

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JANUARY 21, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, January 21, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, Township Engineer Bortner, and Zoning Officer Smith. Commissioner Felix was absent with notice.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss legal, personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the December 18, 2018 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

There were no citizens present to address the Board.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioners Brown/Klunk moved to adopt Ordinance No. 814 amending Section 300.29 Parking Prohibited at all times of the Penn Township Code. The motion carried on a 4-0 roll call vote.

Commissioners Brown/Klunk moved to approve a request dated January 7, 2019 from the Allied Veterans Council of Hanover to conduct the annual Memorial Day

Parade on Monday, May 27, 2019. They further moved that all street closings and public safety considerations be coordinated through the Chief of Police. Motion carried.

Commissioner Brown noted that the Penn Township Police Department participated in an active shooter training drill on January 21, 201 at South Western School District.

Public Works & Recreation – Commissioner Klunk:

There were no additions or changes to the Engineer's Report.

The MS4/Stormwater Inspector is available Monday through Friday from 7:00 am to 3:30 pm to answer any questions.

Commissioners Klunk/Brown moved to approve a proposal dated December 5, 2018 from Hanover Land Services for MS4 permitting. Motion carried.

Commissioners Klunk/Brown moved to approve a proposal dated January 10, 2019 from Pennoni for engineering services to study the possibility of constructing Timber Lane. Motion carried.

Planning – Commissioner Klunk:

Commissioners Klunk/ Heiland moved for the reduction of Mark's Auto Body bond from \$5,445.00 to zero dollars. Motion carried.

Commissioners Klunk/Heiland moved to approve a bond reduction for 1040 Baltimore Street form \$228,966.10 to \$13,062.50. Motion carried.

Commissioners Klunk/Heiland moved to approve a bond reduction for Burkentine Plaza form \$49,307.50 to \$4,125.00. Motion carried.

There were no additions or changes to the Zoning Officer's Report.

The following Subdivision and Land Development plan was formally filed:

SL 18-20 – Stonewicke

Commissioners Klunk/Heiland moved to approve the following land development plans:

SL18-15 – Michael and Mary Kuhn Subdivision

SL18-16 – Bradley S. and Christy L. Hill

SL 18-17 – Thomas L. and Rhonda Allison

Motion carried.



Commissioners Klunk/Heiland moved to approve the following extension request that will expire on April 15, 2019:

P04-25 – South Heights  
SI18-11 – 670 Gitt's Run Road L/S  
Motion carried unanimously.

Commissioners Klunk/Heiland moved to approve a request dated November 9, 2018 from GHI for a waiver of Section 404 Environmental Impact Studies of the Penn Township Subdivision and Land Development Ordinance for the 670 Gitt's Run Road Land Development Plan. Motion carried.

Commissioners Klunk/Heiland moved to approve a request dated November 16, 2019 from K & W Designing Environment for a waiver of Section 402 Preliminary Plan Requirements, Section 403 Feasibility Report on Water and Sewer Facilities, Section 404 Environmental Impact Studies of the Penn Township Subdivision Land Development Plan for the South Western School District Emory H. Markel Intermediate School additions and renovations. They further moved to approve a waiver to Section 303 Volume Controls of the Stormwater Management Ordinance for the same plan. Motion carried.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$3,280,867.20. Motion carried unanimously. Motion carried.

Commissioners Brown/Klunk moved to adopt Resolution No. 922 providing a schedule of fees for permits and services. Motion carried.

Commissioners Brown/Klunk moved to deny a request dated November 15, 2018 from South Western School District for a waiver of the land development plan fees. Motion carried.

Commissioners Brown/Klunk moved to ratify the agreement that was signed with MDIA on December 26, 2018 for third party inspections. Motion carried.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved for the appointment of Charles Stauffer to a one year term on the Penn Township Vacancy Board. Motion carried.

Commissioners Brown/Klunk moved to adopt Resolution No. 923 appointing a member to the Penn Township Zoning Hearing Board. Motion carried.

Commissioners Brown/Klunk moved to approve the Penn Township Civil Service Commission Rules and Regulation for the Penn Township Firefighters. Motion carried.

Health & Sanitation – Commissioner Heiland:

Commissioners Heiland/Klunk moved to approve the DEP 902 Municipal Recycling Grant agreement. Motion carried.

Commissioners Heiland/Klunk moved to approve the DEP Electronic File Administrator registration and security agreement. Motion carried

Commissioners Heiland/Klunk moved to approve an agreement with GHD for professional services related to the UV disinfection system upgrade. Motion carried.

**MANAGER'S REPORT:**

There were no additions or changes to the Manager's Report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Heiland/Brown moved for adjournment at approximately 7:20 p.m. Motion carried unanimously.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager



**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
FEBRUARY 18, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, February 18, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, Township Engineer Bortner, and Zoning Officer Smith. Commissioners Felix and Heiland were absent with notice.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss legal, personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the January 21, 2019 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN’S COMMENTS:**

Richard Koons, 5 Garden Lane, requested help with the trailer that is parked on the street at 4 Garden Lane. He provided pictures of the vehicle and trailer parked and the safety issues it is creating for the neighbors. He also provided a copy of the ordinance adopted by the Hanover Borough to prevent large vehicles from parking on the street. Mr. Koons noted that they have talked to the police several times about the issue. Acting Police Chief Hettinger concurred that the police have been to the property. The trailer is currently hitched to a mustang which according to Mr. Koons could not move the trailer. They have been dealing with this issue since last summer. In addition, the residents of the home intend to move additional vehicles to the property. Residents Amy Diggs, 6 Garden Lane and Laura Becker, 7 Garden Lane, also reported having problems with where the trailer is parked. Ms. Diggs noted that she has called the police after a run in with the property owner at 4 Garden Lane. The police asked her to move her car even though it was legally parked because the resident at 4 Garden

Lane did not like that it was parked near her home. Ms. Becker noted that her teenage son had to make a sudden stop because the children at 4 Garden Lane jumped out from the between the trailer and the car into his lane of travel. Solicitor Hovis noted that the Township will have to abide by the vehicle code and that trailers are vehicles under the state code. He will review what if anything the Township can do.

Dave Wickham, 605 Gitts Run Road, made a presentation on why the stormwater waiver request for the 670 Gitts Run Road plan should be denied. The Board took his information under advisement.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety – Commissioner Brown:

Commissioners Brown/Klunk moved to adopt Resolution No. 925 Authorizing the disposition of municipal records in accordance with the Historical and Museum Commission Act of 1968. Motion carried.

Commissioners Brown/Klunk moved to ratify the agreement for the Aggressive Driving Enforcement Campaign that was executed by the Township Manager and the Chief of Police. Motion carried.

Commissioners Brown/Klunk moved to approve the Ring Video Doorbell agreement and authorize the Chief of Police to execute the agreement. Motion carried.

Commissioners Brown/Klunk moved to approve a memorandum of understanding with York County for computer use and access. Motion carried.

Commissioners Brown/Klunk moved to adopt Ordinance No. 817 amending Section 300-20 closing of certain highways to certain vehicles of the Penn Township Code. Motion carried on 3-0 roll call vote.

Commissioners Brown/Klunk moved to adopt Ordinance No. 815 amending and adopting the 2015 Edition of the International Fire Code. Motion carried on 3-0 roll call vote.

Commissioners Brown/Klunk moved to adopt Ordinance No. 816 approving the intergovernmental cooperation agreement for the creation of a regional emergency management agency for Penn Township and the Borough of Hanover. Motion carried on a 3-0 roll call vote.

Commissioners Brown/Klunk moved to adopt Resolution No. 932 adopting the York County 2018 Hazard Mitigation plan. Motion carried.



Commissioners Brown/Klunk moved to approve an amendment to the Hanover Area Fire and Rescue Commission lease for the 204 Clover Lane station. Motion carried.

Public Works & Recreation – Commissioner Klunk:

There were no additions or changes to the Engineer's Report.

The MS4 Coordinator is available on Tuesdays and Fridays from 8:00 am to 4:30 pm to answer any questions.

Commissioners Klunk/Brown moved to award the Flickinger Road culvert bid to Monarch Products, Inc. for a bid price of \$46,144.80. Motion carried.

Commissioners Klunk/Brown moved to adopt Resolution numbers 927, 928, 929, 930 and 931 for the CMP Traffic Signal Timing Project. Motion carried.

Planning – Commissioner Klunk:

Commissioners Klunk/Brown moved to reduce the 1040 Baltimore Street bond from \$228,966.10 to \$6,710. Motion carried.

Commissioners Klunk/Brown moved to reduce the Meadow Springs, LLC bond from \$36,575 to \$20,933. Motion carried.

Commissioners Klunk/Brown moved to reduce the Beechwood Way bond from \$223,179 to \$75,284. Motion carried.

There were no additions or changes to the Zoning Officer's Report.

The following Subdivision and Land Development plans were formally filed:

SL19-01 – P3 PT-1, LLC

SL19-02 – Andrew Y. & Sharon Brough, Casi Brough Murren, Eric A. Brough

SL19-03 – ESAB – Solid Wire Waste Treatment Building

No subdivision and land development plans were submitted for approval.

Commissioners Klunk/Brown moved to approve the following extension request that will expire on May 20, 2019:

P01-28 – High Pointe @ Rojen Farms

SL17-10 – Mustang Pointe

SL18-18 – American Home Contractors LLC

Motion carried unanimously.



Commissioners Klunk/Brown moved to approve a request dated November 9, 2018 from GHI Engineers and Surveyors on behalf of 670 Gitts Run Road for a waiver of Section 303 Volume Controls of the Stormwater Management Ordinance. Motion carried.

Commissioners Klunk/Brown moved to approve a request dated January 29, 2019 from Lenape Valley Engineering for a waiver of Section 402.s, Section 403 and Section 404 of the Penn Township Subdivision and Land Development Ordinance. They further moved to deny a waiver of Section 402.n of the Penn Township Subdivision and Land Development Ordinance. Motion carried.

Commissioners Klunk/Brown moved to approve a request dated January 22, 2019 from the Exchange Club of Hanover for a waiver of the Penn Township Sign Ordinance to advertise the annual Builder's Home and Garden Show. Motion carried.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,121,128.78. Motion carried unanimously. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated January 7, 2019 from Saint Joseph Parish for a waiver of the permits associated with their yard sale. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated January 22, 2019 from the Exchange Club of Hanover for a waiver of the sign permit fees to advertise the Builder's Home and Garden Show. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated January 28, 2019 from South Western School Band for a waiver of the fees associated with their Spring Market Place and Community Yard Sale. Motion carried.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to authorize the Penn Township Civil Service Commission to develop an eligibility list for fire fighters. Motion carried.

Commissioners Brown/Klunk moved to adopt Resolution No. 926 setting the rate of pay for the MS4 Coordinator for the remainder of 2019. Motion carried.

Health & Sanitation – Commissioner Heiland:

Commissioners Klunk/Brown moved that a letter be executed by the Penn Township Board of Commissioners and sent to the Pennsylvania Utility Commission opposing the sale of the West Manheim Sewer System. Motion carried.

**MANAGER'S REPORT:**

There were no additions or changes to the Manager's Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Klunk moved for adjournment at approximately 7:51 p.m. Motion carried unanimously.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MARCH 18, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, March 18, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Secretary Sweeney. Commissioner Felix was absent with notice.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the February 18, 2019 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

Mike Baker, 1030 Friar Run, requested help with the United States Postal Service who has the street name incorrectly recorded as Friar Run Lane. The USPS stated that they would need a letter from the township stating the correct name of Friar Run to be sent to the Harrisburg office for correction. The Board will review at Public Works.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioner Brown had nothing to report.



Public Works & Recreation – Commissioner Klunk:

There were no additions or changes to the Engineer’s Report.

The MS4 Coordinator is available on Tuesdays and Fridays from 8:00 a.m. to 4:30 p.m. to answer any questions.

Commissioners Klunk/Brown moved to approve the Park Heights Engineering proposal from Group Hanover, Inc. Motion carried.

Commissioners Klunk/Brown moved to ratify the execution of the proposal from Met Ed for street lights for Stonewicke Phase I and Mustang Heights. Motion carried.

Commissioners Klunk/Brown moved to approve the agreement with C.S. Davidson for the small span bridge inspections. Motion carried.

Commissioners Klunk/Brown moved to approve municipality participation from the York County Local Bridge inspection program documents for 2019-2023. Motion carried.

Planning – Commissioner Klunk:

Commissioners Klunk/Brown moved to set the 670 Gitts Run Road Improvement bond at \$244,271.17. Motion carried.

There were no additions or changes to the Zoning Officer’s Report.

The following Subdivision and Land Development plans were formally filed:

SL19-04 – Schindler Elevator Corporation

No subdivision and land development plans were submitted for approval.

Commissioners Klunk/Brown moved to approve the following extension request that will expire on May 20, 2019:

SL 18-13 LCBC - Hanover

SL18-19 – Emory H. Markle Intermediate School

Motion carried unanimously.

Commissioners Klunk/Heilman moved to authorize the advertisement of a public hearing on April 15, 2019 for the rezoning request received for five parcels located along Gitt’s Run Road. Motion carried.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,780,499.18. Motion carried unanimously. Motion carried.

Commissioners Brown/Klunk moved to adopt Ordinance No. 818, repealing Ordinance No. 42, as amended. Motion carried on a roll call vote.

Commissioners Brown/Klunk moved to approved to adopt Resolution No. 936 authorizing the advertisement for and the public sale of excess public works equipment. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated February 12, 2019 from the Exchange Club of Hanover for a waiver of the sign permit fees for their comedy and magic show being held April 12, 2019. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated February 18, 2019 from Denise Myatt for a waiver of the sign permit and yard sale fees for a vendor show to be held June 1, 2019. Motion carried.

Commissioners Brown/Klunk moved to approve the execution of a letter with RBC to refinance the 2009 Build America Bonds.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to appoint Jeffrey Waltman as the joint EMA coordinator with the Borough of Hanover through the Hanover Area Fire and Rescue Commission. Motion carried.

Commissioners Brown/Klunk moved to adopt Resolution No. 933 setting the rate of pay for the Chief of Police for the remainder of 2019. Motion carried.

Commissioners Brown/Klunk moved to adopt Resolution No. 934, setting the rate of pay for the Administrative Assistant for the remainder of 2019. Motion carried.

Commissioners Brown/Klunk moved adopt Resolution No. 935 making an appointment to the position of Treasurer, Township Secretary and Assistant Township Secretary.

Commissioners Brown/Klunk moved to accept the resignation of Barbara Mahan from the Penn Township Planning Commission effective February 8, 2019.

Health & Sanitation – Commissioner Heiland:

Commissioner Heiland had nothing to report.

**MANAGER'S REPORT:**

There were no additions or changes to the Manager's Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None

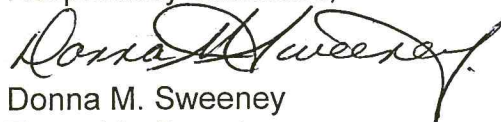
**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Klunk moved for adjournment at approximately 7:19 p.m. Motion carried unanimously.

Respectfully submitted,



Donna M. Sweeney  
Township Secretary



**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
APRIL 1, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a special session on Monday, April 1, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Secretary Sweeney. Commissioner Felix was absent with notice.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other matters involving attorney/client privilege.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:** None.

**DISCUSSION ON THE INTENT TO FORM A STORMWATER AUTHORITY:**

Commissioner Van de Castle read a statement on the intent to form a Stormwater Authority.

There were no additional comments.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, the Commissioners moved for adjournment at 7:02 p.m. Motion carried unanimously.

Respectfully submitted,

The MS4 Coordinator is available Monday through Friday from 8:00 a.m. to 4:30 p.m. to answer any questions.

Planning – Commissioner Klunk:

Commissioners Klunk/Brown moved to deny a request dated April 19, 2019 from GHI Engineers and Surveyors, requesting a waiver to Section 306.4 (Design Standards-Fencing) of the Penn Township Stormwater Management Ordinance with regards to Schindler Elevator. Motion carried unanimously.

Commissioners Klunk/Brown moved to approve a request dated April 19, 2019 from GHI Engineers and Surveyors, requesting a waiver to Section 303 (Volume Controls) of the Penn Township Stormwater Management Ordinance in regards to the Schindler Elevator. Motion carried.

There were no additions or changes to the Zoning Officer's Report.

Commissioners Klunk/Brown moved to approve the following Sub Division and Land Development Plan:

SL18-18-American Home Contractors LLC  
Motion carried.

Commissioners Klunk/Brown moved to approve the following extension requests that will expire on August 19, 2019:

P01-28-High Pointe at Rojen Farms South  
SL17-10-Mustang Pointe  
Motion carried unanimously.

Commissioners Klunk/Brown moved to approve the following extension request the will expire on June 17, 2019:

SL18-13-LCBC-Hanover  
Motion carried unanimously.

The following Subdivision and Land Development plans were formally filed:

SL19-07-Markets of Hanover  
SL19-05-Mavis Discount Tire

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,242,923.74. Motion carried unanimously. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated March 25, 2019 from Jefferson Carnival for a waiver of the sign permit fees to advertise their carnival being held July 15 through July 20, 2019. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated April 8, 2019 from Hanover Lions Club for a waiver of the sign permit fees to advertise their chicken barbeque held on May 18, 2019. Motion carried.

Commissioners Brown/Klunk moved to deny a request dated April 15, 2019 from New Hope Ministries for a waiver of the pavilion fee at the Penn Township Community Park. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request received April 29, 2019 from the Codorus Blast for waiver of the sign permit fees to advertise their event on June 14, 15, and 16. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated April 29, 2019 from Saint Joseph Parish for a waiver of the yard sale permit fees for their indoor yard sale on August 10, 2019. Motion carried.

Commissioners Brown/Klunk moved to approve the CODY agreement for the new reporting management system for the Penn Township Police Department. Motion carried.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to adopt Resolution 937, setting the rate of pay for the Police Lieutenant for the remainder of 2019. Motion carried.

Commissioners Brown/Klunk moved to appoint Cherokee Diem to the Penn Township Recreation Board, said term to expire April 2020. Motion carried.

**MANAGER'S REPORT:**

There were no additions or changes to the Manager's Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.



**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Brown moved for adjournment at approximately 7:15 p.m. Motion carried unanimously.

Respectfully submitted,



Donna M. Sweeney  
Township Secretary

**MINUTES**  
**BOARD OF COMMISSIONERS PUBLIC MEETING**  
**June 17, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, June 17, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Police Chief Hettinger, Police Lieutenant Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Secretary Sweeney. Township Manager Rodgers and Commissioner Felix were absent with notice.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the May 20, 2019 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

Several residents were present to discuss traffic concerns on Moore Drive, within Hall Estates. Mr. David Tucker, 194 Jasmine Drive, stated that traffic volume has drastically increased, and many are traveling at an excessive speed. Mr. Mark Ruppert, 221 Moore Drive, added there is a blind hill that is an accident waiting to happen. Other residents present were: Roger Prieber, 212 Moore Drive, Nancy Costello, 227 Moore Drive, and John Andrews, 220 Hall Drive. Commissioner Brown stated this will be added to the Public Safety Agenda for Monday, July 1, 2019.

Billy Wineholt, 4 Ashly Court, stated he filed several complaints with the township in regards to his neighbor at 120 Northview Drive not taking care of their property, stated there is much overgrowth of weeds and poison. Mr. Wineholt was referred to Zoning Officer Smith to help with this issue.

**TOWNSHIP REPORTS – STANDING COMMITTEES:****Public Safety – Commissioner Brown:**

Commissioners Brown/Klunk moved to adopt Resolution No. 938, Penn Township Emergency Operations Plan. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated June 12, 2019, from Hanover Area Fire and Rescue for the use of Penn Township's Fire Police during the Fourth of July activities. Motion carried.

**Public Works & Recreation – Commissioner Klunk:**

There were no additions or changes to the Engineer's Report.

The MS4 Inspector is available Monday through Friday from 7:00 a.m. to 3:30 p.m. to answer any questions.

**Planning – Commissioner Klunk:**

Commissioners Klunk/Brown moved to accept the final inspection of 221 Woodside Avenue, thus reducing the bond amount to \$0. Motion carried unanimously.

Commissioners Klunk/Brown moved to accept the final inspection of the South Western Turf Fields, thus reducing the bond amount to \$0. Motion carried unanimously.

Commissioners Klunk/Brown moved to accept the final inspection of the Tennis Court Enclosure, thus reducing the bond amount to \$0. Motion carried unanimously.

There were no additions or changes to the Zoning Officer's Report.

Commissioners Klunk/Brown moved to approve the following Sub Division and Land Development Plans:

SL18-13 LCBC Hanover  
 SL19-06 High Pointe at ROJEN Farms – South  
 SL19-05 Mavis Tire – South Hanover  
 Motion carried.

Commissioners Klunk/Brown moved to approve the following extension request that will expire on September 16, 2019:

SL19-04 Schindler Elevator  
 Motion carried unanimously.



Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,170,360.06. Motion carried unanimously.

Lauren Stadel, Director, RBC Capital Markets, gave a brief overview of the refinancing of the Build America Bonds.

Commissioners Brown/Klunk moved to adopt Ordinance 821, authorizing the incurrence of nonelectoral debt by issuance of general obligation bonds, series of 2019, in an aggregate maximum principal amount not to exceed \$13,445,000. Motion carried on a 4-0 roll call vote.

Personnel – Commissioner Brown:

Commissioner Brown had nothing to report.

Health & Sanitation – Commissioner Heiland:

Commissioner Heiland had nothing to report.

**MANAGER’S REPORT:**

There were no additions or changes to the Manager’s Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.


**PERSONS TO BE HEARD/CITIZEN’S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Brown moved for adjournment at approximately 7:28 p.m. Motion carried unanimously.

Respectfully submitted,



Donna M. Sweeney  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JULY 15, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, July 15, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:05 p.m. with a roll call of members. Present were Commissioners Brown, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Lieutenant Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Secretary Sweeney. Commissioner Felix was absent with notice.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the June 17, 2019 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN’S COMMENTS:**

Patricia Mountjoy, 829 Logan Lane, thanked the board for their service.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioners Brown/Klunk moved to approve the South Western School District MOU. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve the ATF eTrace MOU. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request, from the Pleasant Hill Fire Co. for the use of Penn Township's Fire Police during the Pleasant Hill Firefighters Carnival, July 22 through July 27, 2019. Motion carried unanimously.

Public Works & Recreation – Commissioner Klunk:

Commissioners Klunk/Brown moved to appoint Engineer Bortner as the YAMPO committee member for the Hanover area. Motion carried unanimously.

On Wednesday, July 10, 2019 the following bids were virtually received and publicly read aloud by Steve Malesker, of CS Davidson for the exterior repairs to the Penn Township Public Works building.

<u>Bidder</u>	<u>Amount</u>
Houck & Company, Inc. 7464 Linglestown Road Harrisburg, PA 17112	\$66,409.00
Structural Restoration Services, Inc. 259 W. Ore Street Loganville, PA 17342	\$61,819.50

Commissioners Klunk/Brown moved to award the bid for the Public Works Building repairs to Structural Restoration Services, Inc. of Loganville, PA for the bid price of \$61,819.50. Motion carried unanimously.

There were no additions or changes to the Engineer's Report.

The MS4 Inspector is available Monday through Friday from 7:00 a.m. to 3:30 p.m. to answer any questions.

Planning – Commissioner Klunk:

Commissioners Klunk/Brown moved to set the amount for the Mustang Heights Maintenance Bond at \$87,721.67. Motion carried unanimously.

Commissioners Klunk/Brown moved to set the amount for the Meadow Springs, LLC Maintenance Bond at \$13,311.30. Motion carried unanimously.

Commissioners Klunk/Brown moved to set the amount for Brookside Heights – Phase 1 Maintenance Bond at \$161,242.60. Motion carried unanimously.

Commissioners Klunk/Brown moved to set the amount for the Brookside Heights – Phase 2 Maintenance Bond at \$43,749.25. Motion carried unanimously.



Commissioners Klunk/Brown moved to set the amount for the Schindler Elevator Corporation Improvement Bond at \$321,336.40. Motion carried unanimously.

Commissioners Klunk/Brown moved to reduce the Brookside Heights – Phase 3 bond from \$1,170,250.68 to \$237,887.43. Motion carried unanimously.

Commissioners Klunk/Brown moved to reduce the High Pointe North Improvement Bond from \$148,439.50 to \$46,260.50. Motion carried unanimously.

Commissioners Klunk/Brown moved to accept the final inspection of Hanover Wesleyan Church, thus reducing the letter of credit amount to \$0.00. Motion carried unanimously.

There were no additions or changes to the Zoning Officer's Report. The following Subdivision and Land Development plans were formally filed:

SL19-09-High Pointe at Rojen-South-Phase S-1  
SL19-10-Carter Lumber Company  
SL19-11-Rutter's #52-Proposed Building Expansion

Commissioners Klunk/Brown moved to approve the following extension requests that will expire on October 21, 2019:

P04-25-South Heights  
SL18-20-Stonewicke V  
Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$2,088,438.12. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioner Brown had nothing to report.

Health & Sanitation – Commissioner Heiland:

Commissioner Heiland had nothing to report.

**MANAGER'S REPORT:**

There were no additions or changes to the Manager's Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:**

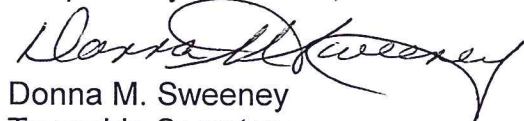
Patricia Mountyjoy, 829 Logan Lane, expressed her concerns about the continued development within the Township and the reduction of agricultural land.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Brown moved for adjournment at approximately 7:19 p.m. Motion carried unanimously.

Respectfully submitted,



Donna M. Sweeney  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
AUGUST 19, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, August 19, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Secretary Sweeney.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session without the Solicitor to discuss personnel, and other matters.

**APPROVAL OF THE MINUTES:**

The minutes of the July 15, 2019 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

There were none.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioners Brown/Klunk moved to approve the Klugh Animal Control Services Agreement for 2020. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated June 30, 2019 from the Hanover Area Jaycees to conduct the annual Halloween Parade on October 31, 2019 with a rain date of November 3, 2019. Motion carried unanimously.



Commissioners Brown/Klunk moved to set Trick or Treat night for October 29, 2019 from 6:00 p.m. to 8:00 p.m. Motion carried unanimously.

Public Works & Recreation – Commissioner Klunk:

There were no additions or changes to the Engineer’s Report.

The MS4 Inspector is available Monday through Friday from 7:00 a.m. to 3:30 p.m. to answer any questions.

Commissioners Klunk/Brown moved to adopt Ordinance No. 822, adopting as public roads Brookside Avenue, Charles Avenue and South Center Street. Motion carried 5-0 on a roll call vote.

Commissioners Klunk/Brown moved to adopt Ordinance No. 824, adopting as public roads Sonny Street, Friar Run and Brad Drive. Motion carried 5-0 on a roll call vote.

Commissioners Klunk/Heiland moved to adopt Resolution No. 939, in support of Plan 5C of the Eisenhower Drive Extension Project. Motion carried unanimously.

Planning – Commissioner Klunk:

Commissioners Klunk/Heiland moved to reduce the amount for the Brookside LLC, Phase I, Letter of Credit from \$124,864.30 to \$31,165.75. Motion carried unanimously.

Commissioners Klunk/Heiland moved to accept the final inspection of Brookside, LLC, Phase II, thus releasing the letter of credit. Motion carried unanimously.

Commissioners Klunk/Heiland moved to accept the final inspection of Meadow Springs, LLC, thus releasing the bond. Motion carried unanimously.

Commissioners Klunk/Heiland moved to reduce the Beechwood Way Site Bond from \$75,284.00 to \$10,477.50. Motion carried unanimously.

Commissioners Klunk/Heiland moved to accept the final inspection of Mustang Heights, thus releasing the bond. Motion carried unanimously.

Commissioners Klunk/Heiland moved to approve a request dated July 8, 2019 from Rutter’s for a waiver of the Feasibility Report on Sewer and Water, and Environmental Impact Studies of the Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Klunk/Heiland moved to approve a request dated July 5, 2019 from Group Hanover Inc. for a waiver for the Landscaping and Bufferyards and

Environmental Impact Studies of the Subdivision and Land Development Ordinance, for Carter Lumber Company. Motion carried unanimously.

Commissioners Klunk/Heiland moved to approve a request dated May 29, 2019 from Group Hanover, Inc., for a waiver of Landscaping and Bufferyards for the Markets of Hanover land development plan, with the provision of reducing the tress by half, and keeping the required amount of shrubs. Motion carried unanimously.

Commissioners Klunk/Heiland moved to deny a request dated August 2, 2019 for a waiver from review for the 500/502 South Franklin Street subdivision plan. Motion carried unanimously.

There were no additions or changes to the Zoning Officer's Report.

The following Subdivision and Land Development plans were formally filed:

SL19-12-Stonewick-Phase II  
SL19-13-Brookside Heights Phase IV

Commissioners Klunk/Heiland moved to approve the following sub division and land development plan:

SL19-04-Schindler Elevator Corporation  
Motion carried unanimously.

Commissioners Klunk/Heiland moved to approve the following extension request that will expire on October 21, 2019:

SL19-08-Mavis Tire-North Hanover  
Motion carried unanimously.

Commissioners Klunk/Heiland moved to approve the following extension requests that will expire on November 18, 2019:

SL17-10-Mustang Pointe  
SL19-07-Markets at Hanover  
Motion carried unanimously.

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Finance – Commissioner Felix:

Commissioners Felix/Brown moved to approve Township warrants in the amount of \$2,141,376.13. Motion carried unanimously.

Commissioners Felix/Brown moved to approve a request dated July 30, 2019 from Hanover Land Services for a modification to the subdivision and land development



fee for South Hills Golf Club, reducing the fee to a twenty acre minimum. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioner Brown/Felix moved for the appointment of Police Officer Adrienne Marcionette from probationary patrol officer to regular status. Motion carried unanimously.

Health & Sanitation – Commissioner Heiland:

Commissioner Heiland/Klunk moved to adopt Ordinance No. 823, approving the plan of construction of sanitary collection sewers within and to that portion of Penn Township consisting of Charles Avenue, Brookside Avenue and South Center Street. Motion carried on a 5-0 roll call vote.

Commissioner Heiland/Klunk moved to adopt Ordinance No. 825, approving the plan of construction of sanitary collection sewers within and to that portion of Penn Township consisting of Sonny Street, Friar Run and Brad Drive. Motion carried on a 5-0 roll call vote.

**MANAGER’S REPORT:**

There were no additions or changes to the Manager’s Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Fire Chief Clouser stated that at the Hanover Borough Public Safety Meeting there was discussion of an Ordinance prohibiting a left turn in or out of Flickinger Road onto Broadway.

Commissioner Felix stated for those that had an old agenda, that the topic of the video gaming terminals was removed because we received word from the solicitor that the bill only applies to municipalities in third class counties with a population in excess of 500,000. York County is around 490,000. Therefore the Opt out option does not apply. Mr. Eric Thomas, Rutter’s commented that video gaming terminals are not an option for the Rutter Stores located within the township because they do not meet the qualifications of having diesel fuel islands, sale over an average of 50,000 gallons or more of diesel or biodiesel fuel a year, and they are not situated on a parcel of three acres or more.

**PERSONS TO BE HEARD/CITIZEN’S COMMENTS:** None.

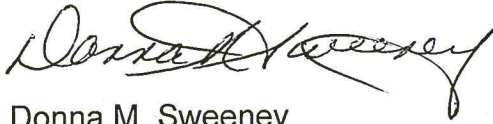
**QUESTIONS FROM THE PRESS:** None.



**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Brown moved for adjournment at approximately 7:18 p.m. Motion carried unanimously.

Respectfully submitted,



Donna M. Sweeney  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
SEPTEMBER 16, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, September 16, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heiland, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Secretary Sweeney. Commissioner Klunk was absent with notice.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle read the announcement of the executive session held following the Health & Sanitation meeting on September, 3, 2019.

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the August 19, 2019 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

There were none.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioners Brown/Heiland moved to adopt Resolution No. 940, for State Route 94 & Wilson Avenue Traffic Signal Pedestal Relocation. Motion carried unanimously.

Commissioners Brown/Heiland moved to approve the traffic signal maintenance agreement with Atlantic Transportation Systems, Inc. Motion carried unanimously.

Commissioners Brown/Heiland moved to approve a request dated August 6, 2019 from Hanover Area High School for their Homecoming Parade on September 27, 2019. Motion carried unanimously.

Public Works & Recreation – Commissioner Heiland:

There were no additions or changes to the Engineer's Report.

The MS4 Coordinator is available Monday through Friday from 8:00 a.m. to 4:30 p.m. to answer any questions.

Commissioners Heiland/Felix moved to approve the North Tributary Watershed Study proposal. Motion carried unanimously.

Commissioners Heiland/Felix moved to approve the Park Heights Blvd & Daugherty Drive Bridge replacement proposal for final design and construction documents from GHI Engineers and Surveyors. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Felix moved to reduce the bond amount for the Stonewicke – Phase I in the amount of \$1,867,512.21 to \$1,153,584.81. Motion carried unanimously.

Commissioners Heiland/Felix moved to accept the final inspection of Legacy 92, LLC, thus releasing the bond. Motion carried unanimously.

Commissioners Heiland/Felix moved to set the bond amount for Stonewicke-Phase II at \$732,560.90. Motion carried unanimously.

Commissioners Heiland/Felix moved to accept the final inspection of Allison's 966 ½ York Street, thus releasing the letter of credit. Motion carried unanimously.

Commissioners Heiland/Felix moved to set the bond amount for High Pointe at ROJEN Farms South Section Phase S1 at \$2,743,635.40. Motion carried unanimously.

Commissioners Heiland/Felix moved to adopt Resolution No. 942, opposing PA House Bill 103, amending the Pennsylvania Municipalities Planning Code for subdivision and land development. Motion carried unanimously.



Commissioners Heiland/Felix moved to deny a request dated August 27, 2019 from Wellspring for a waiver to the sign ordinance for their church on Hickory Lane. Motion carried unanimously.

There were no additions or changes to the Zoning Officer's Report.

The following Subdivision and Land Development plans were formally filed:

SL19-14-Gitts Run Road LLC  
SL19-15-South Hills Golf Course  
SL19-16-Ron Carter

Commissioners Heiland/Felix moved to approve the following sub division and land development plans:

SL19-11-Rutter's #52-Proposed Building Expansion  
SL19-12-Stonewicke-Phase II  
Motion carried unanimously.

Finance – Commissioner Felix:

Commissioners Felix/Heiland moved to approve Township warrants in the amount of \$887,472.63. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve the 2020 Minimum Municipal Obligations for the Penn Township Non-Uniform Pension Plan in the amount of \$197,198.48, the Penn Township Firefighter's Pension Plan in the amount of \$189,754.70, and the Penn Township Police Pension Plan in the amount of \$682,262.78. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve the RJ Hall Police Pension fee cost proposal of \$17,000. Motion carried unanimously.

Commissioners Felix/Heiland moved to adopt Resolution No. 941, authorizing the advertisement for and the public sale of excess public works equipment. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a request dated August 21, 2019 from Grace Church for a waiver of the sign permit fees for their Christmas Bazaar. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioner Felix/Heiland moved to appoint Kory Weaver to the academy for the firefighters for Penn Township. Motion carried unanimously.

Commissioner Felix/Heiland moved to ratify the collective bargaining agreement between Penn Township and AFSCME for the period of January 1, 2020 through December 31, 2024.

Health & Sanitation – Commissioner Heiland:

Commissioner Heiland had nothing to report.

**MANAGER’S REPORT:**

There were no additions or changes to the Manager’s Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN’S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Heiland/Brown moved for adjournment at approximately 7:11 p.m. Motion carried unanimously.

Respectfully submitted,

  
Donna M. Sweeney  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
OCTOBER 21, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, October 21, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heiland, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Secretary Sweeney.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced an executive session was held following the Health & Sanitation meeting on September 3, 2019.

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the September 16, 2019 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

Ronald L. Carter, 416 Glenville Rd, Hanover, questioned why he did not see his Subdivision plan on the agenda. Manager Rodgers stated that he is on the agenda, and will be covered under the Zoning Officer's Report.

**PUBLIC HEARING – RENEWAL OF CABLE FRANCHISE AGREEMENT:**

Solicitor Hovis stated that the purpose of this public hearing is to give the residents along with the Commissioners the opportunity to comment on the Township's current cable provider in accordance with the Cable Franchise Agreement along with the Act that regulates cable franchises.



Solicitor Hovis opened the floor to Mr. Todd Eachus, Senior Director, Government & External Affairs, Comcast Cable to answer questions.

Commissioner Van de Castle commented he just lost another channel.

Commissioner Heiland stated that he recently received an email stating he has received 50 more megabits in download speed.

Mr. Eachus addressed Commissioner Van de Castle's comment stating that Comcast is in the business of buying programming to provide to the consumer, and time to time issues arise with renegotiations. The channel in question, the owner of the channel sought a price per subscriber per month that was above the price that Comcast could provide, so the channel was moved to a higher tier of subscription offering to cover the cost of service.

Mr. Eachus stated that franchise agreement runs through and will renew in 2022. He also wanted to inform the Township that the FCC announced rules for governing of the cable franchising authorities that are effective as of September 26, 2019. Section 621 clarifies that the 5% cap on the franchise fees are defined as a hard cap, which means the cap is the inclusion of cash and/or of in-kind services. This ruling has been appealed, and a request for stay has been issued. He stated that he is unsure of the status, and the ruling includes an exemption of certain fees for public education and government channels. The franchise fees cover cable services, which does not include internet, home security, or phone moving over the network. The ruling adds a prohibition of franchise authorities of adding additional taxes or fees for carriage of internet over the same lines one is already paying a franchise fee to the municipality.

Mr. Eachus added that Comcast as an enterprise continues to invest and update its product and customer service.

Solicitor Hovis asked if a value has been placed on the "in-kind" services. Mr. Eachus stated that they are currently working on it, and it calls for a fair market value. Discussions are currently underway to have some sort of a public rate.

Manager Rodgers stated that her predecessor had the Penn Township address removed from the bill, and it seems that it has been starting to reappear. The Township has received numerous phone calls in regard to cable issues. She requested that the address be removed so the Comcast subscribers do not contact the Township. Mr. Eachus stated that they are obligated to provide the information one time a year, and that he will check into the matter and make sure that the address is removed.

Mr. Michael Myers, 1015 Pearl Drive, asked if the Township received any inquiries from other providers beside Comcast. Manager Rodgers stated that there have been no other inquiries, however the agreement is written so other providers can enter under the same agreement. Solicitor Hovis added that the agreement is not exclusive.

Commissioner Brown asked about the home security business. Mr. Eachus stated that it has evolved as a smart home space platform, with a security component, including window sensors, door locks which also includes a suite of other components such as smart lighting, and connecting to the thermostat. This is evolving at both the residential and business level of service. Comcast is currently working with the emerging smart-cities technologies, working in that space with local governments, currently in the larger cities to provide such services as ultrasound sensors placed in trash receptacles to route trash collectors when full, smart lighting, managing water grids and stormwater valves. They are also working on putting sensors on manhole covers to alert municipalities if the cover is removed, reporting as a homeland security issue.

Commissioner Heiland stated that he is aware that there are efforts to improve and increase the download speed but asked if there are any plans to improve the upload speed. Mr. Eachus replied there is nothing that has been announced, but yes, they are continually evolving. Commissioner Heiland stated that they are currently looking at getting the Police Department more upload speed in order to send video footage to the York DA, and that the current upload cost is quite high.

Ronald L Carter inquired if the emphasis has been placed on download speeds rather than upload speeds is because more people are downloading movies and videos than uploading information, and Mr. Eachus confirm that is the correct reasoning.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioners Brown/Felix moved to adopt Ordinance 826, to amend sections 300-17 stop intersections and 300-29 parking prohibited at all times of the Penn Township Code. Motion carried on a 4-0 roll call vote.

Commissioners Brown/Felix to approve the 2020 York County SPCA Care and Housing agreement. Motion carried unanimously.

Commissioners Brown/Felix moved to approve Resolution No. 945, Authorizing and Directing the Manager to submit the documents to apply for the Multimodal Grant on behalf of Penn Township. Motion carried unanimously.

**Public Works & Recreation – Commissioner Heiland:**

There were no additions or changes to the Engineer's Report.

The MS4 Coordinator is available Monday through Friday from 8:00 a.m. to 4:30 p.m. to answer any questions.



Commissioners Heiland/Felix moved to approve the GHI agreement for Little Knoll Estates, Lot #126, for revising and rehabilitating the existing stormwater management pond. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Brown moved to accept the final inspection of the Breezewood Drive Project, thus releasing the bond. Motion carried unanimously.

There were no additions or changes to the Zoning Officer's Report.

There were no Subdivision and Land Development plans submitted for formal filing.

Commissioners Heiland/Felix moved to approve the following sub division and land development plans:

SL19-09-High Pointe at Rojen-South-Phase S1

SL19-14-Gitts Run Road, LLC.

SL19-16-Ronald L. Carter

Motion carried unanimously.

Commissioners Heiland/Felix moved to approve the following extension requests that will expire on January 20, 2020:

P04-25-South Heights

SL18-20-Stonewicke V

SL19-08-Mavis Tire-North Hanover

SL19-10-Carter Lumber Company

Motion carried unanimously.

Finance – Commissioner Felix:

Commissioners Felix/Brown moved to approve Township warrants in the amount of \$2,847,312.18. Motion carried unanimously.

Commissioners Felix/Heiland moved to adopt Resolution No. 943 to request funds from the H2O PA Act to assist in constructing public sewer. Motion carried unanimously.

Commissioners Felix/Brown moved to award the 2006 F350 4x4 bid to Frank Wunder, 5 Dogleg Drive, Reading, PA, for a bid price of \$11,955.00. Motion carried unanimously.



Commissioners Felix/Brown moved to approve a request dated September 23, 2019 from Juvenile Probation Department for a waiver of the Community Room fee for the Youth Aid Panel meetings. Motion carried unanimously.

Commissioners Felix/Brown moved to approve a request dated October 3, 2019 from the Hanover West Manheim Township Lions Club requesting a waiver of the sign permit fees to advertise their annual Christmas tree fundraiser. Motion carried unanimously.

Commissioners Felix/Brown moved to approve a request dated October 15, 2019 from the Knights of Columbus requesting a waiver for the sign permit fees for a holiday banner. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioner Felix/Brown moved to adopt Resolution No 944, setting the rate of pay for the MS4 Coordinator for the remainder of 2019. Motion carried unanimously.

Commissioner Felix/Brown moved for the appointment of Wendell S. Felix to the Penn Township Planning Commission, said term to expire December 31, 2019. Motion carried unanimously.

Commissioner Felix/Brown moved to appoint Chad Yiengst to the unexpired term of the Planning Commission, said term to expire May 2023. Motion carried unanimously.

Health & Sanitation – Commissioner Heiland:

Commissioner Heiland/Brown moved to approve the Ultraviolet Disinfection System change order number one, in the amount of \$4,290.17. Motion carried unanimously.

Commissioner Heiland/Brown moved to approve the Barnhart Drive change order number one, in the amount of \$298,114.75. Motion Carried unanimously.

On Friday, October 11, 2019 the following bids were virtually received by Mike Krieger, of GHD, for the York County Grandview Road Sanitary Sewer Replacement.

<u>Bidder</u>	<u>Amount</u>
Barrasso Excavation, Inc. 1523 Memorial Highway Oley, PA 17547	\$276,582.00

DeTraglia Excavating Landscaping, Inc. 281 Texaco Road Mechanicsburg, PA 17050	\$265,649.00
E.K. Services, Inc. 260 Old York Road New Cumberland, PA 17070	\$226,667.86
Greenland Construction, Inc. 8908 Clearfield Curwensville Highway Clearfield, PA 16830	\$257,741.00
Shiloh Paving Excavating, Inc. 300 Cloverleaf Road York, PA 17406	\$218,750.00
Wexcon, Inc. 379 Tilden Road Mohrsville, PA 19541	\$222,784.50

Commissioners Heiland/Brown moved to award the bid for the Grandview Road Sanitary Sewer Replacement to Shiloh Paving Excavation Inc, from York, PA for the bid price of \$298,114.75. Motion carried unanimously.

**MANAGER'S REPORT:**

There were no additions or changes to the Manager's Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:**

Mr. Michael Myers, 1015 Pearl Drive expressed concern about tractor trailers that are driving through the residential streets of Pearl Drive, Whispering Lane then to what appears to be a business on Bair Road.

Solicitor Hovis stated that it is a public road and the only way to limit is to claim that the vehicles are damaging the road.

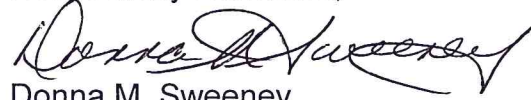
Manager Rodgers took Mr. Myers contact information and stated that she will refer this inquiry to Zoning Officer Smith and will be in contact with him.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Heiland/Brown moved for adjournment at approximately 7:39 p.m. Motion carried unanimously.

Respectfully submitted,



Donna M. Sweeney  
Township Secretary



**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
OCTOBER 30, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Wednesday, October 30, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heiland, and Van de Castle. Also present were Township Manager Rodgers, Fire Chief Clouser and Secretary Sweeney.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

William Gill, 2378 Grandview Road, expressed his concern regarding the transparency regarding this evening's meeting. Manager Rodgers stated that the meeting was advertised in the Evening Sun two weeks prior to the meeting date as well as on the township's website.

**APPOINTMENT OF NEW COMMISSIONER:**

Commissioners Felix/Brown moved to adopt Resolution 946, filling the vacancy on the Penn Township Board of Commissioners. Motion carried on a 4-0 vote.

At this time Donna Sweeney, Notary, administered the Oath of Office to Jan D. Cromer officially swearing him in as a Commissioner of the Township of Penn. Mr. Cromer then assumed his place at the table with the Commissioners.

**CONSIDER WAIVER REQUEST:**

Commissioners Felix/Brown moved to approve a request dated September 20, 2019 from St. Joseph's Church for a waiver of the sign permit fee to advertise their annual Holiday Bazaar. Motion carried unanimously.

**OTHER BUSINESS:**

Commissioners Felix/Heiland moved to appoint Commissioner Brown to the position of Vice President of the Board of Commissioners. Motion carried on a 4-0 vote.

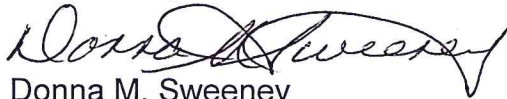
**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Felix/Brown moved for adjournment at approximately 7:08 p.m. Motion carried unanimously.

Respectfully submitted,



Donna M. Sweeney  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
NOVEMBER 18, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, November 18, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Cromer, Felix, Heiland, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Secretary Sweeney.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the October 21, 2019 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

Fire Chief Anthony Clouser introduced Firefighter Kory Weaver who recently graduated from the Fire Academy and is currently serving his first day on duty. The Commissioners welcomed him onboard.

**PUBLIC HEARING – CONSIDER BILL BATEMAN'S EXPRESS LIQUOR LICENSE TRANSFER:**

Commissioner Van de Castle stated that the purpose of this public hearing is to give the residents along with the Commissioners the opportunity to comment on the inter-municipal transfer of liquor license No. R-18355, trade name Bill Bateman's Express, from New Freedom, York County, into Penn Township, York County.



Dustin and Michelle Auffarth were in attendance to represent this case. Mr. Auffarth stated he managed the Bill Bateman's location in Penn Township from 2002 through 2007, he then left to open a restaurant in Shrewsbury. He would like to move his business back into Penn Township to the Burkentine building in the Grandview Shopping Plaza. He would like to open an American Grille type restaurant offering indoor and outdoor seating for 100 to 116 people, employ approximately 20 to 25 people and be open for business 7 days a week. Mr. Auffarth stated the restaurant would not be a Bill Bateman's, he would be operating under an independent name he is not ready to disclose. Zoning Officer Smith questioned the amount of available parking. Mr. Auffarth stated that there are 36 parking spaces at the Burkentine building. The other occupants of the building operate during business hours and would most likely vacate the spaces after 4-5pm, leaving them available during prime restaurant hours. He said there are plans to build steps down to an additional parking lot within the Shopping Plaza. Zoning Officer Smith stated that MDIA is currently reviewing the plans.

Commissioners Felix/Brown moved to adopt Resolution No. 948, approving a transfer of restaurant liquor license No. R-18355 into the Township of Penn from New Freedom Borough. Motion carried unanimously.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety – Commissioner Brown:

Commissioners Brown/Heiland moved to adopt Ordinance 827, to amend sections 300-20, closing of certain highways to certain vehicles of the Penn Township Code. Motion carried on a 5-0 roll call vote.

Commissioners Brown/Heiland moved to approve the Hanover Area Fire and Rescue Commission budget for 2020 with a contribution from Penn Township not to exceed \$639,709 for the budget and \$5,000 for the EMA contribution. Motion carried unanimously.

Public Works & Recreation – Commissioner Heiland:

There were no additions or changes to the Engineer's Report.

The MS4 Coordinator is available Monday through Friday from 8:00 a.m. to 4:30 p.m. to answer any questions.

Planning – Commissioner Heiland:

There were no additions or changes to the Zoning Officer's Report.

There were no plans submitted for formal filing.

There were no Subdivision and Land Development plans submitted for approval.

Commissioners Heiland/Felix moved to approve the following extension requests that will expire on February 17, 2020:

SL17-10-Mustang Pointe  
SL19-07-Markets at Hanover  
Motion Carried Unanimously.

Commissioners Heiland/Felix moved to approve the following extension request that will expire on May 18, 2020:

SL19-13-Brookside Heights-Phase IV  
Motion Carried Unanimously.

Finance – Commissioner Felix:

Commissioners Felix/Brown moved to approve Township warrants in the amount of \$1,110,534.32. Motion carried unanimously.

Commissioners Felix/Brown moved to adopt Resolution No. 947, appointing Smith Elliott Kearns & Company, LLC as the township auditor and setting compensation for services rendered. Motion carried unanimously.

Commissioner Felix presented the first reading of the 2020 budget. He reported the General Fund is balanced with \$14,629,069 in revenue and expenditures. Commissioner Felix reported the Highway Aid Fund is balanced with \$1,375,009 in revenue and expenditures. Commissioner Felix reported the Sewer Revenue Fund is balanced with \$10,081,131 in revenue and expenditures. The budget will be presented for the public display on November 22, 2019.

Personnel – Commissioner Felix:

Commissioner Felix/Brown moved for the appointment of Police Officer Zachery Puller from probationary patrol officer to regular status.

Health & Sanitation – Commissioner Heiland:

Commissioner Heiland/Brown moved to ratify professional engineer services for Grandview Road sewer project. Motion carried unanimously.

Commissioner Heiland/Brown moved to approve the agreement between Penn Township and Lancaster Area Sewer Authority for 3,782 nitrogen nutrient credits for a total price of \$18,910. Motion Carried unanimously.

**MANAGER'S REPORT:**

There were no additions or changes to the Manager's Report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.


**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Heiland/Brown moved for adjournment at approximately 7:39 p.m. Motion carried unanimously.

Respectfully submitted,

  
Donna M. Sweeney  
Township Secretary



**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
DECEMBER 16, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, December 16, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Cromer, Felix, Heiland, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney.

**PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss legal, personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the October 30, 2019, and November 18, 2019 Board of Commissioners meetings were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

There were no citizens present to address the Board.

**PUBLIC HEARING – 2020 BUDGET:**

Commissioner Van de Castle announced that the budget is balanced with no tax increase for 2020. Commissioner Felix commended Manager Rodgers and Department heads for their hard work.

Commissioners Felix/Brown moved to adopt Ordinance No. 828, the 2020 budget. Motion carried on a 5-0 roll call vote.

Commissioners Felix/Brown moved to adopt Ordinance No. 829, setting the real estate tax rate for 2020 at 4.40 mills. Motion carried on a 5-0 roll call vote.

Commissioners Felix/Brown moved that the Township Manager be authorized to balance all 2019 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety – Commissioner Brown:

Commissioners Brown/Felix moved to approve the Hanover Area Fire and Rescue Commission budget for 2020, with a contribution from Penn Township not to exceed \$620,709, for the budget and \$5,000, for the EMA Contribution. Motion carried unanimously.

Public Works & Recreation – Commissioner Felix:

There were no additions or changes to the Engineer's Report.

The MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Commissioners Felix/Heiland moved to deny a request dated November 4, 2019, from Horizon Signs for a waiver to the sign ordinance for Mavis Tire, 865 Baltimore Street. Motion carried unanimously.

Commissioners Felix/Heiland moved to adopt Resolution 951 accepting deeds of dedication for Willow Court and Meadow Lane. Motion carried unanimously.

Commissioners Felix/Heiland moved to adopt Ordinance 831, adopting as public roads portions of Willow Court and Meadow Lane. Motion carried on a 5-0 roll call vote.

Commissioners Felix/Heiland moved to approve an agreement with Met Ed for the installation of a street light at the intersection of Broadway and Hershey Heights Road. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Felix moved to set the bond amount at \$377,402.30 for Carter Lumber Company land development plan. Motion carried unanimously.

Commissioners Heiland/Felix moved to set the bond amount at \$728,805.00 for the Markets at Hanover land development plan. Motion carried unanimously.

There were no additions or changes to the Zoning Officer's Report.



The following Subdivision and Land Development plan was formally filed:

SL19-17 – 1020 Baltimore Street, Billy J. Sadie Kress

Commissioners Heiland/Felix moved to approve the following subdivision and land development plan:

SL19-10 – Carter Lumber Company  
Motion carried unanimously.

Commissioners Heiland/Felix moved to approve the following extension request that will expire on March 16, 2020:

SL19-15 – South Hills Golf Course  
Motion carried unanimously.

Finance – Commissioner Felix:

Commissioners Felix/Brown moved to approve Township warrants in the amount of \$1,152,750.03. Motion carried unanimously.

Commissioners Felix/Brown moved to adopt the revised 2020 Minimum Municipal Obligation for the Penn Township Firefighter's Pension Plan in the amount of \$205,298.69, and the Penn Township Police Pension Plan in the amount of \$690,954.57. Motion carried unanimously.

Commissioners Felix/Brown moved to adopt Resolution No. 949, fixing the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2020. Motion carried unanimously.

Commissioners Felix/Brown moved to adopt Resolution No. 950 setting fees for permits and services for 2020. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioners Felix/Brown moved to reappoint Justin Heiland and Wendell Felix to the Planning Commission, said term to expire January 2020. Motion carried, with Commissioner Heiland abstaining.

Commissioners Felix/Brown moved to reappoint Douglas Stambaugh, GHI Inc., as the Township Sewage Enforcement Officer. They further moved that Douglas Barmoy and Reginald Baugher, Hanover Land Services, be appointed as the Township Alternate Sewage Enforcement Officers. Motion carried unanimously.



Health & Sanitation – Commissioner Heiland:

Commissioners Heiland/Brown moved to execute the certificate of substantial completion for the Ultraviolet Disinfection System upgrade. Motion carried unanimously.

Commissioners Heiland/Brown moved to approve the Ultraviolet Disinfection System change order. Motion carried unanimously.

**MANAGER’S REPORT:**

There were no additions or changes to the Manager’s Report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Commissioners Heiland/Felix moved to adopt Ordinance No. 830 establishing the time and place of regular meetings of the Board of Commissioners. Motion carried on a 5-0 roll call vote.

**PERSONS TO BE HEARD/CITIZEN’S COMMENTS:**

Fire Chief Clouser announced that the Fire Commission Meeting will be held Thursday, December 18, 2019, and that there was a fire last week, and they will be presenting a citation to the young man that alerted the fire department and assisted a woman at the fire. He invited the board to attend.

Commissioner Felix thanked Commissioner Van de Castle for his service on the Board and as President for the past two years. Commissioner Heiland seconded. Commissioner Van de Castle thanked Commissioner Cromer for his service on the board for the last few months

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Heiland/Brown moved for adjournment at approximately 7:18 p.m. Motion carried unanimously.

Respectfully submitted,  
Donna M. Sweeney, Township Secretary