

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JANUARY 20, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, January 20, 2020 at the Penn Township Municipal Building. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Elksnis, Felix, Heiland, and Van de Castle. Also present were Solicitor Victoria Woods, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, 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 Heiland 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the December 16, 2019, January 6, 2020, and January 15, 2020 Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

There were none.

ADMINISTER OATH OF OFFICE TO SUCCESSOR COMMISSIONER:

Donna Sweeney, Notary, administered the Oath of Office to Raymond M. Van de Castle officially swearing him in as a Commissioner of the Township of Penn. Mr. Van de Castle then assumed his place at the table with the Commissioners.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Felix:

Commissioners Felix had nothing to report.

Public Works – Commissioner Elksnis:

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.

Planning – Commissioner Brown:

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

There were no plans formally filed.

There were no subdivision and land development plans for approval.

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

- P04-25 – South Heights
 - SL18-20 – Stonewicke V
 - SL19-08 – Mavis Tire-North Hanover
- Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Felix moved to approve Township warrants in the amount of \$2,741,063.24. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Felix moved to adopt Resolution No. 954, appointing Ronald Fanelli to the Zoning Hearing Board, said term to expire January 2024. Motion carried unanimously.

Commissioners Brown/Felix moved to appoint Ray Van de Castle to the Planning Commission, said term to expire December 2021. Motion carried unanimously.

Commissioner Heiland read the reorganization of the following Committee appointments for 2020-2021:

| | | |
|---------------------|--|-------------------------|
| Health & Sanitation | Mark Elksnis Raymond Van de Castle | Chairman Co-Chairman |
| Public Works | Raymond Van de Castle Michael Brown | Chairman Co-Chairman |

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:

There were none.

QUESTIONS FROM THE PRESS:

There were none.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Brown/Felix moved for adjournment at approximately 7:07 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
FEBRUARY 17, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, February 17, 2020 at the Penn Township Municipal Building. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Elksnis, 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 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 Heiland 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the January 20, 2020 Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Mr. David Shearer, 4052 Grandview Road, wished to speak about the lack of a noise ordinance within the township. He stated that his neighbors across the street have a dog and on Sunday, February 9th, 2020, the dog was left outside to bark for four hours. This is not the first occurrence usually it is for an hour or two. Another issue is fireworks, he is unsure where they are being set off and it has occurred before, during and after July 4th, late into the evening. He stated he has spoken with several of his neighbors that have the same concerns. Commissioner Heiland asked Mr. Shearer if he has spoken with the dog owners regarding the issue and Mr. Shearer replied they are unapproachable. Mr. Shearer stated that there are other issues with the neighbor. Police Chief Hettinger requested Mr. Shearer contact him and he can investigate the other issues and while there is no noise ordinance the Police Department can notify the dog owners of the noise complaint. Mr. Shearer asked the Board if there was a way to instate a noise ordinance since this has been going on for several years. Commissioner

Heiland stated that they have had this discussion before. Solicitor Hovis added that noise ordinances are very difficult to enforce, that it falls under nuisance, and the court would need to decide what is considered a nuisance and are usually reluctant to do so. Commissioner Heiland stated that hopefully a visit from the Police would help the issue. Commissioner Felix added that he believes Hanover Borough may have an ordinance regarding barking dogs, and asked Chief Hettinger to research into this. Commissioner Heiland stated that the Board will check into this, and requested that Mr. Shearer keep in contact with the Police Department.

Mr. Max Kuznik, 381 Sonny Street, Mr. Kuznik stated that he is the only resident on the side of Sonny Street where the intended No Parking may be placed. He has three pick up trucks, two trailers, and a twenty-eight-foot pontoon boat. He asked where he along with family and friends that visit is to park. Commissioner Felix stated that they are proposing to make only one side of the street no parking. Commissioner Felix added that this is a public safety issue due to the new part of Sonny Street is wider and does not meet up with the old section of the road traveling out to Grandview Road. Mr. Kuznik stated that from his truck to the other side of the street is eighteen and a half feet, how much clearance is needed. He expressed that in his opinion coming around the corner is more of a traffic hazard then the narrowing of the road. He added that the speed limit is 25 mph, he suggested lowering to 15 mph. Commissioner Heiland thanked Mr. Kuznik for coming in and addressing his concern and a final decision has not yet been made. He asked Mr. Kuznik if he could attend the next Public Safety Meeting on March 2, to discuss further. Mr. Kuznik stated that he has a previous engagement and could attend the next Board of Commissioner's Meeting on March 16th, weather permitting.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Felix:

Commissioners Felix/Brown moved to approve a request dated January 10, 2020 from The Allied Veterans Council of Hanover to conduct the annual Memorial Day Parade on Monday, May 25, 2020. They further moved that all street closings and public safety considerations be coordinated through the Chief of Police. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle stated that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Commissioners Van de Castle/Elksnis moved to deny a request dated January 13, 2020 from the Exchange Club for a waiver to the sign ordinance to advertise their Annual Builder's Home and Garden Show.

Commissioner Heiland asked Zoning Officer Smith if he had an update on the use of the sign truck from the Exchange Club, Zoning Officer Smith stated that he did not. Mr. Channell, President Elect of the Exchange Club, was present and stated that he contacted Strickler Signs and asked if they could cover the business logo on the truck as suggested during the Public Works Meeting and he was told that the truck was recently painted and they do not want to damage the truck. Mr. Channell stated that the purpose of the truck is to advertise the Builder's Home and Garden Show, not to advertise Strickler Signs. Commissioner Van de Castle asked Mr. Channell, if Strickler Signs would be willing to drape a sheet held in place by the door window. Mr. Channell replied that the Strickler wording is on the back of the truck. Mr. Channell added that the truck would only be in use for six days and monies raised go back to the community.

Motion carried on a 4-1 vote, with Commissioner Felix casting the dissenting vote.

Planning – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to accept the final inspection of Pinebrook Phase I, thus releasing the bond. Motion carried unanimously.

Commissioners Van de Castle/Elksnis moved to reduce the letter of credit for Pinebrook Phase II, in the amount of \$30,668.00 to \$1,625.25. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to accept the final inspection of Heights Avenue, LLC, thus releasing the letter of credit. Motion carried unanimously.

Commissioners Van de Castle/Elksnis moved to reduce the site bond amount for Brookside Heights – Phase 3 in the amount of \$1,170,250.68 to \$233,685.43. Motion carried unanimously.

Commissioners Van de Castle/Elksnis moved to accept the final inspection of Burkentine Plaza, thus releasing the surety bond. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to set the bond amount at \$16,325.38 for Mavis Tire-North Hanover land development plan. Motion carried unanimously.

Commissioners Van de Castle/Felix moved to set the bond amount at \$157,405.60 for South Hills Golf Club land development plan. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to accept the final inspection of High Pointe North, thus releasing the maintenance bond. Motion carried unanimously.

There were no additions or changes to the Zoning Officer's Report.
The following plan was formally filed:

SL20-01 300 Beck Mill Road

Commissioners Van de Castle/Felix moved to approve the following Subdivision and Land Development plans:

SL19-07 Markets at Hanover
SL19-08 Mavis Tire – North Hanover
SL20-01 300 Beck Mill Road
Motion carried unanimously.

Commissioners Van de Castle/Elksnis moved to approve the following extension request that will expire on May 18, 2020:

SL17-10 Mustang Pointe
Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Felix moved to approve Township warrants in the amount of \$1,339,889.60. Motion carried unanimously.

Commissioners Brown/Felix moved to approve a request dated January 13, 2020 from Saint Joseph Parish for a waiver of permit fees to conduct their Annual Scholarship Indoor Yard Sale. Motion carried unanimously.

Commissioners Brown/Felix moved to approve a request dated January 25, 2020 from South Western High School Bands for a waiver of fees to hold their Spring Marketplace Community Yard Sale. Motion carried unanimously.

Commissioners Brown/Felix moved to approve a request dated January 13, 2020 from the Exchange Club requesting a waiver of the sign permit fees to advertise their Annual Builder's Home and Garden Show. Motion carried unanimously.

Commissioners Brown/Felix moved to approve a request dated January 28, 2020 from the Exchange Club requesting a waiver of the sign permit fees to advertise their Annual Evening of Comedy and Magic Show. Motion carried unanimously.

Commissioners Brown/Felix moved to approve a request dated January 31, 2020 from the Hanover Chamber of Commerce requesting a waiver of the sign permit fees to identify shuttle service locations for the Annual Dutch Festival. Motion carried unanimously.

Commissioners Brown/Felix moved to adopt Resolution No. 956, authorizing the disposition of Municipal records in accordance with the Historical and Museum Commission Act of 1968. Motion carried unanimously.

Commissioners Brown/Felix moved to adopt Resolution No. 957, authorizing the advertisement for and the public sale of excess Public Works equipment. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Felix moved to appoint James R. Lumadue, to an unexpired term on the Penn Township Planning Commission, said term to expire May 2020. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Van de Castle moved to adopt Resolution No. 955, setting local pretreatment discharge limits for Penn Township Dischargers to the Hanover Regional Wastewater Treatment Facility. 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. Channell asked the Board what the fine would be if they used the truck without the waiver of the sign ordinance. Zoning Officer Smith stated that there is no set fine, the matter would be taken to court and would be the decision of the Magistrate. Solicitor Hovis stated that if that were to happen there is an intentional violation of the Zoning Ordinance after denial and he would request the Magistrate to impose the maximum fine.

QUESTIONS FROM THE PRESS: There were none.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Brown/Felix moved for adjournment at approximately 7:30 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MARCH 16, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, March 16, 2020 at the Penn Township Municipal Building. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Elksnis, 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 Township 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 Heiland announced that an executive session was held following the Health & Sanitation Meeting on March 3, 2020, to discuss right of way negotiations. Commissioner Heiland also 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the February 17, 2020 Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Mr. Max Kuznik, 381 Sonny Street, was in attendance to follow up with his concern of having Sonny Street designated no parking on the north side on which he resides. Since the last meeting he has removed the flower bed at the corner of his property which enables him to park his vehicle up against his fence, doing so gives three additional feet to the roadway. He stated there is enough room for two school buses simultaneously/or the fire truck to travel thru. He stated in his opinion the concern should be the sharp corner of Sonny Street and Nancy Street. Commissioner Heiland asked Chief Hettinger if he could check into the current parking situation. Commissioner Heiland stated that the subject will be revisited at the next Public Safety Meeting.

Ms. Linda Terlizzi, 7 Andrew Court, was present to read a statement regarding her opposition to a Second Amendment Sanctuary ordinance that was recently passed in another township. Ms. Terlizzi requested to be contacted if this subject should come before the Board. Commissioner Heiland thanked Ms. Terlizzi for her statement and asked Manager Rodgers to obtain her contact information.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Van de Castle moved to approve the Northern York County Regional Police MOU. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle stated that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Commissioners Van de Castle/Elksnis moved to approve an agreement with Met-Ed for the installation of street lights at 2 Meadowview Drive and 120 Hufnagel Drive. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to approve the proposal for professional fees from Play by Design for the Kids Kingdom redevelopment. Motion carried unanimously.

Planning – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to deny a request dated February 17, 2020 from Sharrah Design Group, Inc. for a waiver of Section 509.a of the Penn Township Subdivision and Land Development Ordinance specifically lot depths shall be not less than one nor more than two- and one-half times the average width. Motion carried unanimously.

Commissioners Van de Castle/Elksnis moved to set the bond amount at \$131,069.40 for Billy J. & Sadie Kress land development plan.

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 Van de Castle/Elksnis moved to approve the following extension requests that will expire on June 15, 2020:

SL19-15 South Hills Golf Course
SL19-17 1020 Baltimore Street
Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Van de Castle moved to approve Township warrants in the amount of \$1,318,259.88. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve a request dated February 17, 2020 from Denise Myatt for a waiver of the sign permit and yard sale fees for a multi-vendor yard sale for her Relay for Life Team. Motion carried unanimously.

Commissioners Brown/Elksnis moved to approve a request dated February 18, 2020 from Jefferson Carnival for a waiver of the sign permit fees to advertise their carnival to be held July 13 through July 18, 2020. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the contract for Street Milling Services, including mobilization fees, for the period of April 1, 2020 to March 31, 2021 to low bidder, Donegal Construction, PO Box 450, New Scranton, PA 15672, in the amount of \$2.90 per square yard. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the 2003 Case 590 small backhoe bid to Paul Dean, 26 Turnpike Road, Ashland, PA 17921, for a bid price of \$19,300.00. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the Frink Snow plow, model 440A-169LK bid to James Langkam, 526b Pumping Station Road, Hanover, PA 17331, for a bid price of \$52.00. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the Sno-King plow, model 11 bid to Robert Sullivan, PO Box 281, Milton, MA 02186, for a bid price of \$1,770.00. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the Valk Manufacturing plow, model 511-84 bid to Richard Johnson, 6920 Kimmel Road, Mt. Airy, MD 21771, for a bid price of \$110.00. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS:

Commissioner Heiland presented a Declaration of Emergency for Penn Township, due to the outbreak of the Coronavirus which has caused a world-wide pandemic. Solicitor Hovis explained that the declaration is needed in case federal and state aid funds become available. Commissioner Van de Castle asked if we need to have additional meetings to extend the declaration. Solicitor Hovis stated that the declaration may be extended every 7 days, and allows for ratification. Two Commissioners are needed to agree to extend each time and each extension can be ratified at the next public meeting. Manager Rodgers stated that this procedure has been done before during the 2010 & 2016 blizzards, allowing aid to be received from FEMA.

Commissioner Van de Castle/Brown stated, pursuant to the provisions of the Pennsylvania Emergency Management Services Code, it is moved to declare a disaster emergency for March 16-23, 2020. They further moved to authorize the Township Manager to make application for state and federal reimbursement of all eligible expenses associated with the COVID-19 Pandemic events occurring on the above referenced dates. Motion carried unanimously.

Manager Rodgers presented a Press Release regarding the cancellation of all public meetings and township offices closing to public traffic. The press release explained the offices will remain open for business for the public to contact via phone, online, and payments may be placed in the drop boxes. Commissioner Elksnis asked for clarification on all of the township parks. Manager Rodgers stated that it is not feasible to barricade the small neighborhood parks, however, she requested Chief Hettinger to barricade the Community Park, and Youngs Woods, and patrol the parks for enforcement. Manager Rodgers stated the recycling center will remain open at this time, but is subject to change.

Commissioner Van de Castle/Brown moved for a motion to approve the press release. Motion carried unanimously.

Commissioner Heiland asked Emergency Management Coordinator Jeff Waltman if he would like to update the Board on the Coronavirus. EMA Coordinator Waltman stated that the issue with this virus is the unknown. There is so much that we do not know and methods of transmission changes daily. He stated that it is untrue that only the elderly that are affected. It is up to all of us to remain calm and practice the guidance that comes from the experts.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: There were none.

QUESTIONS FROM THE PRESS: There were none.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Brown/Van de Castle moved for adjournment at approximately 7:34 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
APRIL 20, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, April 20, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Elksnis, 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, MS4 Coordinator Hirt, and Township 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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland announced that an executive session was held following the Board of Commissioners Meeting on March 16, 2020, to discuss personnel and other legal matters involving attorney/client privilege. Commissioner Heiland also 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the March 16, 2020 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 Elksnis:

Commissioners Elksnis/Brown moved to continue the March 16, 2020 Disaster Declaration due the COVID 19 pandemic for the period of March 17, 2020 through April

27, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Commissioners Elksnis/Brown moved to adopt Ordinance 832, amending sections 300-7 speed limit established, 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 Elksnis/Van de Castle moved to authorize the Penn Township Manager to execute the Penn Dot Traffic Signal permit for SR94/Wilson Avenue Traffic Signal Pedestal Relocation as a result of the Mavis Tire Subdivision and Land Development plan. Motion carried unanimously.

Commissioners Elksnis/Brown moved to authorize the Penn Township Manager to execute the traffic signal and system permits for the SR94 Adaptive and Wilson Avenue Coordinated Systems located at Carlisle Street at Radio Road; Carlisle Street at Eisenhower Drive; Carlisle Street at Wilson Avenue; Wilson Avenue at Gateway West Drive; and Wilson Avenue at Gateway Center Drive. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle stated that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Planning – Commissioner Van de Castle:

Commissioners Van de Castle/Elksnis moved to accept the final inspection of 1040 Baltimore Street, thus releasing the bond. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to accept the final inspection of Pinebrook – Phase II, thus releasing the bond. Motion carried unanimously.

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

The following subdivision and land development plan was submitted for formal filing:

SL20-02 Gonzales & Sons Management, LLC

There were no subdivision and land development plans submitted for approval.

Commissioners Van de Castle/Elksnis moved to approve the following extension requests that will expire on July 20, 2020:

P04-25 South Heights

SL18-20 Stonewicke V
SL19-15 South Hills Golf Course
SL19-17 1020 Baltimore Street
Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Van de Castle moved to approve Township warrants in the amount of \$1,310,688.33. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve a request dated March 11, 2020 from Hanover Lions Club for exoneration of the sign permit fee for their Chicken Barbeque on May 16, 2020. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioner Brown/Van de Castle moved to adopt Resolution No. 958, setting the rate of pay for the Public Works Supervisor for the remainder of 2020.

Health & Sanitation – Commissioner Elksnis:

Commissioner Elksnis had nothing to report.

MANAGER'S REPORT:

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

Manager Rodgers wanted to thank the Commissioners, Solicitor, Township employees and residents for their patience and understanding during this pandemic.

OLD BUSINESS:

Commissioner Van de Castle stated that we should do all we can to advertise the Brush and Limb pickup that is scheduled for May 4th, 2020 and the shredding event that has been rescheduled for July 25th, 2020. Commissioner Heiland thanked Police Chief Hettinger for including the information on their Facebook page.

NEW BUSINESS:

Commissioner Heiland 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 legal matters involving attorney/client privilege.

Commissioners Brown/Van de Castle moved for the destruction of the recording of this meeting, following the approval of the minutes. Motion carried unanimously.

Solicitor Hovis added that regarding the retention of the video/audio recordings, earlier in the day the Governor signed House Bill 841 into law. The motion is in compliance with Act 41 which includes a retention period.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

There were none.

QUESTIONS FROM THE PRESS:

There were none.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Van de Castle/Brown moved for adjournment at approximately 7:16 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MAY 18, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, May 18, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Elksnis, 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, MS4 Coordinator Hirt, 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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the April 20, 2020 Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN’S COMMENTS:

There were none.

APPOINTMENT OF SUCCESSOR COMMISSIONER:

Commissioners Brown/Van de Castle moved to appoint Jan D. Cromer, to the vacant position on the Penn Township Board of Commissioners. Motion carried on a 4-0 roll call vote.

Donna M. Sweeney, Notary, administered the oath of Office to Jan D. Cromer, officially swearing him in as a Commissioner of Penn Township.

COMMITTEE APPOINTMENTS:

Commissioner Heiland read the realignment of Committee appointments for 2020-2021 as follows:

| | | |
|--|-----------------------------------|-----------------------------|
| Finance | Jan Cromer Michael Brown | Chairman Co-Chairman |
| Health & Sanitation | Mark Elksnis Ray Van de Castle | Chairman Co-Chairman |
| Personnel | Justin Heiland Michael Brown | Chairman Co-Chairman |
| Public Safety | Michael Brown Mark Elksnis | Chairman Co-Chairman |
| Public Works | Ray Van de Castle Jan Cromer | Chairman Co-Chairman |
| Planning Commission | Ray Van de Castle Mark Elksnis | |
| South Western Recreation Commission | Justin Heiland Michael Brown | Representative Alternate |
| South Western Liaison Committee (President, Vice-President) | Justin Heiland Michael Brown | Representative Alternate |
| Hanover Area Regional Economic Development Committee (President, Vice-President) | Michael Brown Justin Heiland | Representative Alternate |
| Police & Fire Pension Boards (Finance) | Jan Cromer Michael Brown | |

Commissioners Brown/Van de Castle moved to appoint Jan D. Cromer, filling the vacancy on the Hanover Area Fire & Rescue Commission. Motion carried unanimously.

| | | |
|--|---|---|
| Hanover Area Fire & Rescue Commission | Michael Brown Jan Cromer Justin Heiland | Representative Representative Alternate |
|--|---|---|

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Brown moved to continue the March 16, 2020 Disaster Declaration due to the COVID 19 pandemic for the period of April 27, 2020 through May

25, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Commissioners Elksnis/Van de Castle moved adopt Ordinance 833, to amend section 300-29 parking prohibited at all times of the Penn Township Code. Motion carried on a 5-0 roll call vote.

Commissioners Elksnis/Van de Castle moved to authorize the Township Manager to apply for the PEMA/FEMA Public Assistance DR-4506 – COVID-19 Grant. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle stated that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Planning – Commissioner Van de Castle:

There were no subdivision and land development plans submitted for formal filing.

There were no subdivision and land development plans submitted for approval.

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

Commissioners Van de Castle/Brown moved to approve the following extension request that will expire on August 17, 2020:

SL17-10 Mustang Pointe
Motion carried unanimously.

Commissioners Van de Castle/Brown moved to approve the following extension request that will expire on November 16, 2020:

SL19-13 Brookside Heights Phase IV
Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Van de Castle moved to approve Township warrants in the amount of \$1,045,805.98. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to adopt Resolution No. 959, adopting a real estate tax deferral of penalties associated with real estate taxes levied and due upon tax parcels within Penn Township pursuant to the First-Class

Township Code, the Local Tax Collection Law, and the General Local Government Code. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve an agreement with Smith Elliott Kerns & Company, LLC, providing audit and accounting services to the Township for years 2020, 2021, and 2022. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioner Brown/Van de Castle moved to adopt a proclamation honoring the Graduating Class of 2020. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Van de Castle moved to approve the Chesapeake Bay Countywide Action Plan Implementation Grant agreement.

MANAGER’S REPORT:

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

OLD BUSINESS: There was none.

NEW BUSINESS:

Commissioner Elksnis thanked Township Manager Rodgers for all the work she has been doing during this difficult time due to COVID-19.

Commissioners Brown/Van de Castle moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS: There were none.

QUESTIONS FROM THE PRESS: There were none.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Van de Castle/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
JUNE 15, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, June 15, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Cromer, Elksnis, 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, MS4 Coordinator Hirt, 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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the May 18, 2020 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:

Commissioner Brown asked Police Chief Hettinger and Fire Chief Clouser if they had any updates for the board of the events of the protest that was held at the Hanover Square on June 6, 2020.

Fire Chief Clouser reported that he was in attendance and the event was peaceful and well organized. Chief Clouser reported there is another event planned for Friday, June

19, 2020. This event is intended to be a family event that will organize in the Hanover Square and participants will march to Wirt Park.

Police Chief Hettinger stated that Penn Township units were on standby on June 6, 2020, the protest was peaceful and they were not needed.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle stated that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Planning – Commissioner Van de Castle:

The following subdivision and land development plans were submitted for formal filing:

| | |
|---------|------------------------------------|
| SL20-04 | Tender Care Pregnancy Center, Inc. |
| SL20-05 | Beechwood Ventures, LLC. |

Commissioner Van de Castle/Elksnis moved to approve the following subdivision and land development plan for approval:

| | |
|---------|----------------------------------|
| SL20-02 | Gonzales & Sons Management, LLC. |
|---------|----------------------------------|

Motion approved unanimously.

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

Finance – Commissioner Brown:

Commissioners Cromer/Brown moved to approve Township warrants in the amount of \$839,879.22. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioner Brown/Van de Castle moved to appoint James R. Lumadue to the Penn Township Planning Commission. Motion carried unanimously.

Commissioner Brown/Van de Castle moved to appoint Firefighter Kory Weaver from probationary firefighter to regular status. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

On Monday, June 1, 2020, via a Zoom online meeting the following bids were opened and publicly read aloud by Manager Rodgers for the refuse bag bid:

| <u>Bidder</u> | <u>Amount</u> | |
|--|---------------|-----------------|
| Central Poly Corporation 2400 Bedle Place Linden, NJ 07036 | Option 1 | \$19.30 per 100 |
| | Option 2 | \$18.80 per 100 |
| X-L Plastics, Inc. 220 Clifton Blvd. Clifton, NJ 07011 | Option 1 | \$17.89 per 100 |
| | Option 2 | \$17.53 per 100 |

Commissioners Elksnis/Van de Castle moved to award the 2020 Refuse Bag Bid, option no. 2 to X-L Plastics, Inc., of Clifton, NJ for a bid price of \$17.53 per one hundred bags with an order of five hundred thousand bags, for a total bid price of \$87,650. Motion carried unanimously.

MANAGER'S REPORT:

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

OLD BUSINESS: There was none.

NEW BUSINESS:

Commissioners Brown/Van de Castle moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

Commissioners Van de Castle/Elksnis moved to continue the March 16, 2020 Disaster Declaration due to the COVID 19 pandemic for the period of May 26, 2020 through June 22, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: There were none.

QUESTIONS FROM THE PRESS: There were none.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Van de Castle/Brown moved for adjournment at approximately 7:12 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JULY 20, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, July 20, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Cromer, Elksnis, Heiland, and Van de Castle. Also present were Solicitor Woods, Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, MS4 Coordinator Hirt, 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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland announced that an executive session was held on July 7, 2020 following the Health & Sanitation Committee Meeting to discuss personnel matters. Commissioner Heiland also 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the June 15, 2020 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/Van de Castle moved to continue the March 16, 2020 Disaster Declaration due to the COVID-19 pandemic for the period of June 23, 2020 through July 27, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve the J. William Warehime Grant in the amount of \$35,000.00 for the purchase of body cameras, and further moved to authorize the Police Chief to execute the grant. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioners Van de Castle/Elksnis moved to approve the Karen Lane Bridge engineering proposal from C.S. Davidson. Motion carried unanimously.

Commissioner Van de Castle stated that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Planning – Commissioner Van de Castle:

Commissioners Van de Castle/Elksnis moved to reduce the performance bond for Stonewicke – Phase I from \$1,867,512.21 to \$406,006.89.

Commissioners Van de Castle/Cromer moved to reduce the performance bond for Stonewicke – Phase II from \$732,560.90 to \$217,294.28.

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

The following subdivision and land development plan was submitted for formal filing:

| | |
|---------|--|
| SL20-06 | High Pointe at Rojen Farms-South Section Phases II-D, E, & F. |
|---------|--|

Commissioners Van de Castle/Brown moved to approve the following subdivision and land development plans for approval:

| | |
|----------------|------------------------------------|
| P04-25/SL20-03 | South Heights |
| SL19-17 | 1020 Baltimore Street |
| SL20-04 | Tender Care Pregnancy Center, Inc. |

Motion carried unanimously.

Commissioners Van de Castle/Elksnis moved to approve the following extension requests that will expire on October 19, 2020:

| | |
|---------|-------------------------|
| SL18-20 | Stonewicke V |
| SL18-15 | South Hills Golf Course |

Motion carried unanimously.

Finance – Commissioner Cromer:

Commissioners Cromer/Van de Castle moved to approve Township warrants in the amount of \$1,519,675.34. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Elksnis moved to accept the resignation of Clayton Black from the Penn Township Planning Commission. Motion carried unanimously.

The Commissioners expressed their appreciation for the excellent service Mr. Black provided to the Planning Commission.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Van de Castle moved to approve the Ultraviolet Disinfection System change order number three, establishing the project as complete and ready for final payment. Motion carried unanimously.

Commissioners Elksnis/Van de Castle moved to approve the Chesapeake Bay Countywide Action Plan Implementation Grant, Amendatory Agreement #1, changing the date of completion. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS:

Commissioners Van de Castle/Cromer moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS:

Mr. Tim McKerchner, 375 Park Heights Blvd and Mr. Tracy Albrecht, 390 Park Heights Blvd, were in attendance. Mr. McKerchner stated that in early May he along with approximately ten other residents along Park Heights Blvd received letters from the Hanover Borough Water Department regarding connection to the new water main that is to be installed. They expressed their concern with the amount of the connection fee. Commissioner Heiland stated the project is under the borough's jurisdiction, and requested Manager Rodgers contact Hanover Borough Manager Dunford to get a point of contact for the gentlemen.

Mr. McKerchner and Mr. Abrecht also wished to discuss the Park Heights Blvd bridge replacement project. Mr. McKerchner requested to be informed of the project

plans as much in advance, as they are expecting large fees with the borough project. He stated that he has heard rumors that the residents will be required to install curbing and sidewalk at their expense. Manager Rodgers stated that once the plans are finalized, the residents will be sent letters addressing the curb and sidewalk. They would have a twelve-month deadline for the installation. She added the project is still in the planning stage, but would forward the plan once received.

Commissioner Heiland thanked the gentleman for their comments and invited them to attend the Public Works meeting in August if they have further concerns.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Van de Castle/Brown moved for adjournment at approximately 7:53 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
AUGUST 17, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, August 17, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Cromer, Elksnis, 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 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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland announced that an executive session was held on August 3, 2020 following the Health & Sanitation Committee Meeting to discuss personnel matters. Commissioner Heiland also 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the July 20, 2020 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/Van de Castle moved to continue the March 16, 2020 Disaster Declaration due to the COVID-19 pandemic for the period of July 27, 2020 through August 24, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Commissioners Brown/Elksnis moved to set Trick or Treat night for October 27, 2020, from 6:00 p.m. to 8:00 p.m. Motion carried unanimously.

Public Works – Commissioner Cromer:

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

Commissioner Cromer reported that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Planning – Commissioner Elksnis:

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

The following subdivision and land development plan were submitted for formal filing:

SL20-04 Tender Care Pregnancy Centers, Inc.

Commissioners Elksnis/Van de Castle moved to approve the following subdivision and land development plans for approval:

SL19-15 South Hills Golf Course
SL20-04 Tender Care Pregnancy Centers, Inc.
SL20-05 Beechwood Ventures, LLC
SL20-06 High Pointe at Rojen Farms Phase III,
D, E, & F.

Motion carried unanimously.

Commissioners Elksnis/Van de Castle moved to approve the following extension request that will expire on November 16, 2020:

SL17-10 Mustang Pointe
Motion carried unanimously.

Finance – Commissioner Cromer:

Commissioners Cromer/Brown moved to approve Township warrants in the amount of \$1,106,914.58. Motion carried unanimously.

Commissioners Cromer/Brown moved to approve a contribution of \$63,750.00 to the Guthrie Memorial Library. Motions carried

Personnel – Commissioner Brown:

Commissioners Brown/Van de Castle moved to appoint Jeffrey Spielman to a term on the Penn Township Civil Service Commission, said term to expire August, 2026. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Cromer moved to approve the Swam Electric change order number two, establishing the project as complete and ready for final payment. Motion carried unanimously.

Commissioners Elksnis/Brown moved to approve the Shiloh Paving and Excavating, Inc., change order number one, decreasing the cost of the project and ready for final payment. Motion carried unanimously.

Commissioners Elksnis/Brown moved to adopt Ordinance No. 834, approving the plan of construction of sanitary collection sewers within and to that portion of Penn Township consisting of Hufnagle Drive and Breezewood Drive. Motion carried on a 5-0 roll call vote.

Commissioners Elksnis/Van de Castle moved to authorize the Township Manager to execute all right of way agreements secured for the Oak Hill/Hershey Heights Sewer project from 2019 until all right of ways are secured. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS:

Commissioners Brown/Van de Castle moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

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/Cromer moved for adjournment at approximately 7:13 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
SEPTEMBER 21, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, September 21, 2020, via an online meeting. President Heiland called the meeting to order at 7:04 p.m. with a roll call of members. Present were Commissioners Cromer, Elksnis, Heiland, and Van de Castle. Also present were Solicitor Woods, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Brown joined the meeting at 7:08 p.m.

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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the August 17, 2020 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/Van de Castle moved to continue the March 16, 2020 Disaster Declaration due to the COVID-19 pandemic for the period of August 25, 2020 through September 28, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to adopt Ordinance 835 establishing definitions of various categories of fireworks; providing regulations for the use and discharge of consumer fireworks, display fireworks, and agricultural fireworks; providing for the administration of the ordinance; and setting forth penalties for violations of the Ordinance provisions. Motion carried 5-0 on a roll call vote.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle reported that the MS4/Stormwater Inspector is available Monday through Friday from 7:00 am to 3:30 pm to answer any questions.

Planning – Commissioner Van de Castle:

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

Finance – Commissioner Cromer:

Commissioners Cromer/Van de Castle moved to approve Township warrants in the amount of \$1,291,938.12. Motion carried unanimously.

Commissioners Cromer/Van de Castle moved to adopt the 2021 Minimum Municipal Obligations for the Penn Township Non-Uniform Pension Plan in the amount of \$210,486.32, the Penn Township Firefighter’s Pension Plan in the amount of \$204,285.67, and the Penn Township Police Pension Plan in the amount of \$714,787.11. Motion carried unanimously.

Commissioners Cromer/Van de Castle moved to adopt Resolution 960, amending the fee schedule for permits and services. Motion carried unanimously.

Commissioners Cromer/Van de Castle moved to authorize the Manager to apply for CARES funding for municipalities through the York County Relief Block Grant Program. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Van de Castle moved to accept the resignation of Claire Hirt as the MS4 Coordinator for Penn Township. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to accept the resignation of Chad Yiegst from the Penn Township Planning Commission. Motion carried unanimously.

Commissioners Brown/Elksnis moved to appoint Adam Selfridge to a term on the Penn Township Planning Commission, said term to expire May of 2022. Motion carried unanimously.

Commissioners Brown/Elksnis moved to appoint Zach Smith to a term on the Penn Township Planning Commission, said term to expire May of 2023. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Cromer moved to adopt Ordinance 836 regulating the keeping of chickens for personal use. Motion carried 5-0 on a roll call vote.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS:

Commissioners Van de Castle/Brown moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS:

Mr. Elijah Fisher, 70 Bowman Road, was in attendance to inquire of the status of a request for a waiver for the installation of a fence within the easement area on his property. The Commissioners advised him to attend the Public Works Committee Meeting on October 5, 2020 for further discussion.

Mr. Adam Selfridge, 9 Rosewood Circle, thanked the Board for the opportunity to serve the township on the Planning Commission Committee.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Brown/Cromer moved for adjournment at approximately 7:21 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
OCTOBER 19, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, October 19, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Cromer, Elksnis, Heiland, and Van de Castle. Also present were Solicitor Doyle, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clousher, 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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the September 21, 2020 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/Van de Castle moved to continue the March 16, 2020 Disaster Declaration due to the COVID-19 pandemic for the period of September 29, 2020 through October 26, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve the Klugh Animal Control Service Agreement for 2021. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle reported that the MS4/Stormwater Inspector is available Monday through Friday from 7:00 am to 3:30 pm to answer any questions.

Planning – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to set the bond amount for Brookside Heights – Phase IV at \$580,286.41. 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 Van de Castle/Cromer moved to approve the following subdivision and land development plan:

SL19-13 Brookside Heights – Phase IV

Commissioners Van de Castle/Elksnis moved to approve the following extension request that will expire on December 21, 2020.

SL18-20 Stonewicke V

Motions carried unanimously

Finance – Commissioner Cromer:

Commissioners Cromer/Van de Castle moved to approve Township warrants in the amount of \$2,391,071.52. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Brown moved to adopt Resolution 961, adopting local pretreatment discharge limits for industrial dischargers. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS:

Commissioners Brown/Van de Castle moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

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/Van de Castle 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 16, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, November 16, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Cromer, Elksnis, 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 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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the October 19, 2020 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/Van de Castle moved to continue the March 16, 2020 Disaster Declaration due to the COVID-19 pandemic for the period of October 27, 2020 through November 23, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve the 2021 York County SPCA Care and Housing agreement. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve the Hanover Area Fire and Rescue Commission Budget for 2021 with the exclusion of the Deputy Fire Chief with a contribution from Penn Township not to exceed \$648,196 for the budget and \$5,000 for the EMA contribution. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle reported that the MS4/Stormwater Inspector is available Monday through Friday from 7:00 am to 3:30 pm to answer any questions.

Planning – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to reduce the bond amount of \$64,204.00 for Whispering Run – Phase 2A to \$45,590.00. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to reduce the bond amount of \$228,866.00 for Whispering Run – Phase 2B to \$128,728.95. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to reduce the bond amount of \$118,179.82 for Whispering Run – Phase 2C to \$83,401.30. 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.

There were no subdivision and land development plans for approval.

Commissioners Van de Castle/Brown moved to approve the following extension request that will expire on February 15, 2021:

SL17-10 Mustang Pointe
Motion carried unanimously

Finance – Commissioner Cromer:

Commissioners Cromer/Van de Castle moved to approve Township warrants in the amount of \$1,233,929.28. Motion carried unanimously.

Commissioners Cromer/Van de Castle moved to adopt Resolution 962, appointing the township auditor and setting compensation for services rendered. Motion carried unanimously.

Commissioner Cromer and Township Manager Rodgers presented the first reading of the 2021 budget. Manager Rodgers reported the General Fund is balanced with \$15,384,988 in revenue and expenditures. She reported the Highway Aid Fund is balanced with \$1,247,808 in revenue and expenditures, and the Sewer Revenue Fund is balanced with \$10,535,321 in revenue and expenditures. The budget will be presented for public display on December 1, 2020.

Personnel – Commissioner Brown:

Commissioners Brown/Van de Castle moved to appoint Joshua Otis as the joint volunteer Deputy Emergency Management Coordinator with the Borough of Hanover through the Hanover Area Fire and Rescue Commission. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Van de Castle moved to approve an agreement with Synagro for biosolids disposal. Motion carried unanimously.

Commissioners Elksnis/Van de Castle moved to approve the agreement between Penn Township and Hanover Foods Corporation for the sale of four hundred eighteen phosphorus credits for the price of \$1,254.00 and the sale of five thousand nine hundred fourteen nitrogen credits for the price of \$8,871.00, and they further moved to authorize the Township Manager and Township Secretary to execute the agreement on behalf of the Township. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS:

Commissioners Van de Castle/Brown moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

Commissioner Van de Castle commented on the Fire Chief’s report regarding the thank you letters received commending the EMT service received. Commissioner Van de Castle also wanted to commend Officer Gaylord and Officer Celich for citations received from the Hanover Borough for their assistance during a recent incident. Commissioner Van de Castle added that Penn Township is fortunate to have excellent Public Safety personnel.

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/Van de Castle moved for adjournment at approximately 7:24 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
DECEMBER 21, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, December 21, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Cromer, Elksnis, 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 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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland 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 legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the November 16, 2020 Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD – CITIZEN’S COMMENTS:

There were none.

PUBLIC HEARING – 2021 BUDGET:

Commissioner Heiland announced that the budget is balanced with no tax increase for 2021. The Commissioners commended Manager Rodgers, Department Heads and all involved for their hard work.

Commissioners Cromer/Van de Castle moved to adopt Ordinance No. 837, the 2021 budget. Motion carried on a 5-0 roll call vote.

Commissioners Cromer/Brown moved to adopt Ordinance No. 838, setting the real estate tax rate for 2021 at 4.40 mills. Motion carried on a 5-0 roll call vote.

Commissioners Cromer/Brown moved that the Township Manager be authorized to balance all 2020 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Brown:

Commissioners Brown/Van de Castle moved to continue the March 16, 2020 Disaster Declaration due to the COVID-19 pandemic for the period of November 24, 2020 through December 28, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Public Works & Recreation – Commissioner Van de Castle:

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 Van de Castle/Cromer moved to approve the C.S. Davidson, Inc. Contract Agreement for Professional Engineering Services for the Bankert Road Culvert Replacement in the amount of \$34,200.00 and for the Beck Mill Road Culvert Replacement in the amount of \$33,500.00. Motion carried unanimously.

Planning – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to reduce the performance bond for High Pointe South Phase S-1 in the amount of \$2,743,635.40 to \$1,531,583.52. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to accept the final inspection for Mavis Tire – North Hanover, thus releasing the Irrevocable Letter of Credit. 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:

- | | |
|---------|--|
| SL20-07 | Hanover Foods Freezer Expansion |
| SL20-08 | Apple Honda of Hanover Parking Lot Expansion |
| SL20-09 | PERO Farms Hanover Facility LLC |
| SL20-10 | AquaPhoenix Scientific Building Addition |

There were no subdivision and land development plans for approval.

Commissioners Van de Castle/Brown moved to approve the following extension request that will expire on February 16, 2021:

SL18-20 Stonewicke V
Motion carried unanimously.

Finance – Commissioner Cromer:

Commissioners Cromer/Van de Castle moved to approve Township warrants in the amount of \$1,581,406.66. Motion carried unanimously.

Commissioners Cromer/Van de Castle moved to adopt Resolution No. 963, fixing the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2021. Motion carried unanimously.

Commissioners Cromer/Van de Castle moved to adopt Resolution No. 964 setting fees for permits and services for 2021. Motion carried unanimously.

Personnel – Commissioner Brown:

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

Commissioners Brown/Van de Castle moved for the reappointment of Charles Stauffer to a one-year term on the Penn Township Vacancy Board. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioner Elksnis had nothing to report.

MANAGER’S REPORT:

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

OLD BUSINESS:

None.

NEW BUSINESS:

Commissioners Van de Castle/Brown moved to adopt Ordinance No. 839 establishing the time and place of regular meetings of the Board of Commissioners. Motion carried on a 5-0 roll call vote.

Commissioners Van de Castle/Cromer moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

Mr. & Mrs. Michael Disantostefano, 1234 Bair Road, and Mrs. Rebecca Rowley, 905 Ripple Drive were in intendance to express their concern regarding a property maintenance notice that was received in the mail regarding the posting of political signage. Mr. Disantostefano stated that that the posting of a political sign is protected under several court rulings as a freedom of speech, he has no intention of removing the sign. Commissioner Heiland stated that the notices were sent as a reminder that Penn Township does have a sign ordinance, but there is no intention of levying a fine for political signs. Solicitor Hovis added that political signs are protected under certain case files, but the Township does retain the right to do time neutral, message neutral enforcement.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Van de Castle/Brown moved for adjournment at approximately 7:21 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JANUARY 6, 2020**

CALL TO ORDER-ROLL CALL-DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met for the purpose of reorganization on January 6, 2020 at the Penn Township Municipal Building. Commissioner Heiland called the meeting to order at 7:00 P.M. Present at the meeting were Commissioners-Elect Brown and Elksnis; Commissioners Felix and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, 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.

ADMINISTRATION OF OATHS OF OFFICE TO COMMISSIONERS:

District Justice Jeffrey Sneeringer administered the oaths of office to Commissioners-Elect Brown and Elksnis, and Tax Collector-Elect Hoke.

ELECTION OF OFFICERS:

Commissioners Felix/Brown moved to nominate Justin Heiland for the office of President of the Penn Township Board of Commissioners. The motion carried unanimously

Commissioners Felix/Elksnis moved to nominate Michael G. Brown for the office of Vice-President of the Penn Township Board of Commissioners. The motion carried unanimously.

ANNOUNCEMENTS:

Commissioner Heiland read the announcement of executive session that was held following the December 16, 2019, Board of Commissioners' meeting. Commissioner Heiland announced that after the Public Works meeting this evening The Board of Commissioners would convene in an executive session to discuss personnel matters.

COMMITTEE APPOINTMENTS:

Commissioner Heiland read the Committee appointments for 2020-2021 as follows:

| | | |
|--|--|---|
| Finance | Michael Brown Wendell Felix | Chairman Co-Chairman |
| Health & Sanitation | Justin Heiland Mark Elksnis | Chairman Co-Chairman |
| Personnel | Justin Heiland Michael Brown | Chairman Co-Chairman |
| Public Safety | Wendell Felix Mark Elksnis | Chairman Co-Chairman |
| Public Works | Mark Elksnis Wendell Felix | Chairman Co-Chairman |
| South Western Recreation Commission | Justin Heiland Michael Brown | Representative Alternate |
| South Western Liaison Committee (President, Vice-President) | Justin Heiland Michael Brown | Representative Alternate |
| Hanover Area Regional Economic Development Committee (President, Vice-President) | Michael Brown Justin Heiland | Representative Alternate |
| Police & Fire Pension Boards (Finance) | Michael Brown Wendell Felix | |
| Hanover Area Fire & Rescue Commission | Michael Brown Wendell Felix Justin Heiland | Representative Representative Alternate |

APPOINTMENT OF TOWNSHIP OFFICIALS:

Commissioners Felix/Elksnis moved for the appointment of Kristina J. Rodgers as Township Manager for a two-year term effective January 1, 2020. Motion carried unanimously.

Commissioners Felix/Brown moved for the appointment of Steven M. Hovis, Esquire, as Township Solicitor for a two-year term effective January 1, 2020. Motion carried unanimously.

Commissioners Felix/Brown moved for the appointment of Eric J. Bortner as Township Engineer for a two-year term effective January 1, 2020. Motion carried unanimously.

Commissioners Felix/Brown moved for the appointment of Steven Hartlaub as Township Broker of Record for a two-year term effective January 1, 2020. Motion carried unanimously.

Commissioners Felix/Elksnis moved to adopt Resolution No. 952 appointing Kristina J. Rodgers as Township Treasurer, Donna M. Sweeney as Township Secretary and Michael G. Brown as Assistant Township Secretary. Motion carried unanimously.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Felix: None

Personnel – Commissioner Heiland:

Commissioners Heiland/Brown moved to appoint Charles Stauffer to a one-year term on the Penn Township Vacancy Board. Motion carried unanimously.

Commissioners Heiland/Felix moved to appoint Michael Brown and Mark Elksnis to the Penn Township Planning Commission, said term to expire December 31, 2021. Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Felix moved to adopt Resolution No. 953 appointing Kristina J. Rodgers as the voting delegate and Donna M. Sweeney as the alternate delegate to represent Penn Township on the York County Tax Collection Committee. Motion carried unanimously.

Public Works – Commissioner Elksnis: None

Planning and Recreation – Commissioner Brown: None

Health & Sanitation – Commissioner Heiland: None

OLD BUSINESS: None

NEW BUSINESS: None

PERSONS TO BE HEARD/CITIZEN’S COMMENTS: None

QUESTIONS FROM THE PRESS FOR THE COMMISSIONERS: None

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Felix/Brown moved for adjournment at approximately 7:13 P.M. Motion carried unanimously.

Respectfully Submitted,

Donna M. Sweeney
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS' PUBLIC MEETING
JANUARY 15, 2020**

The Penn Township Board of Commissioners met in a special session on Wednesday, January 15, 2020 at the Penn Township Municipal Building. President Heiland called the meeting to order at 5:00 P.M., with a roll call of members. Present were Commissioners Heiland, Brown, Felix, and Elksnis. Also present were Manager Rodgers and Zoning Officer Smith.

Commissioner Heiland announced that the purpose of the meeting was to interview candidates to fill the vacancy on the Board of Commissioners. The Commissioners interviewed James R. Lumadue, William J. Bowman, II, and Ray Van de Castle. After the interviews, a brief recess and public deliberation, Commissioners Felix/Elksnis moved for appointment of Ray Van de Castle to the vacant position on the Penn Township Board of Commissioners. Motion carried on a 4-0 roll call vote.

The meeting adjourned at 6:08 p.m.

Respectively submitted,

Kristina J. Rodgers
Township Manager