

MINUTES
PUBLIC WORKS COMMITTEE
JANUARY 3, 2017

The Penn Township Public Works Committee convened on Tuesday, January 3, 2017 at 7:25 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, Police Lieutenant Hettinger, 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: None.

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

CITIZEN'S COMMENTS: Lynn and Mike Sanders, 33 Alexander Drive were present to discuss a fence going up around a pond in High Pointe North. They said there is a fence being put up around the pond behind their property. The fence was never mentioned when they were sold the property and it will cut through their property making it impossible to enjoy the view of the pond or put in a swimming pool. Mrs. Sanders said J.A.Myers never told them about the fence and it was not indicated on any of their paperwork. The developer, High Pointe, LLC, refused to make a formal request to have this issue put on the agenda. Commissioner Klunk said there is a plan, dated 2006, that shows a fence around the pond. He said there have been similar variance requests in the past and they have not been granted. Mrs. Sanders questioned who is responsible for the fence once the builder turns it over to the Home Owner's Association (HOA) and it will be the HOA. She also asked why it has to be a chain-link fence and Commissioner Klunk told her that's how the ordinance is written. Mrs. Sanders asked for guidance on how to proceed. Commissioner Felix said he could not advise her other than to say it is a civil matter if she feels she was deceived by the builder or developer.

Daniel Keller, 30 Alexander Drive, introduced himself as the HOA President and asked who is in control of gate access once the fence is turned over to the HOA. Commissioner Klunk said the HOA will have control. Wade Collins, 31 Alexander Drive, had the same question.

George Lebowski, 25 Alexander Drive, said he has a four foot wrought iron fence surrounding his swimming pool and asked why a similar fence can't go around the pond. Commissioner Klunk said they are governed by different ordinances. Commissioner Felix said approving variances opens the Township up to liability and lawsuits as well as himself personally if he votes against the Township Ordinance. Mrs. Sanders asked if they could put up a different fence once the HOA owns it. Commissioner Klunk said they would have to present a request to the Board, they cannot arbitrarily put up any fence they choose. It would be the same request the Board has denied countless times.

ENGINEER'S REPORT: Engineer Bortner had no new plans to report on. Commissioner Felix asked if the Burkentine lot where the recycling center used to be was supposed to have a retention pond. Engineer Bortner said it's called a water garden which is a slight depression with plantings and shouldn't have more than six inches of water. Commissioner Felix asked that someone look at how deep it is. He said it's more than six inches and already has grass planted. Engineer Bortner said the grass is probably for stabilization. Zoning Officer Swanner said he'd go look at it but it is likely temporary erosion and sediment control.

EXTENSION REQUESTS: Zoning Officer Swanner reported on the following extension requests:

Meadowsprings LLC just received comments from York County Conservation District.

Wellspan is waiting on outside approvals.

TrueNorth Wellness Services has some erosion control issues to work on and they are waiting on PennDOT approval.

South Heights is working on a revision based on their waiver request being denied.

CONAGRA REQUEST: The Committee received a request from The Dennis Group asking for additional bollards in the Township Right-of-Way. Larry LaFleur, Conagra, was present for this request. He said Conagra would like to install six extra bollards going around the telephone and electricity poles on the east and west sides of the building. These poles provide main power to the building and they'd like to protect them after noticing how close trucks get to the poles when backing in. Commissioner Brown asked where they are in completion of the project and they are about 80% finished. Commissioner Van de Castle asked if they had considered a guiderail and they had not. Commissioner Felix does not want the additional bollards in the right-of-way; Commissioners Heilman and Brown agreed. Commissioner Klunk said it's a safety issue and he's in favor of it. After discussion the Committee denied the request.

PROPOSED WELLSPAN AGREEMENT: Jeff Lobach, Barley Snyder Attorneys at law, introduced himself as representative for WellSpan Properties. He said they're here to seek guidance and make sure they're communicating effectively with the Township. He gave a brief overview of the project. He said the Township requested some land at the end of Willow Court so the cul-de-sac can be rounded out and WellSpan agrees to this. He said WellSpan submitted a waiver of preliminary plan, that was granted, and they now regret that course of action. He asked if there current submission can be treated as a preliminary plan rather than a final. Commissioner Klunk said that is an option if WellSpan submits the proper request. They will need to request the Board to rescind the waiver previously granted.

Mr. Lobach said they are working with Stonewicke to get access for the Meadow Lane extension. They are planning to show the access off of Meadow Lane as a temporary utility easement access.

Mr. Lobach reported that the traffic study is complete and they submitted their Highway Occupancy Permit to Penn DOT showing a center turn lane From Grandview

Road to just after Willow Court. Commissioner Klunk thought they had agreed to take the center turn lane to Squire Way. Engineer Bortner said they will need to go, at least, to Squire way if there will be no parking along Baltimore Street after Willow Court. Residents along Baltimore Street will need to be able to get to the alleyway to access their homes. He said the Board had asked WellSpan to make improvements on Baltimore Street to Clover Lane. There was discussion concerning previous meetings and understandings about the center turn lane. Mr. Lobach said they have submitted this to Penn DOT for approval but are willing to discuss changes. WellSpan is willing to make a traffic impact contribution for future improvements. He said they are willing to extend the road improvements to Squire Way if that would help. Commissioner Klunk said the Township is still interested in improvements all the way to Clover Lane. Commissioner Brown had concerns about the people on Baltimore Street accessing their homes if the parking is taken away. He asked about putting parking pads in behind the homes. Mr. Lobach said WellSpan will not be able to access private property to lay asphalt. He agreed to taking the Center turn lane to Squire Way and making a \$150,000 traffic impact contribution and said he submitted a Developer's Agreement to the Township Solicitor showing this amount. Commissioner Klunk said they will discuss this with the Solicitor and get back to WellSpan after January 16, 2017. Mr. Lobach said he will need to know the amount of property to dedicate at the end of Willow Court and Engineer Bortner said he will work on that. Mr. Lobach will revise the Developer's Agreement and submit it to Solicitor Tilley and Manager Rodgers.

WWTP Superintendent Mahone said he thought the sewer was going through Stonewicke and then down through Hanover Borough. He said they can handle the flow at the pumping station but WellSpan's sewer module would need to be revised. Bob Sandemeyer said he has a letter from Hanover Borough for acceptance of the flow. Mr. Mahone said treatment in the interim will be handled at the Penn Township plant and DEP needs to know that. Mr. Mahone asked if dialysis will be performed at this location and Mr. Heidelbaugh said it will not. Mr. Mahone thought dialysis was used to determine the EDU formula for the facility. Mr. Sandemyer said DEP doesn't have this type of facility so he had to use two WellSpan facilities to come up with the total of two hundred five EDU's. Mr. Mahone asked if they foresee any hazardous material disposal. Mr. Sandemeyer said medical waste is handled separately.

RECREATION: Manager Rodgers reported the Mater Plan Committee will have their first meeting on January 11, 2016.

OTHER MATTERS: None.

The meeting was adjourned at 9:06 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
FEBRUARY 7, 2017

The Penn Township Public Works Committee convened on Tuesday, February 7, 2017 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: None.

APPROVAL OF THE MINUTES: The minutes of the January 3, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Jessica and Chad Miller, 680 Beck Mill Road, asked the Committee if there are any objections to eliminating a fifty foot right-of-way (ROW) running through their property. It appears the ROW was originally there for access in the event the farm behind the Miller's property every subdivided. They are trying to build a garage and there is a fifty foot setback in addition to the ROW making it impossible to build. They spoke to Reg Baugher from Hanover Land Services and he advised them to ask the Township if there is a reason for the ROW. Manager Rodgers provided the Board with copies of the original plan and said there isn't anything in them indicating the Township requested the ROW. Engineer Bortner said the York County Planning Commission and the Engineer both commented on the plan that the ROW should have been a part of lot one not lot three, but it was approved in December of 1991 with the ROW in lot three. He believes it was approved this way to meet the minimum one acre lot requirement for lot three. Manager Rodgers asked if the ROW belongs to the Township and Engineer Bortner said it does not, it belongs to Ruby Bentzel.

Engineer Bortner said the ROW might be needed for public sewer someday because it would be the easiest access point. Manager Rodgers asked how large a utility easement needs to be and Engineer Bortner said forty feet. There is a thirty-five foot Columbia Gas Transmission Corp ROW running parallel to the ROW in question. Fifteen feet of the ROW in question is inside the Columbia Gas ROW. That leaves thirty-five feet of usable space in the ROW which would be adequate for additional utilities but not for constructing a street. After discussion the Committee had no objections to eliminating the ROW if permission is given by Ruby Bentzel.

Commissioner Klunk advised the Millers to seek professional assistance with this matter, possibly legal advice. Engineer Bortner said they can submit a new plan showing the ROW eliminated or they can go to the Zoning Hearing Board for a variance. He said submitting a new plan would be the better option. Zoning Officer Swanner said the Zoning Hearing Board can reduce the setback but they can't remove the ROW.

ENGINEER'S REPORT: Engineer Bortner reported that TrueNorth Wellness Services is waiting for their Highway Occupancy Permit and they are getting close to requesting final plan approval. Meadow Springs LLC is ready for approval once they submit their improvement bond.

IMPROVEMENT BONDS: Engineer Bortner recommended the improvement bond for TrueNorth Wellness Services be set at \$100,953.60. He reported that he walked through both Martins Ridge and High Pointe North and didn't notice any deficiencies that pertain to the maintenance bond. He recommended they be allowed to expire. The Committee recommended approving all three recommendations.

ADDING LED LIGHTS AT INTERSECTIONS: Engineer Bortner and Manger Rodgers met with Joshua Kopp from Penn DOT in December and asked him about paying for street lights using Highway Aid funds. Mr. Kopp asked for more specifics and a work order listing fourteen LED lights to be installed at various intersections was given to MetEd and copied to Mr. Kopp. As of today Mr. Kopp has not issued a project number or given any input. Commissioner Felix asked if there were any lights being added on Meadow Lane. He said there will be discussion about doing a traffic study in Grandview Acres at the March Public Safety Committee meeting. There are two intersections that may need to be turned into four-way stops due to the Wellspan facility being built. He asked if this area could be considered for new lights. Commissioner Klunk said the fourteen listed are all cobra heads and the lights on Meadow Lane will be acorn lights. Engineer Bortner will look at the area for the installation of acorn lights. After discussion the Committee recommended approving the agreement with MetEd for the installation of fourteen LED lights at intersections throughout the Township.

YAMPO SELECTION: Manager Rodgers reported that the YAMPO association designated Hanover as an urbanized area, as a result there can be one designee and one alternate between Penn Township and Hanover Borough. Once one of the municipalities becomes 10% larger than the other one, the larger municipality will get the designee. Hanover Borough appointed one of their staff as the designee and Engineer Bortner as the alternate. She said Engineer Bortner can still attend the meetings but won't have a vote anymore. Commissioner Klunk asked if the alternate gets to vote when the designee is absent and Engineer Bortner said yes. The Committee recommended appointing Engineer Bortner as the alternate.

JOINT ZONING ORDINANCE: Manager Rodgers reported that five Request For Proposals (RFP) were received for the joint zoning ordinance. Hanover Borough has a committee of five members that are going to review the RFPs. Manager Rodgers said Engineer Bortner, Commissioner Klunk and herself are on the Township committee and asked if anyone else would like to join. Commissioner Klunk said the five people reviewing the RFPs will not necessarily have to be on the committee for the joint zoning ordinance. Commissioner Van de Castle and Zoning Officer Swanner volunteered to review the RFPs.

EXTENSION REQUESTS: Zoning Officer Swanner reported that High Pointe at Rojen Farm South submitted an extension request similar to the one they submitted last month. Last month they were in the design stage for the sewer pumping station and this month they are addressing Township comments on the pumping station. They need to address those comments before obtaining a Water Quality Management Part II permit from DEP. Commissioner Klunk said they are making progress.

Mustang Pointe requested an extension last month to address design revisions and this month are asking for the same. They are also continuing to work on their traffic study.

Brookside Heights Phase Three is still dealing with the proposed bridge construction and the NPDES permit. The Committee recommended approving all three extension requests.

RECREATION: Manager Rodgers reported the Master Plan Committee is moving forward. The next meeting will likely be sometime in March. They are trying to schedule a meeting with the school district to talk to the students and they hope to have the first public meeting on the same day.

OTHER MATTERS: Commissioner Van de Castle said, after the Ilera Healthcare presentation at the Public Safety Committee meeting, he reviewed the application for obtaining a license to process/distribute medicinal cannabis in Pennsylvania. He said the application doesn't require letters of support from the local community. Commissioner Felix said the letter will be very generic and the Solicitor will be asked to give input. Commissioner Klunk said we just need to give them facts; the Township welcomes new business in the community and their location meets the zoning requirements.

The meeting was adjourned at 7:51 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
MARCH 7, 2017

The Penn Township Public Works Committee convened on Tuesday, March 7, 2017 at 7:00 pm. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, Highway Foreman Mahan, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced there was an executive session to discuss personnel matters held following the Finance Committee meeting on March 6, 2017.

APPROVAL OF THE MINUTES: The minutes of the February 7, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Jessica and Chad Miller, 680 Beck Mill Road, wanted to follow up on their questions asked at the February 7, 2017 Public Works Committee meeting. They provided a letter from Reginald Baugher stating the fifty foot Right-Of-Way (ROW) in question overlaps into the Columbia Gas ROW. In addition to Mr. Baugher they spoke with a real estate lawyer and to Ruby Bentzel. Ms. Bentzel is not willing to remove the ROW. Mrs. Miller said they intend to apply for a variance and asked the Committee for guidance in how much of a setback to request. Engineer Bortner said the original plan shows a fifty foot setback because there is no public water or sewer on the property. Commissioner Klunk said he doesn't see that a street will ever go in that ROW. Mr. Miller said they'd be happy if it were a utility easement but Ms. Bentzel said no. Engineer Bortner said setbacks are a zoning issue to be decided by the Zoning Hearing Board. Commissioner Brown said the Board can let the Zoning Hearing Board know that the Township doesn't have a problem with a lesser setback. Commissioner Felix said the Board could let the Planning Commission know they have no problem with a lesser setback, but should not go directly to the Zoning Hearing Board. Engineer Bortner said there is a fifty foot ROW for a street on the plan. If the Township recommends a lesser ROW in this instance it could set a precedent allowing others to request the same.

After discussion Commissioner Klunk advised the Millers to follow the legal process and request a variance from the Zoning Hearing Board. If they aren't happy with the decision they have the right to appeal. He advised her that Ruby Bentzel also has the right to appeal the Zoning Hearing Board decision. Mrs. Miller asked if they should go ahead and draw up a plan or wait until after the Zoning Hearing Board decides how much of a setback is required. Manager Rodgers said they can draw up a plan and make any necessary changes after the Zoning Hearing Board makes a decision.

Mike Winkler, 14 Boulder Road, asked the Committee to revisit their previous decision about renting the ball fields at the Community Park. He said he lives in Whispering Run, right next to the park and he can see the fields are underutilized. He coaches a team and said there is a shortage of ball fields in the area. Teams are unable to use the Township fields if they can't make a reservation. He also said the fields are in poor condition; the few times he tried to use them he had to stop because he felt they were dangerous. Manager Rodgers asked if the kids in his ball club are all from Penn Township and he believes about 98% are. Manager Rodgers asked about other ball clubs in the area and Mr. Winkler shared the information he had.

Commissioner Felix said it's a community park and reservations prevent the community from using the fields. It should be open to whoever wants to use it at no charge. Commissioner Brown asked how reservations were handled previously. Manager Rodgers explained there was a deadline and reservation requests had to be in by January. Then the Township had to pick and choose who got it on what day. People got upset and offended when they didn't get their requested dates. Eventually Saturdays became off limits for reservations. It took several days to come up with a schedule each year and then there were complaints. Commissioner Brown said he would not be opposed to renting the fields if there were a fair way to allocate scheduling and remove the burden from the Township. Commissioner Van de Castle doesn't like that the fields are empty all the time but doesn't see a way to alleviate the burden short of making the fee high enough to discourage people from using it too frequently. Manager Rodgers said it's too late to work anything out for the spring season but it may be possible to work something out before the fall season. Commissioner Brown said any fees charged should be high enough to cover the cost of maintaining the fields. Commissioner Klunk will continue to look into possibilities. Mr. Winkler thanked the Committee for listening.

ENGINEER'S REPORT: Engineer Bortner reported D&R Bean is requesting to put a canopy in front of their facility on Industrial Drive. He said York County Planning Commission won't be reviewing the plan.

Engineer Bortner is waiting on York County Planning comments for the Lehigh plan, which hasn't been to the Planning Commission yet. He described the proposed changes.

THORNBURY HUNT BOND REDUCTION: Engineer Bortner reported the bond for Thornbury Hunt can be reduced to \$283,917.11. The Committee recommended approving the bond reduction.

ADAPTIVE TRAFFIC SIGNAL AGREEMENT: Engineer Bortner reported the adaptive signal project in Hanover Borough was supposed to happen in 2016 but has moved to 2017. Agreements with MetEd and Century Link need to be signed for the connection of fiber optic cables to the poles. Pennoni and Associates thought we might need to get the agreements for the poles in Penn Township but they did not follow up, so we now think Hanover Borough will take care of it.

INTERSECTION STREET LIGHT: Engineer Bortner reported Charles Sourber, 105 Little Bridge Road, was concerned about the street light being installed at the corner of Little Bridge Road and Pond Ridge Lane. Public Works moved forward with the installation because it was already scheduled. After the light was installed Mr. Sourber called back to say he likes it. After discussion the Committee advised Engineer Bortner to move forward with installing the remaining street lights even if there are complaints.

Engineer Bortner said they are still working on the placement of lights. They selected where the intersection lights should be placed without knowing where all of the utilities are located and they are navigating that process now.

EXTENSION REQUESTS: Manager Rodgers reported there are extension requests from Hanover Storage and Wellspan. The Committee recommended approving the requests.

RAIL TRAIL INSPECTOR: Manger Rodgers reported Mr. Garvick has been doing the monthly inspections on the Rail Trail for the past two years and he would like to continue. After discussion the Committee recommended appointing Mr. Garvick for another term as inspector.

MASTER PLAN COMMITTEE: Manager Rodgers reported there will be a Master Plan Committee public meeting on March 29, 2017 at 6:30 at the Penn Township Municipal Building.

EISENHOWER DRIVE EXTENSION: Manager Rodgers reported she and Engineer Bortner will attend a meeting about the Eisenhower Drive extension on March 22, 2017 at 10:30 am. The meeting is in Conewago Township.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
APRIL 4, 2017

The Penn Township Public Works Committee convened on Tuesday, April 4, 2017 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 Aid Foreman Mahan, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the March 7, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

YORK COUNTY VISITOR'S BUREAU: Tracie Stambaugh with the York Visitor's Bureau gave a brief overview of grant programs that the Visitor's Bureau oversees. Commissioner Klunk thanked her for the information.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Engineer Bortner gave a brief review of plans. The Committee discussed the Samuel Lehigh plan. Engineer Bortner explained that Mr. Lehigh is adding two lots to his property which increases the frontage.

WELLSPAN: Bob Sandmeyer, Site Design Concepts, gave a summary of where the Wellspan project stands. They have worked with WWTP Superintendent Mahone on the sewer design. They have met with an engineer from Hanover Land Services and Jeff Stough concerning the connection to Meadow Lane. Mr. Stough indicated they will begin construction on the road mid to late summer.

Jon Seitz, Traffic Resource Group, said they sent a letter to Mike Kaiser, the District Executive of Penn DOT and he agreed that Wellspan can mill the road. Over the years Penn DOT has overlaid Baltimore Street to the point there is an eight inch wearing course. The usual wearing course is two inches and decreasing it to the normal level will have less impact on neighboring property owners. Mr. Seitz said they are working on the Highway Occupancy Permit and hope to have it back to Penn DOT later this week or early next week. Per Penn DOT regulations, they sent certified letters to twenty-eight property owners who will be impacted by the Wellspan project.

Bob Heidelbaugh, Wellspan, said they hope to seek final plan approval in May. Commissioner Klunk said the Township would prefer Wellspan conduct the traffic study for the no parking section on Baltimore Street. Mr. Seitz said that can be done easily.

INTERSECTION STREET LIGHTS: Engineer Bortner reported a request was sent to MetEd for fourteen cobra LED lights. He said the utilities on Meadow Lane made it easier to install a light on the existing pole at the beginning of the development.

Commissioner Felix asked where we stand with MetEd on the list of replacement lights and Engineer Bortner said none of them have been installed yet. There are at least forty lights that have been requested so far and none are up.

Commissioner Felix questioned the location of lights in Grandview Acres. Engineer Bortner explained that the utilities made it difficult to place the lights at intersections and most of them are mid-block. After discussion the Committee decided to leave the lights where they are and see how they look once the lights are turned on.

WHISPERING RUN STREET LIGHTS: The Committee received a letter dated March 22, 2017 from Michael Winkler on behalf of the Whispering Run Community Home Owner's Association. They are requesting to transfer the fifteen street lights in the community to Penn Township. Mr. Winkler asked if the HOA could keep one light at the corner of each intersection since some had two. Manager Rodgers said it would be cleaner if they are all transferred. After discussion the Committee advised Mr. Winkler it would be best to take all the lights, they also advised him that eventually some of the lights would be removed. Mr. Winkler will approach the property owners in the community and see how they would like to proceed.

ADAMS ELECTRIC LIGHTS: Engineer Bortner reported that Adams Electric has contacted him and are ready to get their lights installed.

FLICKINGER ROAD CULVERT: Engineer Bortner reported that he and Manager Rodgers met with the Judith Horst property owner of 250 Flickinger Road on March 29, 2017 to work on getting the easement needed to install a box culvert. We have an approved permit through DEP and can put the work out for bid as soon as the easement is acquired. Manager Rodgers said the property owner is requesting five years of her Penn Township taxes be waived in exchange for the 2,810 square feet of easement, this totals \$4,380.90 discounted or \$4,470.30 at face value. She is also requesting we maintain the other culvert down below her property, as needed. After discussion the Committee instructed Manager Rodgers to offer two years of taxes for the easement.

HANOVER STORAGE LLC BOND: Engineer Bortner reported that Hanover Storage LLC is getting close to approval. The bonding requirement can be lowered to \$180,152.20. The Committee recommended approving the bond reduction.

SOUTH WESTERN SCHOOL DISTRICT WAIVER REQUEST: The Committee received a letter dated March 20, 2017 from South Western School District for a waiver of land development requirements to install turf on the football field. Nate Osborne with South Western School District explained that a generous donor offered \$250,000 to put turf on the football field, but only if it can be in before the start of the football season. They are proposing to remove the natural grass to replace it with artificial turf and will remain within the footprint of the field. Mr. Osborne hopes to work directly with Township Staff on stormwater and any other concerns. Commissioner Klunk asked if there are any MS4 concerns. Engineer Bortner said MS4 is one of the reasons we require the steps that we do in land development. They will have to satisfy York County Conservation District's requirements and Mr. Osborne said they have already submitted

the initial paperwork. Commissioner Brown said there will need to be stipulations on an approval to make sure they meet all Township requirements. This will be discussed at the Planning Commission on April 6, 2017.

SOUTH HEIGHTS EXTENSION REQUEST: South Heights is requesting an extension to expire July 17, 2017. The Committee recommended approving the extension.

RECREATION: Manager Rodgers reported there was a public meeting on March 29th for the recreation Master Plan. They received input from the neighbors and JMT has conducted most of their key person interviews. We are now waiting on their recommendations.

ADAPTIVE TRAFFIC SIGNAL: Manager Rodgers reported that Pennoni and Associates provided a resolution and agreement for the adaptive signals to be approved by the Township. Manager Rodgers recommended adopting the resolution for installation but not signing the maintenance agreement. There has been no contact from Hanover Borough concerning the lights. After discussion, the Committee recommended adopting the resolution.

The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Angela M. Hallett
Township Manager

MINUTES
PUBLIC WORKS COMMITTEE
MAY 2, 2017

The Penn Township Public Works Committee convened on Tuesday, May 2, 2017 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, Interim Zoning Officer Garrett, Highway Foreman Mahan, 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 May 1, 2017.

APPROVAL OF THE MINUTES: The minutes of the April 4, 2017 Public Works Committee meeting were approved as submitted.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Engineer Bortner gave a brief review of plans, including Hanover Storage, LLC, Morningstar-Rice, High Pointe @ Rojen Farms Revised Parcel B, South Western School District & York Adams Community Tennis Association, and Wellspan. Manager Rodgers said the tennis courts will need to go through the Zoning Hearing Board again because their special exception and variances are more than a year old and have expired.

CONAGRA IMPROVEMENT BOND: Engineer Bortner reported that he inspected the improvements completed by Conagra. He recommended the bond be reduced to \$0. The Committee recommended approving the bond reduction.

STREET LIGHTING PROJECT: Engineer Bortner reported the estimate on the first set of lights we requested is \$23,618.54. They are billing the cost of installation upfront rather than dividing it over the ten year lease. The Committee recommended approving the agreement with MetEd.

YORK STREET STORMWATER ISSUE: Engineer Bortner reported that a PennDOT bridge foreman noticed some problems with the York Street bridge. The primary concern is the retaining wall built along the creek because, it ties into the endwall of the bridge. PennDOT wants the situation corrected. Engineer Bortner along with Township Manager Rodgers and WWTP Superintendent Mahone visited the site. Superintendent Mahone said some work was done in that area when the sewer line was put in, but there are no drawings or notes indicating an impact to the bridge. There is also no record of whether or not the retaining wall was there when the sewer work was done. He believes the wall may have been put in by the property owner. Commissioner Klunk noted this bridge is listed on the Transportation Improvement Program (TIP) website with an estimated work start date of August 4, 2025. After discussion, the Committee decided Penn Township holds no responsibility in this repair and will wait to see what PennDOT wants to do.

YORK COUNTY CBPRP MEETING: Township Manager Rodgers reported Engineer Bortner attended a meeting of the York County Regional Chesapeake Bay Pollutant Reduction Plan on April 28, 2017. At the meeting they discussed four possible funding scenarios. Manager Rodgers will forward the options to the Board. She said the CBPRP would like comments by June 1, 2017.

JOINT ZONING ORDINANCE: Township Manager Rodgers reported two firms were interviewed last week for the joint zoning ordinance. The selected firm is EDP and Hanover Borough is ready to award the contract. Manager Rodgers pointed out that EDP was the lowest bidder. The Committee recommended awarding the contract.

EXTENSION REQUESTS: Extension requests were received from Brookside Heights, Mustang Pointe, and High Pointe at Rojen Farms South; all to expire August 21, 2017. Manager Rodgers asked if anyone knows when the parking lot will be put in on South Center Street. She said a complaint was received about this today. Engineer Bortner will look into it. The Committee recommended approving all three extension requests.

RECREATION: Manager Rodgers reported there should be a Master Plan Committee meeting soon to go over recommendations from the public meeting.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
JUNE 6, 2017

The Penn Township Public Works Committee convened on Tuesday, June 6, 2017 at 8:14 p.m. following the Health & Sanitation Committee meeting. Present were Chairman Klunk and Commissioners Brown, Felix, and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, Highway Foreman Mahan, and Township Secretary Hallett. Commissioner Heilman was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the May 2, 2017 Public Works Committee meeting were approved as submitted.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Engineer Bortner gave a brief review of plans. Snyder's-Lance and York Adams Community Tennis Courts c/o South Western School District are close to approval. York County Planning Commission comments for Snyder's-Lance were received this week. The tennis courts plan is going before the Zoning Hearing Board on June 13, 2017.

IMPROVEMENT BONDS: Engineer Bortner reported that final inspections were completed for the St. Joseph's Catholic Church and the South Hanover Automotive improvements. The Committee recommended approving bond reductions for both.

Engineer Bortner received an email late this afternoon from Scott Barnhart of Burkentine & Sons Builders. Mr. Barnhart said the South Western tennis courts improvement bond should be for \$42,000. The Committee recommended setting the bond amount at \$42,000.

CENTER STREET: Engineer Bortner reported that the Public Works department is preparing to begin work on Center Street. They will start with the handicapped ramp work and move into the substantial base repairs. He hopes to be finished by the beginning of the 2017-2018 school year.

FLICKINGER ROAD CULVERT: Engineer Bortner reported that Judy Horst, 250 Flickinger Road, sent a letter to the Township last month. She asked that the length of the Flickinger Road culvert be lessened and the guide rails omitted. Engineer Bortner said guide rails are a Penn DOT requirement if we are paying for the project through liquid fuels funds. After discussion, the Committee recommended shortening the culvert length and omitting the guide rails. The project will be paid out of general funds and Engineer Bortner will work on a redesign.

MS4 UPDATE: Engineer Bortner reported he and Manager Rodgers met with DEP to discuss our Notice of Intent (NOI). It will need to be submitted to DEP by September

15, 2017. The York County Chesapeake Bay Pollutant Reduction Plan agreement will be a part of the NOI. The Committee discussed the agreement and how other municipalities are responding to it.

JOINT ZONING ORDINANCE: Commissioner Klunk reported that the consultant has begun work on the joint zoning ordinance. Things are off to a good start.

EXTENSION REQUESTS: Interim Zoning Officer Garrett had no extensions to report.

RECREATION: Manager Rodgers reported the next meeting of the Master Plan Committee will be held June 21, 2017 at 7:00 p.m. The consultant will be sharing ideas and options for funding those ideas.

Manager Rodgers reported the York County Rail Trail Authority has requested the Township send a letter to West Manchester Township explaining the benefits of the Hanover Trolley Trail. After discussion the Committee recommended sending the letter.

OTHER MATTERS: Commissioner Van de Castle reported there is water running down the hill at Grandview and Albright on the westbound side. He said there are three deep gouges in the hillside and dirt is eroding by the side of the road. Engineer Bortner will look at it.

The meeting adjourned at 8:44 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
JULY 3, 2017

The Penn Township Public Works Committee convened on Monday, July 3, 2017 at 7:51 p.m. following the Finance Committee meeting. Present were Chairman Klunk and Commissioners Brown, Felix, and Heilman. Commissioner Van de Castle was present by telephone. Also present were Township Manager Rodgers, Police Lieutenant Hettinger, Fire Chief Clouser, Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the June 6, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Engineer Bortner reported that the only new plan since last month is 401 Moulstown Road. He reported that the Mustang Pointe plan may require changing the name of Breezewood Drive. The Committee discussed the name; it will be addressed at the Planning Commission meeting.

WELLSPAN IMPROVEMENT BOND: Engineer Bortner reported the bond amount for Wellspan is calculated at \$1,394,403.45. After discussion, the Committee recommended approving the bond amount.

MS4 UPDATE: Engineer Bortner reported that York County is still working on the pollution reduction plan. An agreement will likely be ready to sign in August. The Township is working on the Notice of Intent and it will be ready by the September submittal date.

401 MOULSTOWN ROAD WAIVER REQUEST: The Committee received a letter dated May 24, 2017 from GHI requesting waivers for the 401 Moulstown Road plan. They are asking for waivers to Section 605 and Section 404 of the Subdivision and Land Development Ordinance. The request will be discussed at the Planning Commission meeting.

LEHIGH'S GREENHOUSE SIGN REQUEST: The Committee received a letter dated June 7, 2017 from Lehigh's Greenhouse requesting approval for a permanent sign that is larger than the allowable size. Interim Zoning Officer Garrett said the allowable size is sixteen square feet and the proposed sign is thirty-two square feet. Commissioner Felix pointed out there are several additional signs on the property advertising what is currently available. After discussion the Committee recommended approving the

request with the stipulation that all other signs be removed from the property. They will not be permitted to place any temporary signs on the property.

EXTENSION REQUESTS: Interim Zoning Officer Garrett reported that South Heights has asked for an extension in order to address Penn DOT comments. The Committee recommended approving the extension.

RECREATION: Manager Rodgers reported there was a meeting of the Master Plan Committee on June 21, 2017. The Committee reviewed proposals for Young's Woods and the Community Park. They decided on a layout for Young's Woods but will meet again to discuss the Community Park on September 14. They will also review cost scenarios at that time.

OTHER MATTERS: Commissioner Klunk would like to discuss the ADA transition plan during the August Public Works Committee meeting.

The meeting adjourned at 8:19 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
AUGUST 7, 2017

The Penn Township Public Works Committee convened on Monday, August 7, 2017 at 8:26 p.m. following the Finance Committee meeting. Present were Chairman Klunk and Commissioners Brown, Felix, and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, and Township Secretary Hallett. Commissioner Heilman was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the July 3, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

WHISPERING RUN STREET LIGHT DEDICATION: Engineer Bortner reported that the Whispering Run Home Owner's Association wants to dedicate fifteen street lights to the Township. Manager Rodgers asked if they can be dedicated if the streets aren't dedicated yet and Engineer Bortner said that's been allowed in the past. He said the Township's intent is to turn the majority of the lights off to stay consistent with the one light per intersection model. Manager Rodgers will email MetEd letting them know the Township intends to take the lights and Mr. Winkler, Home Owners Association President, will be copied.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Engineer Bortner reported there are no new plans. 401 Moulstown Road may be ready for approval this month.

401 MOULSTOWN ROAD IMPROVEMENT BOND: Engineer Bortner reported the bond amount for the 401 Moulstown Road plan is calculated at \$132,873.40 to cover stormwater improvements. The Committee recommended approving the bond amount.

BREEZEWOOD DRIVE PROJECT IMPROVEMENT BOND: Engineer Bortner reported that he inspected the Breezewood Drive project and believes the bond for \$15,415.60 can be released. The Committee recommended releasing the bond.

MS4 UPDATE: Engineer Bortner reported that the Notice of Intent (NOI) is due in September. Part of the NOI is the York County Regional Chesapeake Bay Pollutant Reduction Plan. The Ordinance and accompanying agreement will need to be adopted in August to meet the NOI deadline. The Committee recommended adopting the Ordinance.

ADA TRANSITION PLAN: Engineer Bortner reported that Intern Madison Bortner worked on updating the Penn Township Americans With Disabilities Act (ADA)

Transition Plan last summer. Any municipality with more than fifteen employees is supposed to have an ADA Transition Plan. Intern Bortner did extensive research on ramps and drafted the plan to cover a forty year period of time. Engineer Bortner reviewed several points in the plan. The Committee discussed how ramps and sidewalks will be replaced. Sidewalk replacement will be the responsibility of the property owner.

EXTENSION REQUESTS: Interim Zoning Officer Garrett reported on four extension requests. High Pointe @ Rojen Farms, Brookside Heights – Phase 3, Wellspan, and Mustang Pointe are all requesting extensions until November 20, 2017. The Committee recommended approving all four extension requests.

OTHER MATTERS: Commissioner Klunk asked if a No Pets sign could be put up at the entrance to Young's Woods. He's seen a lot of pets at the park and noticed some children are afraid of them.

Commissioner Brown asked for an update on Mr. Winkler's request to use the ballfields. Commissioner Klunk said there have been no changes. Manager Rodgers said The Hanover Borough Manager wants to start a baseball program. He's reaching out to the Hanover Little League to help set it up. It should be a low cost program and Penn Township's fields could be used to make it a community program.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted:

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
SEPTEMBER 5, 2017

The Penn Township Public Works Committee convened on Tuesday, September 5, 2017 at 7:42 p.m. Present were Vice Chairman Van de Castle and Commissioners Brown, Felix, and Heilman. Also present were Township Manager Rodgers, Police Chief Laughlin, Police Lieutenant Hettinger, Fire Chief Clouser, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, and Township Secretary Hallett. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 7, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

LIVES CHANGED BY CHRIST SIGN REQUEST: The Committee received a letter dated August 28, 2017 from Lives Changed By Christ (LCBC) for a modification of the sign ordinance requirements for a church. Jim Stuckey, Executive Director of Operations for LCBC represented this request. Mr. Stuckey said LCBC is renovating the old furniture store at 1504 Broadway. The church is requesting up to one hundred square feet of building signage. The property is located in the Shopping/Commercial (S/C) zone which allows one hundred square feet of signage, but the zoning ordinance only allows sixteen square feet for a church. Mr. Stuckey explained that the church will not have a steeple or any other distinguishing features to make it look like a church. It's a big block building and they'd like it to be easily recognizable to visitors as a church. The building is located on five acres of property that sits off a main road. He'd like the building to be noticeable so people can begin to slow down before the entrance rather than slamming on their brakes when they see the church sign. Mr. Stuckey said this amount of signage would fit in with the other properties in the area. Commissioner Brown asked about the vacant lot next to the church and Mr. Stuckey said it's part of the parcel they purchased. They do not have plans for the land. Commissioner Felix asked if there are homes near the church and there is one across the street and one next door.

After discussion Mr. Stuckey asked if he could place a sixteen square foot sign at the driveway and one forty-four point four square foot sign on the building. Commissioner Van de Castle said the sign by the entrance would need to be out of the clear site triangle. Commissioner Brown asked if there will be separate entrance and exit lanes from the church and there will not. The Committee recommended approving the request for a roadside sign measuring sixteen square feet and one building sign measuring forty-four point four square feet.

WELLSPAN: Attorney Jeff Lobach from Barley Snyder and John Seitz from TRG were present representing Wellspan. Mr. Lobach said Wellspan needs the Township to sign Penn DOT form M-950 in order to complete improvements on Squire Way and Willow Court. He explained that the Township needs to sign the form because work is being done on Township roads. He said Wellspan is doing all the work but the Township will be the applicant. Manager Rodgers said once the Township signs this form as the applicant we could be held liable for problems in the Penn DOT right-of-way. Mr. Lobach said the Township is only responsible for the Township Road but Manager Rodgers said we could be held responsible for the section of Baltimore Street that connects to our roads. Commissioner Van de Castle asked if each of the homeowners along the affected portion of Baltimore Street has to sign the same form. Mr. Lobach said they're working on it.

Commissioner Heilman said there was a similar situation with Rutter's and the Township did not sign any forms because the State wanted to hold the Township responsible for the storm sewer in front of the property and beyond. Mr. Seitz explained that Wellspan is coordinating with twenty-eight property owners along Baltimore Street. Some of them need to sign a simple acknowledgement and others need to sign a highway occupancy permit because their driveway access will be changed. Similarly to how they driveways need to be tied into Baltimore Street, the Township roads will need to tie in. Mr. Seitz said Penn DOT requires this and the improvements cannot be completed without the Township signing as the applicant. He said Wellspan will do all of the work and take care of the bonding. Mr. Seitz said this wouldn't be necessary if not for the fact that they are correcting a grade differential problem that Penn DOT caused by repeatedly paving over Baltimore Street. Commissioner Felix suggested the Township Solicitor communicate with Wellspan on what the Township needs. Mr. Lobach asked if he should reach out to Solicitor Tilley and Manager Rodgers said she will do it.

Mr. Lobach said Wellspan is still working on the extension of Meadow Lane. If they are not able to get an agreement signed, the secondary entrance may need to be relocated to a strip of land to the South where M&T bank already has an entrance.

401 MOULSTOWN ROAD: Engineer Bortner said this plan is ready to be approved and the Committee recommended approval.

MS4 UPDATE: Engineer Bortner reported that the MS4 Notice of Intent is due on September 16, 2017. He said things are progressing well. Manager Rodgers said she signed the papers today and Hanover Land Services is waiting for the maps to be printed. They hope to have everything in the mail this week.

Engineer Bortner said the permit officially starts in March 2018 and there has been some discussion on how to proceed. Manager Rodgers said Hanover Land Services provided a proposal for their continued services. They indicated it will be a similar cost for next year and they will provide a proposal including cost by the next Public Works Committee meeting. The other option is for the Township to hire someone. Commissioner Van de Castle asked if we've been satisfied with the work Hanover Land Services has done. Manager Rodgers said we've been very happy with what they've done and they are very knowledgeable.

MEADOW SPRINGS LIGHTING REQUEST: The Committee received a letter dated August 10, 2017 from Burkentine & Sons Builders for a waiver of residential lighting requirements for Meadow Springs. Commissioner Van de Castle said this is similar to what Burkentine & Sons did on Breezewood Drive and when a couple of lights went out it was too dark. Manager Rodgers said the homes on Heights Avenue have a pole light in front of each unit and they don't seem overly bright. This will be discussed at the Planning Commission meeting on September 7, 2017.

MET-ED STREET LIGHTS: Engineer Bortner reported he received an email from Met-Ed for instillation of the next fourteen street lights. Commissioner Felix asked if Met-Ed has installed any of the eight that were discussed a year ago and Engineer Bortner was unsure. Engineer Bortner said he will continue to work on street lighting in 2018 and will add the cost to his proposed budget. The Committee recommended approving the street light installation.

EXTENSION REQUEST: Interim Zoning Officer Garrett reported on one extension request for 401 Moulstown Road. The Committee recommended approving the request.

OTHER MATTERS: None.

The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
OCTOBER 3, 2017

The Penn Township Public Works Committee convened on Tuesday, October 3, 2017 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, Interim Zoning Officer Garrett, Highway Foreman Mahan, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk announced an executive session to discuss personnel and other legal matters was held following the Finance Committee meeting on October 2, 2017. Commissioner Klunk announced an executive session to discuss personnel and other legal matters will be held following the Health & Sanitation Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the September 5, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

MUSTANG POINTE: Engineer Bortner reported that the Planning Commission had some concerns about changes made to the Mustang Pointe plan. When the original plan was submitted Timber Lane was supposed to extend into Mustang Pointe and the current plan doesn't show the Timber Lane extension at Breezewood Drive. Jeff Stough, J.A. Myers, was present to discuss the change. He said the plan was created in 2003 and at that time no stormwater management calculations were done and the stormwater requirements have drastically changed since then. He said Holley & Associates did perk tests and the result was several lots being lost and the road not being extended. The wetlands have grown since 2003 and the road that was supposed to tie into Breezewood Drive would go through them.

Commissioner Klunk said that Township's plans were to eliminate Breezewood Drive from Hall Drive to the existing houses. Mr. Stough said they still need their NPDES permit. They spoke to DEP and DEP highly recommended staying out of the wetlands. DEP indicated there has to be a really good reason for disturbing the wetlands, especially since there are so many other connections. Commissioner Klunk would prefer an attempt be made to connect the road so the substandard section of Breezewood Drive can be eliminated. Engineer Bortner said that section of road was put in as a temporary road in 1993 when Hall Estates was built. It wasn't intended to last this long. Commissioner Klunk said the flow of traffic will be better with the road connecting to Breezewood Drive. After discussion the Committee asked that J.A. Myers submit a permit to DEP showing the road running through the wetlands. Mr. Stough is going to see if DEP will have a pre-submission discussion with them to discuss the road.

MS4 UPDATE: Engineer Bortner gave an update on MS4. The Notice of Intent (NOI) was submitted and the Township has become a part of the York County pollution reduction plan. Through the process Hanover Land Services assisted the staff with preparing the NOI. The agreement with Hanover Land Services was not to exceed \$30,000 and it cost approximately

92% of that. They have submitted a proposal for assistance with the MS4 permit in 2018 and it is also for \$30,000. The Committee recommended approving the proposal.

Engineer Bortner said Falyn Morningstar from the Hanover Borough approached him about having an MS4 educational booth at the Builders show March 8th – 10th. Falyn is working with Hanover Environmental Outreach on this. After discussion the Committee told Engineer Bortner to look into it.

COLUMBIA GAS DETOUR: Engineer Bortner reported that Columbia Gas is working on a project in Conewago Township. They will need to cross Narrow Drive and 194 with their new gas lines. Columbia Gas submitted detour plans to the Township. They would like to close Narrow Drive for one night and 194 for one night. The first night they'll detour vehicles around Narrow Drive by way of Westminster and Fairview. The second night they'll detour vehicles around 194 by way of Mount Pleasant into McSherrystown Borough and back around to North Blettner Avenue.

PINEBROOK VILLAS PHASE 1 BOND: Engineer Bortner reported that the Pinebrook Villas Phase 1 bond can be reduced from \$31,780.38 to \$18,871.88. The current bond expires on October 21, 2017. The Committee recommended approving the bond reduction.

SOUTH HEIGHTS EXTENSION REQUEST: Interim Zoning Officer Garrett reported on an extension request for P04-25 - South Heights. The Committee recommended approving the extension.

LIVES CHANGED BY CHRIST SIGN REQUEST: The Committee received an email dated October 2, 2017 from Lives Changed By Christ Church requesting ninety-nine feet of signage on their property. The request falls within the one hundred feet allowed by Ordinance in that zone.

PUBLIC WORKS PRESENTATION: Engineer Bortner gave a presentation on the Public Works department. He reviewed the Public Works mission, vision and values statements. He reviewed staffing, equipment, paving projects, the ADA transition plan, the street lighting plan, storm sewer, MS4 education and outreach, the intersection of Grandview and Blooming Grove roads, and department responsibilities. Engineer Bortner asked to replace the 2003 Case 590SM and to purchase a wheeled excavator. He said the 590SM is the oldest piece of equipment in the Public Works department and it usually brakes down during projects. During 2018 Engineer Bortner plans to continue the street lighting plan and the ADA transition plan as well as replacing the Flickinger Road storm sewer with a box culvert, and getting a feasibility study for the intersection of Grandview and Blooming Grove roads.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
PUBLIC WORKS
NOVEMBER 7, 2017

The Penn Township Public Works Committee convened on Tuesday, November 7, 2017 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, Interim Zoning Officer Garrett, and Highway Foreman Mahan. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk announced an executive session to discuss personnel was held following the Finance Committee meeting on November 6, 2017. Commissioner Klunk announced an executive session to discuss personnel would be held following the Health & Sanitation Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the October 3, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Gordon Pilgrim, 180 Northview Drive, said he lives at the corner of Northview Drive and Arwco Drive and questioned why street lights were removed. He said he bought his house because of the sidewalks and street lights. Commissioner Klunk explained that the Township is installing one light per intersection. He said he drove through the neighborhood on his way to the meeting this evening and asked Mr. Pilgrim if he thinks the light in front of 179 Northview Drive would better light the intersection. Mr. Pilgrim said having all the lights on added to the aesthetics of the community and to the value of the home. Commissioner Klunk said the Committee will discuss changing which of the lights has been left on, but there will still be only one light at the intersection. He thanked Mr. Pilgrim for coming in.

WHISPERING RUN STORMWATER FENCES: The Committee received a request dated October 18, 2017 from J.A. Myers to install a different type of stormwater fence in Whispering Run Phase 2. The fence would be made of wire mesh stapled to wood posts. After discussion the Committee recommended denying the request.

YORK COUNTY PLANNING COMMISSION CONGESTION MANAGEMENT PROCESS: Engineer Bortner reported on a congestion management process that York County Planning Commission updates yearly. Through that process they have a contract with Pennoni and Associates to evaluate signalized intersections. Five of Penn Township's traffic signals are eligible for the program. York County Planning Commission will be sending a Memorandum of Understanding to get permission for them to assess our intersections. The Township would be responsible for funding any recommended changes.

KAREN LANE BRIDGE: Engineer Bortner reported that York County has been using their liquid fuels funds to inspect the bridges in the County. They inspected the Karen Lane Bridge and had some concerns. They think the bridge should be posted with a

thirteen ton per single vehicle and twenty-one tons for combined vehicle weight limit. Anything requiring a CDL license wouldn't be able to cross the bridge. If we were to install barrels along the edges of the bridge the weight limit could be raised to support a tractor/trailer or single axle dump truck. After discussion the Committee recommended Engineer Bortner reevaluate the bridge for other alternatives.

MS4 UPDATE: Engineer Bortner reported that he and Manager Rodgers attended a meeting with Hanover Land Services on October 31, 2017 and they reviewed a schedule of activities to move forward with the MS4 permit. Hanover Borough is interested in collaborating with Penn Township and Conewago Township on the educational requirements. After discussion the Committee recommended moving forward with the collaboration on a case by case basis.

WESTMINSTER AVENUE AND YORK STREET BRIDGES: Engineer Bortner reported that YAMPO is going to have a Penn DOT Connects meeting on November 28, 2017 at 8:30 a.m. There will be an opportunity to discuss individual projects and he asked if there is anything the Committee would like him to bring up on the proposed Penn Township projects.

IMPROVEMENT BONDS: Engineer Bortner had nothing to report on improvement bonds.

STREET LIGHTS: Commissioner Klunk instructed Engineer Bortner to look at the intersection of Northview Drive and Arwco Drive to determine if the best light was left on. Engineer Bortner said he chose the light in front of 102 Northview Drive because it's closest to the breaker and will present the least number of problems in the future, but he is able to switch lights.

Manager Rodgers reported on a MetEd agreement to install additional lights. The agreement is for the installation of twenty LED street lights at a cost of \$12,400. The Committee recommended approving the request.

EXTENSION REQUESTS: Interim Zoning Officer Garrett reported on extension requests for High Pointe South, Wellspan, Brookside Heights Phase 3, and Mustang Pointe. Manager Rodgers asked if she is permitted to sign the HOP for Wellspan as long as she has the indemnification agreement and Commissioner Klunk said yes. She said they plan to attend the Planning Commission on December 7, 2017 to ask for a favorable recommendation. The Committee recommended approving all four extension requests.

TRUENORTH WELLNESS SERVICES SIGN MODIFICATION: The Committee received a letter dated October 10, 2017 from TrueNorth Wellness Services requesting a waiver of the sign ordinance to install a total of three signs at their facility located at 1181 Westminster Avenue. Chris Naylor with Barley Snyder was present along with Garrett Trout and Melissa Speal from TrueNorth. After discussion the Committee recommended approving the request.

2018 BUDGET: Engineer Bortner reviewed the 2018 draft budget. He explained the projects he has planned. He explained that he intends to use the Nature Trail project as part of his MS4 requirements. It will be further discussed at the budget meeting on November 15, 2017.

OTHER MATTERS: Commissioner Klunk reviewed an application for the Zoning Hearing Board. Manager Rodgers will schedule an interview with the applicant.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
PUBLIC WORKS COMMITTEE
DECEMBER 5, 2017

The Penn Township Public Works Committee convened on Tuesday, December 5, 2017 at 7:00 p.m. Present were Vice Chairman Van de Castle and Commissioners Brown, Felix, and Heilman. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, and Township Secretary Hallett. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the November 7, 2017 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

RECREATION REPORT FROM JMT: Andrew Mears from JMT introduced himself as a landscape architect along with Ann Toole who is a parks and recreation planner. They have been working with the Master Plan Committee to create a plan for use of the Penn Township Community Park and Youngs Woods Park. Mr. Mears explained the process they have gone through to create the master plan, including discovery, analysis, engagement, vision, recommendations and final master plan. After meeting with the Master Plan Committee, the public and students from Southwestern High School the following key recommendations were made: plan for the replacement of Kid's Kingdom playground, address accessibility and circulation within parks, investigate alternatives for repurposing of the existing community building, tree and vegetation management, revise the field allocation policy, need for additional parkland, implement recommendations of the York-Hanover Trolley Trail feasibility study, and expand the parks to provide additional active and passive recreation while maintaining the unique character of each park. Mr. Mears described some recommended changes to each park. At the Community Park they are recommending the installation of a picnic grove and a picnic node with a small pavilion, bocce courts, horseshoe courts and picnic tables. They are also recommending a sidewalk extension along Tyler Drive connecting the park to the adjacent neighborhood, open lawn space, a new pavilion in addition to the one in the picnic node, additional parking, a basketball court, a multipurpose field, wildflower meadows, and an additional youth baseball/softball field. At Youngs Woods they are recommending the unique character of the park be preserved as much as possible. They would like to add additional parking spaces, a new group pavilion, meadows, border fencing along the western boundary, a formal picnic unit, a natural playscape with treehouse, and a more prominent sign. For both parks they recommend making the facilities ADA accessible.

Mr. Mears explained that they are recommending the replacement of Kid's Kingdom playground because the lifespan of this type of playground is twenty to twenty-

five years. The playground also costs a substantial amount of money to maintain. They are recommending an advisory committee be established for the design of a new playground.

Carol Lee, 23 Boulder Road, had concerns about the noise coming from the new baseball/softball field at the Community Park. Her home is directly behind the proposed field. Mr. Mears told her there would be an eighty foot buffer between the field and the property line and an evergreen screen would be planted. She also had questions about lawn maintenance at the park and they were answered.

Commissioner Van de Castle asked if the ball fields will be lighted and they will not. Commissioner Brown asked if they are recommending the Township hire additional staff to manage the rental of the ball fields. Ms. Toole said there are a couple of options. One would be to look into a multi-municipal parks and recreation program. She said there are grant funds available to help with this. The other option is to hire a part-time staff to manage functions that are really important. When you invest in a person to do this kind of work you are doing it with the expectation that they will raise funds and recover costs. Commissioner Brown asked what the timeline is for the recommended changes. Mr. Mears said they are recommending a phased project. The playground alone could take two to three years. The next steps in the process will be for JMT to address any comments and then present the master plan to the Township for adoption.

YORK COUNTY PLANNING COMMISSION MANAGEMENT PROCESS SIGNAL TIMING PROJECT: Engineer Bortner reported that YAMPO is proposing a signal timing project and Penn Township will be first on their list.

KAREN LANE BRIDGE POSTING: Engineer Bortner reported that the Karen Lane bridge was inspected by C.S. Davidson and they recommended a weight limit be posted. It was decided that keeping weight off the edges of the bridge would be adequate and Engineer Bortner is planning to put a concrete barrier on the edges of the bridge. This will be the next project on his list, pending weather obstructions.

RAIL TRAIL MAINTENANCE AGREEMENT: Manager Rodgers reported on a maintenance agreement with the York County Rail Trail Authority. The proposed agreement lists the Township's responsibilities as mowing, herbicide treatment, brush cutting, security & law enforcement, and appointing a representative to serve on the Operating Committee. The Committee recommended approving an agreement with York County Rail Trail Authority.

IMPROVEMENT BONDS: Engineer Bortner reported on five improvement bond reductions. He and Interim Zoning Officer Garrett performed inspections on Hanover Storage, Heights Avenue, Pinebrook Phase 2, Brookside Phase 1, and Brookside Phase 2 and recommended bond reductions. The Committee recommended approving all five bond reductions.

WAIVER REQUEST FROM GHI FOR 1040 BALTIMORE STREET: The Committee received a letter dated October 17, 2017 from GHI requesting two waivers for 1040

Baltimore Street. The first request is for a waiver of buffer requirements and the second is for a waiver of fencing requirements. They would like to use the existing tree line buffer along the adjoining Borough of Hanover property instead of installing a berm and evergreen buffer on their property. They would also like to use a seventy-two inch chain link fence with privacy slats in place of the required sixty inch open or closed wood fence. The Committee discussed the requests. This will be discussed at the Planning Commission on December 7, 2017.

EXTENSION REQUESTS: Interim Zoning Officer Garrett reported on an extension request for SL17-13 – Burkentine Plaza Units 7&8. The Committee recommended approving the request.

OTHER MATTERS: Manager Rodgers reported that Engineer Bortner had a preliminary meeting on the Mustang Pointe subdivision and land development plan. DEP suggested a letter be written by the Township explaining the need for a road extension through a wetlands area. After discussion the Committee instructed Manager Rodgers to draft a letter to DEP explaining the need for the road.

The meeting adjourned at 8:04 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary