaping bufferyards for South Hanover Automotive. Engineer Bortner said they are proposing to put trees behind the old ACNB building rather than putting trees in the front of their facility and blocking the clear sight triangle. The trees will be around the stormwater pond at the back of the property. The front of the property would remain the way it is. Engineer Bortner had recommended the stormwater pond be place on the front of the property, but Hanover Land Services is concerned about the utilities running through the front yard. The Penn Township Planning Commission made a favorable recommendation on this request.

RESIDENTIAL LIGHTING ORDINANCE: Assistant to the Engineer Garrett reported on the changes that he made to the proposed Residential Street Lighting Ordinance. The ordinance has not been updated since the 80's and the post head currently required is no longer available as of this month. The proposed lights will cost around \$100 for the post and the head can be anywhere from \$80 to \$600. He showed a minimum lumens chart explaining what kind of bulbs should be used. The ordinance keeps the lumens around one thousand per lamp. Commissioner Van de Castle asked if the ordinance addresses growing vines on the light poles. Assistant Garrett said vegetation will be allowed around the base but needs to stay below the lamp head. The ordinance also proposes permitting Holiday decorations for a thirty calendar day period and should be appropriate to the Holiday.

Mr. Bristol asked what the maximum height would be on poles. Assistant Garrett said eight feet coming out of the ground, plus the head. Mr. Bristol asked what other options there are for him to light his property since the street light was removed. Would the ordinance regulate house mounted lights? Assistant Garrett said the ordinance addresses ornamental lights. There was discussion about lighting options. Zoning

Officer Swanner said the beam being projected from a light should be looked at during the lighting review process and may prohibit some lights.

EXTENSION REQUESTS: Zoning Officer Swanner reported that WellSpan is requesting an extension in order to obtain permits from outside governmental agencies. They need a PennDOT HOP permit, NPDES permit, and PADEP Planning Module exemption for sewer. They are also going to the Penn Township Zoning Hearing Board on September 13, 2016 for a special exception.

Zoning Officer Swanner reported that he contacted Kris Raubenstine, Hanover Land Services, for more information on the extension request for Hanover Storage, LLC. Mr. Raubenstine indicated that Burkentine & Sons and himself have been in conversation with Hanover Foods to discuss an easement to discharge stormwater across their property. Once this is resolved they can move on with addressing comments.

RECREATION: Manager Rodgers reminded the Board that the Community Park will be closed September 26th through December 2, 2016 for maintenance and repairs. Depending on weather it may remain closed longer. She said Highway Foreman Mahan can have the creative playground power washed before October 10th and that is when the contractor will begin resealing. The Newsletter has an article concerning the closing and an article requesting volunteers to be on the Masterplan Committee. Commissioner Heilman said the Newspaper should probably print something about the park closing so people have ample notice. Manager Rodgers said it's posted on the Township website. Lt. Hettinger said he can put the information on the police department Facebook page.

OTHER MATTERS: Commissioner Felix asked for a list of the street lights that have been shut off so far. Engineer Bortner will provide this.

The Board discussed options to keep the community informed of what is discussed at Committee meetings.

The meeting was adjourned at 8:55 P.M.

Respectfully submitted,

Angela M. Hallett

MINUTES
PUBLIC WORKS COMMITTEE
OCTOBER 4, 2016

The Penn Township Public Works Committee convened on Tuesday, October 4, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Highway Foreman Mahan, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk read the announcements of the executive session held following the Board of Commissioners meeting on September 19, 2016. Commissioner Felix announced that an executive session to discuss personnel and possible land acquisition was held after the Finance Committee meeting on October 3, 2016.

APPROVAL OF THE MINUTES: The minutes of the September 6, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Commissioner Klunk reported that the Committee drove through the areas of concern after dark last week to determine if any street lights needed replaced. They have started the process of putting lights back up on some streets such as Carson Avenue, Wilmar Avenue, O'Neill Avenue and McAllister Street. Not all of the removed lights are being put back up.

Edith Cline, 15 Carson Avenue, asked if they only visited streets of people who attended the Public Works Committee meeting last month. Commissioner Klunk said they went down the streets of people who were at the meeting or called in. He said there are several areas of the Township that have no lights, even at intersections. He said in the newer developments with multiple lights at intersections they will remove all but one. They also saw a lot of post lights that weren't turned on. At the last meeting there was a lot of talk about people not being able to see to get into their houses, but the street light is to light streets and the post lights are for lighting front doors and yards. He suggested citizen's with post lights use a light sensor. They can be purchased at Lowe's for \$9.97. These may not work for every light particularly those with frosted glass. They can be purchased in places other than Lowe's.

Phyllis Starner, 29 Brewster Street, Ronald Bristol, 60 Ruel Avenue and Linda Little, 112 Charles Avenue, asked if their streets were looked at. Commissioner Klunk said Brewster Street is not on the list of lights to be added, they determined there is sufficient light in between intersections. Charles Avenue was not checked but he said this is a work in progress. Ruel Avenue will have a light placed on the large curve near the apartment building. Mr. Bristol asked if residents can contribute towards the cost of street lights and have them put back up. Commissioner Klunk said that hasn't been considered and he's not sure if the proper mechanisms are in place for that to work. Commissioner Brown suggested Mr. Bristol wait and see how the new light on the curve works out because it will be a brighter light with different lumens. Mr. Bristol asked

when the light will be put in. Commissioner Klunk said they have made MetEd aware of the request but paperwork will need to be filled out and approved.

Sonny Blouse, 45 Wilmar Avenue, asked if there will be a list of the ninety-two that were taken down and which ones are being put back up. Commissioner Klunk said eight or ten are being put back up. Forty-nine of the lights removed were overhead pole lights and the rest were post lights at intersections with multiple lights.

Pat Sterner, 1016 Alvin Street, said lights were removed near her home. Commissioner Klunk said four lights in that area were left from when Penn Township was in the building and they should have been removed years ago. The Township will not pay to light private property. There were two on Ruel Avenue removed for the same reason.

Christine Oglevee, 90 Carson Avenue, asked who is responsible for changing light bulbs in street lights. She said the light at Carson Avenue and Baer Avenue was burned out for three months. Commissioner Klunk told her MetEd is responsible for changing the lights and citizens can call MetEd directly to report they are out.

HEMLER IMPROVEMENT BOND: Engineer Bortner requested the bond amount for the Hemler subdivision and land development plan be set at \$3509. The Committee recommended approval of the bond amount.

MS4: Manager Rodgers reported that she and Engineer Bortner reviewed and made some changes to a job description for an MS4/Stormwater Coordinator. She also reported that two engineering firms provided quotes on MS4 consulting services; Michael Baker International and C.S. Davison, Inc. These are options for handling MS4 in 2017. Manager Rodgers said the responsibilities are currently being divided up amongst anyone who has time to help.

VICTORY BAPTIST CHURCH SIGN PERMIT: The Committee received a letter dated September 22, 2016 from Victory Baptist Church for a modification of the sign permit requirements. Tony Patterson, Victory Baptist Church, represented this request. Mr. Patterson said the sign they have now has been in place since 1988 or 1989. They would like to improve it by putting in a new sign. The Sign Ordinance requires the sign be smaller than what they currently have. They are proposing to install a sign that is 5X6 for a total of thirty square feet. The current sign is 5X4 and exceeds the sixteen square foot maximum in the Sign Ordinance. Commissioner Klunk said they are in the R-8 zone which is residential. Mr. Patterson said there are several businesses in the area and they are near the highway. He described the sign they would like to install. Commissioner Felix pointed out that the thirty square foot sign is 50% larger than their current sign. The Committee discussed why the Sign Ordinance is not a part of the Zoning Ordinance.

Commissioner Klunk asked why they want a larger sign. Mr. Patterson said they'd like more room for lettering and they'd like the sign to be more visible. The Committee recommended denying the request; however, the sign can be replaced in-kind with a twenty square foot sign.

DGI AQUAPHOENIX SIGN PERMIT: The Committee received a letter dated September 27, 2016 from DGI Creative for a modification of the sign permit requirements for AquaPhoenix Scientific. Weston Caple, DGI Creative and Henry Buschinski, AquaPhoenix Scientific, represented this request. Mr. Caple said the Sign Ordinance allows one hundred square feet but this doesn't allow adequate signage for the scale of the building. He showed a picture of the proposed signage for the front of the building and it comes to a total of one hundred forty-six square feet. They would like to move two signs from their current building to the north and south sides of the new building. Each of these signs is 23.85 square feet. They would also like to change the content on the existing monument sign and ask that this sign not be counted against the total square footage. Mr. Bushinksi said the two side signs are on their Barnhart Drive building right now. He said there is a lot of truck traffic and they would like the building well-identified to make sure the trucks go to the right area. Commissioner Klunk asked if the monument sign has to be included in the total. Zoning Officer Swanner said it should be included according to the Sign Ordinance. He pointed out that the lettering on the proposed sign cannot be taller than the building as it is shown in the provided picture.

The Committee discussed the total square footage with all signs included. Commissioner Felix pointed out that they are requesting almost double what the Sign Ordinance allows. Mr. Caple said the size of the building justifies the additional signage. He said their priority is signage on the front of the building. Mr. Buschinski said the logo is also a priority. Commissioner Felix suggested they remove the lettering from the top of the building and add it to the monument sign. Mr. Caple asked if the lettering could be moved below the logo. After discussion, the Committee agreed to recommend approval of the request with the following stipulations; the lettering be removed from the top of the building and added below the logo, totaling no more than one hundred square feet, there be one sign on the North side of the building totaling no more than twenty-four square feet, there be a monument sign totaling no more than fourteen square feet, and the overall signage total be no more than one hundred thirty-eight square feet.

WELLSPAN: Engineer Bortner reported that he, Manager Rodgers, Commissioner Klunk, Police Chief Laughlin, and Zoning Officer Swanner met with WellSpan to discuss their traffic plan. He said they discussed the left turn lane on Baltimore Street. The developer proposed the turn lane begin at Squire Way to the existing turn lane at Baltimore Street and Grandview Road. That option requires removing parking from Willow Court to Squire Way. To avoid losing parking the turn lane could begin at Willow Court. Commissioner Klunk said there is some parking in the rear for the residents on Baltimore Street but it is easier for them to park in the front because their houses are so close to the street. Commissioner Klunk said it may be worth having a center turn lane all the way to Clover Lane. The Township would be responsible for restriping the extra portion of street. There was discussion about parking and signage on Baltimore Street.

Commissioner Klunk said Penn DOT proposed one lane exiting the medical facility but the Township requested two. With one exit lane it is more likely drivers will become impatient and exit through the back. Commissioner Felix had concerns about

drivers pulling too far forward making visibility difficult. The Committee discussed stop bars and signs to prevent drivers from pulling forward too far. This will be discussed at the October 6, 2016 Penn Township Planning Commission meeting.

GHI WAIVER FOR GLADE VILLAGE: The Committee received a letter dated September 27, 2016 from GHI requesting a waiver of the land development requirements for Glade Village. Engineer Bortner said they ran into rock once they started construction. For stormwater requirements they need to infiltrate as much water as possible into the ground. They went to DEP about the rock issue and DEP approved some changes. In an effort to reduce impervious area they will be eliminating six units and eight parking spaces. They would like to get this approved without going through land development again. Zoning Officer Swanner said the changes will be recorded on the post-construction stormwater management plan.

Commissioner Klunk had concerns about the parking. Engineer Bortner said the eight parking spaces were in addition to the two spaces per unit required by the ordinance. He said DEP approved the plan with the parking as it is. This will be discussed on October 6, 2016 at the Penn Township Planning Commission meeting.

RESIDENTIAL LIGHTING ORDINANCE: Manager Rodgers reported that Assistant to the Engineer Garrett worked very diligently on amending the Residential Lighting Ordinance and adopting a new one. After reviewing it Manger Rodgers realized the current ordinance can't be repealed without affecting the Subdivision and Land Development Ordinance (SALDO) because residential and street lights are intermixed in the ordinance. She has prepared an amendment to the residential street lighting ordinance to affect the residential post lights on existing houses since 1989. Manager Rodgers suggested, after the Zoning Ordinance is reviewed, the SALDO be reviewed and two ordinances be adopted at that time, one for residential lights and one for street lights. The Committee recommended approval of the ordinance.

EXTENSION REQUESTS: Zoning Officer Swanner reported on four extension requests. TrueNorth Wellness Services is requesting an extension until January 16, 2017. This is a precautionary measure because they have to totally knock down what's there and rebuild from new because it's not financially feasible to use what's existing. They haven't sent an official request for withdrawal yet but one will be sent.

Brookside Avenue Townhouses was recently acquired by Burkentine & Sons from J.A. Myers. They are still working on the engineering process.

Robert T. and Cheryl M. Hemler is waiting on DEP approval of the Sewer Module.

Zoning Officer Swanner contacted Jeff Stough about the South Heights extension request. Mr. Stough said they have obtained an agreement from the property owner with the driveway issue on Westminster Avenue. They are still addressing Township comments and will resubmit revision for review.

RECREATION: Manager Rodgers reported that the Community Park is closed for repairs. Resealing will begin, barring any more weather interruptions, next Wednesday

or Thursday. Five people have responded with interest in joining the Master Plan Study Committee.

HANOVER REGIONAL RECREATION: Commissioner Klunk reported that a Facebook page was created by Hanover Regional Recreation. He said York County Planning Commission created a map showing all the recreation areas in the area and it was posted on the Hanover Regional Recreation Facebook page. Commissioner Klunk posted information about the Master Plan Study Committee on the page and reported that there has been some interest.

York County Planning Commission also put together a comparison between the four area municipalities showing what each has in their ordinances. It appears that Penn Township is the only municipality with a Sign Ordinance separate from the Zoning Ordinance. This can be reviewed in the future.

The meeting was adjourned at 8:36 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
NOVEMBER 1, 2016

The Penn Township Public Works Committee convened on Tuesday, November 1, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Felix, Heilman, Van de Castle, Commissioner Brown arrived at 7:22 P.M. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk read the announcements of the executive session held following the Board of Commissioners meeting on October 17, 2016. He announced an executive session to discuss possible land acquisition was held following the Finance Committee meeting on October 31, 2016. An executive session to discuss possible land acquisition will be held this evening following the Health & Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the October 4, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Carolyn Hart, 48 Waterfront Drive, said she received a doorhanger threatening a fine if she doesn't turn her pole light on. Commissioner Klunk said she's not required to have it on because her development was built before the pole light regulations came into effect. He said it would be helpful if she turns the light on for safety reasons, but there won't be any fines. Ms. Hart asked if she could have that in writing and Commissioner Klunk said there's no need because the District Magistrate won't allow a citation. Judy and Russell Laughman, 53 Waterfront Drive were present with the same concern.

Mr. Laughman said the curve on the right hand side of Waterfront Drive is hard for snowplows to get to when there are cars parked there. He asked that someone look at making it no parking. Commissioner Klunk said the police department will look into it.

MEADOW SPRING SUBDIVISION AND LAND DEVELOPMENT PLAN: Engineer Bortner reported on the Meadow Spring subdivision and land development plan. He said we won't have the fifty foot right-of-way we'd typically require. The plan shows a thirty foot right-of-way. Engineer Bortner and Manager Rodgers had previously met with the adjoining property owner and she was unwilling to give the Township any right-of-way. It is possible she could be re-approached. Commissioner Klunk said there is enough room for two lanes and it can be made a no parking area. Manager Rodgers said it could also be made one-way. Commissioner Klunk said this hasn't gone through planning yet and will be discussed at future Planning Commission meetings.

STREET LIGHTS: Engineer Bortner reported that he had issues trying to get lights installed on Waterfront Drive. Assistant to the Engineer Garrett said the poles are owned by MetEd. There is one pole that could work but it's not in a good location.

Commissioner Klunk asked for an update on the process of installing new lights. Engineer Bortner said he needs to get approval from Penn DOT to pay for the installation through Highway Aid funds. He recommended he and Manager Rodgers speak with Municipal Services to confirm this can be paid out of Highway Aid and then request a project number. The Committee instructed him to proceed with getting approval.

TRUNORTH WELLNESS CENTER WAIVER: The Committee received a letter dated October 6, 2016 from Gordon L. Brown & Associates for waivers of the curbs, gutters, sidewalks and stormwater management requirements for the TrueNorth Wellness Services land development plan. Engineer Bortner reported they are planning to demolish the existing buildings and rebuild a single building. They will try to save some of the parking lot. The waiver request is for improvements to Westminster Avenue and fencing the existing retention pond. Engineer Bortner usually requires fencing if water is more than twenty-four inches deep because that is the Penn Township Zoning Ordinance requirement for a swimming pool. He said this is very close to twenty-four inches. He said he typically avoids making improvements on State Highways because the Township would be responsible for upkeep. Commissioner Felix thinks the retention pond should have a fence. Commissioner Van de Castle said St. Joseph Catholic Church was required to fence in their pond for the safety of their students and this facility will also have children. Manager Rodgers pointed out that the children at TrueNorth will have disabilities making the water even more dangerous. Commissioner Klunk said this will be discussed at the Planning Commission meeting. The Committee recommended approving the request for curbs, gutter and sidewalks and denying the request for stormwater management requirements.

SOUTH HEIGHTS WAIVER: The Committee received a letter dated October 12, 2016 from Hanover Land Services for a waiver of the water supply requirements for the South Heights subdivision plan. Engineer Bortner said this is in the R-22 zone and the ordinance allows private water/private sewer, private water/public sewer, and public water/public sewer. The plan currently shows public sewer and private water for three lots along Cooper Road. The Subdivision and Land Development Ordinance requires public water if they're within two thousand feet of public water and they are within that distance. The Committee recommended denying the request but Planning Commission will review at their next meeting.

CENTER LINE ON BREEZEWOOD DRIVE: Eric Bortner reported that Commissioner Van de Castle asked about putting a center line on Breezewood Drive. He said when Sam Gilbert was Chief of Police he requested the center line be stopped because it wasn't wide enough. The Township has done substantial work on Breezewood Drive since then. He asked if he should have a traffic study done. Commissioner Van de Castle asked if there are speed limit signs yet. Assistant to the Engineer Garrett said there should be. Commissioner Heilman said Breezewood Drive is a heavily traveled road. The Committee instructed the police department and Assistant to the Engineer Garrett to perform a traffic study.

Engineer Bortner said when Westminster and Frederick was repaved they forgot to put the turn lane back in. The work was done by Columbia Gas and Engineer Bortner will contact them and get it straightened out.

EXTENSION REQUESTS: Zoning Officer Swanner reported on three extension requests. Brookside Heights Phase 3 is on their second extension request. They are working on permits for the bridge.

Highpoint South was in last month for zoning approval and is moving on with water quality work.

Mustang Point was acquired by J.A. Myers from Mummert Enterprises. They are working on their NPDES permit.

RECREATION: Manager Rodgers reported they are almost done re-staining the Creative Playground. Highway Foreman Mahan said they will be finished on Thursday, November 3, 2016 and then he will begin some additional work while it's still closed. The Township ordered one hundred gallons of sealer and only used seventy. That leaves thirty gallons to seal benches and tables. There will be a walk through once it's all completed. Foreman Mahan reported that Spencer Painting and Deck Care has done a great job. Commissioner Klunk said people may not be happy that the park has been closed but they'll appreciate it when they see the improvements.

Manager Rodgers reported eight residents have expressed interest in joining the Master Plan Study Committee. With herself and a Board member there would be enough to start the process.

MS4: Manager Rodgers recommended using Hanover Land Services for the MS4 contract and Engineer Bortner agreed. Engineer Bortner said this is a great way to start and decide whether a fulltime person will be needed. Commissioner Van de Castle asked if HLS is paid hourly and they are. He asked if the contract will cost less than hiring a fulltime employee and it will.

CITIZEN'S COMMENTS: None

The meeting was adjourned at 7:44 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
DECEMBER 6, 2016

The Penn Township Public Works Committee convened on Tuesday, December 6, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk announced an executive session to discuss personnel was held following the Finance Committee meeting on December 5, 2016. An executive session to discuss personnel will be held this evening following the Health & Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the November 1, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

WELLSPAN: Township Engineer Bortner said an email from Solicitor Tilley came in today. Solicitor Tilley had a meeting with Wellspan's legal counsel and has two questions for the Township. Engineer Bortner read the first question from the email. "Wellspan wants to begin excavation and earth moving activities in March, to construct the stormwater ponds and begin underground installation and trenching. They will not do any above ground improvements. Wellspan is concerned that they will not have the Highway Occupancy Permit by that time, which will prevent them from obtaining the Subdivision and Land Development Approval. They want to begin the earth moving and excavation after they get the NPDES permit and prior to the approval of the Subdivision and Land Development Plan if they do not have the HOP by March."

Commissioner Klunk said they requested a waiver of preliminary plan and it was granted. Had they gotten preliminary plan approval they would have been able to move ground without issue. Engineer Bortner said they could change back to a preliminary plan submission and rescind the waiver and they'd be back where they should have started in the first place. Manager Rodgers pointed out that they will need to pay an additional filing fee if they go with a preliminary plan. Zoning Officer Swanner said they would need to submit a new cover sheet noting the plan as a preliminary rather than final. After discussion the Committee recommended offering Wellspan the option of rescinding the waiver and submitting a preliminary plan.

Engineer Bortner read the second question from Solicitor Tilley's email, "Wellspan wants to know exactly what road improvements it is being asked to construct. It assumes that it will do the paving and striping on Baltimore Street along its road frontage, and that it will install Meadow Lane to the existing neighborhood. But they want something in writing that specifies the improvements that the Township is asking the developer to install."

Engineer Bortner said Meadow Lane is owned partially by the Township and partially by J.A. Myers. The Wellspan plan does not show what they are doing on

Meadow Lane. Commissioner Klunk said Wellspan verbally agreed to work with Myers and they were supposed to complete the road so the rear entrance will be usable when they open. He believes Bob Heidelbaugh committed to this at a Planning Commission meeting. The Committee agreed that the improvements to Meadow Lane need to be shown on the plan.

Engineer Bortner said two months ago the Township said we would do the striping from Squire Way to Clover Lane and Wellspan will do from Squire Way to Grandview Road. Wellspan was told at a Planning Commission meeting they need to take care of the road from Clover Lane to Grandview Road. The following day Wellspan submitted their plans to Penn DOT showing they will go from Willow Court to Grandview Road. Penn DOT told them to go to Squire Way. After discussion the Committee agreed that Wellspan needs to pave from Clover Lane to the turn lane at Grandview Road.

Engineer Bortner said Wellspan was asked about allowing the Township to acquire land at Willow Court to create a better cul-de-sac. There was supposed to be discussion on that but it hasn't taken place yet.

IMPROVEMENT BONDS: Engineer Bortner reported that the Brookside Heights Phase 1 bond can be reduced from \$158,964.30 to \$129,264.30. The Brookside Heights Phase 2 bond can be reduced from \$90,271.53 to \$88,511.53. The High Pointe North bond can be reduced from \$459,305.17 to \$318,243.04. He said D&R Bean contacted him today requesting a bond reduction. He said Building Code Officer Boyd can do an inspection tomorrow and the bond be reduced if the Committee agrees. The Committee recommended approval of the three bond reductions and a possible fourth for D&R Bean if the inspection goes well.

Engineer Bortner reported that the Meadow Spring LLC Bond can be set at \$146,424.30. The bond needs to be collected as part of final plan approval. The Committee recommended approving the bond amount.

MEADOW SPRINGS LLC WAIVER REQUEST: The Committee received a letter from Hanover Land Services dated November 15, 2016 for a waiver of preliminary plan requirements for the Meadow Springs subdivision and land development plan. Commissioner Van de Castle asked if the width of the road will change. Commissioner Klunk said the width was agreed on years ago and it will remain the same. The Committee recommended approval of the waiver.

HANOVER STORAGE WAIVER REQUEST: The Committee received a letter from Barley Snyder Attorneys at Law dated November 22, 2016 for a waiver of the sewer requirements for the Hanover Storage land development plan. Paul Minnich, Barley Snyder Attorneys at Law, represented this request. He said the issue here is that these self-storage units do not include any offices, restrooms, or amenities so there is no need for sewer. He said they cited the incorrect Section in their request and verbally amended to Section 510 and 511 at the December 1, 2016 Planning Commission meeting. At the same Planning Commission meeting Mr. Minnich included two conditions in the waiver request; the property will not be used for any mobilization by Burkentine & Sons Builders and the waiver will be void if any amenities requiring sewer are added to the property. Commissioner Van de Castle asked if there will be a fourth building. Scott Barnhart, Burkentine & Sons Builders, said there will be three buildings

total. Commissioner Van de Castle asked if there will be storage for boats and RV's and there will. Commissioner Felix asked if there will be any employees. Mr. Barnhart said there will be no employees on-site. Access will be granted through a keycard system and rental paperwork will be done at the Burkentine & Sons office on Grandview Road. Eventually they hope to construct another office next to the one they have now and a portion of the office may be dedicated to rentals. WWTP Superintendent asked if there will be any water going to the property. Mr. Barnhart said the water will be shut off at the property line. The Committee recommended approving the waiver request.

EXTENSION REQUESTS: Zoning Officer Swanner reported that Hanover Storage is requesting an extension to complete site design and get outside agency approvals.

RECREATION: Manager Rodgers reported the first meeting of the Master Plan Committee will be on January 11, 2017 at 7:00 P.M. There are only eight on the Committee at this time. Commissioner Heilman asked to be sent a list of the Committee members.

The work on the Community Park is almost complete and the park should be opened this weekend or next.

STREET LIGHTS: Engineer Bortner reported that he ran some numbers on the street lights. He was contacted by DEP and informed that MetEd has requested a rate adjustment from the Public Utilities Commission and it would make the LED lights cost the same as high pressure sodium. It would take about four and half years to see any return on an investment in LED lights. Engineer Bortner suggested keeping the Township's high pressure sodium lights as they are until the contract is up in 2021 and the Committee agreed.

If the Township were to install all the lights currently in the street lighting plan the monthly bill would increase by \$2,000. Manager Rodgers asked if MetEd has installed any of the lights we requested and they have not yet.

CITIZEN SERVE: Manager Rodgers reported that there was a small problem with Citizen Serve that caused six permits to be issued with possible fees missing. It only affected impervious area and should not come to more than \$1,000. When the permits were entered the fees were correct but a programming change was implemented and it caused the fees to change prior to the permits being issued.

The meeting was adjourned at 7:43 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary