

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JANUARY 16, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, January 16, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Allison, Berlingo, Elksnis, Heiland, and Brown. Also present were Solicitor Doyle, 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 Brown announced that an executive session was held following the Health & Sanitation Committee meeting on January 3, 2023, to discuss legal and personnel issues. He 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.

Commissioner Brown, on behalf of the Board offered congratulations to Solicitor Doyle on her recent election to partnership at Stock and Leader.

**APPROVAL OF THE MINUTES:**

The minutes of the December 19, 2022, Board of Commissioners meeting were approved as submitted.

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

Senator Kristin Phillips-Hill, representing Penn Township within the 28<sup>th</sup> District, presented a brief introduction. She thanked the Commissioners for their public service and looks forward to working with the Township.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Heiland moved to approve the York County Mobile Data Computer Service Agreement. Motion carried.

Public Works & Recreation – Commissioner Heiland:

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.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to set the bond amount for High Pointe at ROJEN Farms Penn South – Phase S4 at \$1,539,239.90. Motion carried.

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 submitted for approval.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on April 17, 2023.

SL22-12      Holland Construction – 100 Blettner Avenue  
SL22-13      Stonewicke – Phase IV  
Motion carried.

Personnel – Commissioner Heiland:

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

Commissioners Heiland/Berlingo moved for the appointment of contact to be Jeffrey Waltman for the York County Hazard Mitigation Plan Update. Motion carried.

Finance – Commissioner Allison:

Commissioners Allison/Heiland moved to approve Township warrants in the amount of \$1,203,035.76. Motion carried.

Commissioners Allison/Heiland moved to adopt Resolution No. 996, amending the fees for permits and provided services for 2023. Motion carried.

Commissioners Allison/Heiland moved to adopt Resolution No. 997, appointing Kristina J. Rodgers as Township Treasurer, Donna M. Sweeney as Township Secretary, and Thomas Allison as Assistant Township Secretary. Motion carried.

Commissioners Allison/Heiland moved to adopt Resolution No. 998, 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.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo had nothing to report.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Commissioner Elksnis reported that he and Police Chief Hettinger will be discussing the updates to Ordinance 590. Township Manager Rodgers stated that she had forwarded a draft copy to the Board for review. Commissioner Brown reported that he has concerns. The subject will be discussed further during the next Public Safety Committee meeting.

**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/Heiland moved for adjournment at approximately 7:12 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
FEBRUARY 20, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, February 20, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Allison, Berlingo, Elksnis, Heiland, and Brown. Also present were Solicitor Doyle, 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 Brown announced that an executive session was held following the Health & Sanitation Committee meeting on February 6, 2023, to discuss legal and personnel issues. He 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 January 16, 2023, 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/Heiland moved to adopt Ordinance 851, Amending Ordinance 590 prohibiting the use of skateboards and rollerblades on public streets, on any property owned by the Township and within rights-of-ways of the Township of Penn to include electrically assisted pedestrian transporters. Motion carried on a roll call vote.

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

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 Heiland/Elksnis moved to approve an agreement with C.S. Davidson for engineering services for the Barnhart Drive Culvert Replacement-Phase 2. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to reduce the bond amount for AquaPhoenix Scientific from \$535,769.05 to \$105,752.65. Motion carried.

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

The following Subdivision and Land Development plan was submitted for formal filing:

SL23-01      South Western School District

Commissioners Heiland/Allison moved to approve a request for preliminary plan approval for SL22-09 York Road Investments, LLC, with the condition the following requirements will be met:

~The approved Post-Construction Stormwater Management Plan (PCSWMP) shall be submitted to the Township. (S.401.E.1).

~A soil erosion and sediment control plan, as prepared for, reviewed, and approved by the York County Conservation District shall be provided to the Township (S.401.E.5).

Motion carried.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on May 15, 2023.

SL17-10 Mustang Pointe

SL21-05 Elsner Engineering Works, Inc.

SL22-01 Water Street Four, LLC.

SL22-03 Panther Cat, LLC.

SL22-14 High Pointe @ Rojen Farms, Penn South S4

Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Elksnis moved for the appointment of Police Officer Jeremiah Zech from probationary patrol officer to regular status effective March 12, 2023. Motion carried.

Commissioners Heiland/Berlingo moved to accept the resignation of James Lumadue from the Penn Township Planning Commission. Motion carried.

Finance – Commissioner Allison:

Commissioners Allison/Heiland moved to approve Township warrants in the amount of \$3,040,909.91. Commissioner Allison abstained from warrants for vendor #3457. Motion carried.

Commissioners Allison/Elksnis moved to adopt Resolution No. 999, reducing employee contributions to the firefighters pension plan for the year 2023. Motion carried.

Commissioners Allison/Heiland moved to adopt Resolution No. 1000, setting the rate of pay for the Superintendent for the Waste Water Treatment Plant. Motion carried.

Commissioners Allison/Heiland moved to approve a request dated February 8, 2023, from Hanover Land Services for a waiver of the Subdivision and Land Development fees for South Western School District. Motion carried.

Commissioners Allison/Heiland moved to approve a request from Penn Township for a waiver to permit fees for the installation of a sign on Wilson Avenue. Motion carried.

Commissioners Allison/Heiland moved to award the contract for Pre-Mixed Bituminous Concrete for the period of April 1, 2023 to March 31, 2024 to York Materials Group LLC, 950 Smile Way, York PA 17404 at the following bid price as quoted:

FOB Plant

Pre-mixed Bituminous Stock Pile Material	\$110.00 per ton
9.5 mm Superpave Surface Course	\$ 70.65 per ton
19 mm Superpave Surface Course	\$ 64.05 per ton
25 mm Superpave Base Course	\$ 61.05 per ton

FOB JOB

9.5 mm Superpave Surface Course	\$ 77.20 per ton
25 mm Superpave Base Course	\$ 67.60 per ton

Motion carried.

Commissioners Allison/Berlingo moved to award the contract for Crushed Stone for the period of April 1, 2023 to March 31, 2024 to Vulcan Construction Materials, LP, 875 Oxford Avenue, Hanover, PA 17331 at the following bid price as quoted:

Delivery only in full truck load quantities to job locations as specified at time of delivery in Penn Township	\$ 4.05 per ton
Screenings (AASHTO #10)	\$ 17.50 per ton
PA 2A Stone & RC Stone	\$ 10.05 per ton
Sand & Crushed Stone Anti-Skid Type 2	\$ 14.80 per ton
1B Stone (AASHTO #8) & HE6 Stone (AASHTO #9)	\$ 18.50 per ton
2B Stone (AASHTO #57)	\$ 14.50 per ton

All Other Stone Including 4" Ballast (AASHTO #1&#3) \$ 14.50 per ton  
 Rip-Rap \$ 19.75 per ton  
 Motion carried.

Commissioners Allison/Berlingo moved to award the contract for Petroleum Products for the period of April 1, 2023 to March 31, 2024 at the following price as quoted:

Mid-Atlantic Cooperative Solutions d/b/a Aero Energy, 230 Lincoln Way East, New Oxford, PA 17350

Regular Lead-Free Minimum 87 Octane Gasoline, Exclusive of Tax \$ 2.7230 per gallon  
 Diesel Oil No. 2, Straight Run \$ 3.5492 per gallon  
 Motion carried.

PPC Lubricants Inc., 305 Micro Drive, Jonestown, PA 17038

#5-20 Motor Oil Universal, Multi-grade in 55-gallon drums \$10.89 per gallon  
 #15-40 Motor Oil Universal, Multi-grade in 55-gallon drums \$11.89 per gallon  
 #10-20 Hydraulic Oil/Low Foaming Action, in 55-gallon drums \$10.86 per gallon  
 Motion carried.

Commissioners Allison/Elksnis moved to award the contract for Traffic Line Painting for the period of April 1, 2023 to March 31, 2024 to Alpha Space Control Co., Inc, 1580 Gabler Road, Chambersburg, PA 17201 at the following bid price as quoted:

Center Traffic Line Painting –  
 Two four-inch Yellow Lines \$ 0.1420 per linear foot  
 Lane Line & Edge Line Painting –  
 One four-inch White Line Solid or Dashed \$ 0.0720 per linear foot  
 Motion carried.

Commissioners Allison/Heiland moved to award the contract for Snow and Ice Rock Salt for the period of May 31, 2023 to May 31, 2024 to Deicing Depot, 1580 NW Third Street, Deerfield Beach, FL 33442 in bulk at the following bid price as quoted:

Delivery before July 01, 2023 \$76.39 per ton  
 Delivery before October 01, 2023 \$77.18 per ton  
 Delivery after October 01, 2023 \$78.76 per ton  
 Motion carried.

Commissioners Allison/Berlingo moved to award the contract for Street Milling for the period of April 1, 2023 to March 31, 2024 to Kinsley Construction, Inc., 1110 E. Princess Street, York PA 17403, for the bid price of \$2.25 per square yard. Motion carried.

Commissioners Allison/Elksnis moved to award the contract for Sodium Hypochlorite 12% in drums for the period of April 1, 2023 to March 31, 2024 to Univar Solutions USA, Inc., 200 Dean Sievers Place, Morrisville, PA 19067, for \$0.4241 per pound. Motion carried.

Commissioners Allison/Heiland moved to award the contract for Liquid Polyaluminum Chloride for the period of April 1, 2023 to March 31, 2024 to USALCO Baltimore Plant, LLC., 2601 Cannery Avenue, Baltimore, MD 21226, 36,000 gallons for the bid price of \$2.4713 per gallon. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo had nothing to report.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** Commissioner Brown reported that he would like to begin discussion of the process of moving the administration and zoning offices from 20 Wayne Avenue to the Public Works facility on Wilson Avenue.

**PERSONS TO BE HEARD/CITIZEN’S COMMENTS:** Mr. Leonard Rice, 125 Hirtland Avenue, had questions regarding the status of the new Penn Township sign on Wilson Avenue. Commissioner Elksnis addressed his questions.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:25 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary



**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MARCH 20, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, March 20, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Elksnis, Heiland, and Brown. Commissioner Allison was absent with notice. Also present were Solicitor Doyle, Township Manager Rodgers, Police Chief Hettinger, Fire Captain Adams, 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 Brown announced that due to the even number of Commissioners in attendance this evening if a motion ends in a tie vote, the motion fails. He 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 20, 2023, 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/Heiland moved to approve a request dated February 1, 2023, from the Allied Veterans Council of Hanover to conduct the Annual Memorial Day Parade on Monday, May 29, 2023. Motion carried.

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

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 Heiland/Elksnis moved to adopt Resolution No. 1001, recognizing April 2023, as Pennsylvania Safe Digging Month. Motion carried.

Commissioners Heiland/Elksnis moved to approve an agreement with John W. Richardson and Sally Ann Richardson for the permanent right-of-way for the Oil Creek Stream Bank Stabilization project. Motion carried.

Commissioners Heiland/Elksnis moved approve an agreement with Catherine M. Moser and Catherine V. Moser for the permanent right-of-way for the Oil Creek Stream Bank Stabilization project. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to reduce the bond amount for Gitts Run Road Development from \$244,271.17 to \$51,774.93. Motion carried.

Commissioners Heiland/Berlingo moved to reduce the bond amount for Yazoo Mills, Inc. from \$66,046.75 to \$7,260.00. Motion carried.

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

The following Subdivision and Land Development plans were submitted for formal filing:

- SL23-02 York Road Investments, LLC
- SL23-03 Hanover Terminal Inc., 201 Center Street

Commissioners Heiland/Berlingo moved to approve the following Subdivision and Land Develop Plan:

- SL22-03 Panther Cat, LLC
- Motion carried.

Commissioners Heiland/Berlingo moved to approve SL22-14 High Pointe at ROJEN Farms Penn South-Phase S4 Subdivision and Land Development Plan on the condition of the addition of the sewer line right of way to the plan to the satisfaction of the Township engineer and solicitor. Motion carried.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on June 19, 2023.

- SL22-07 Carroll County Christian Center
  - SL22-10 934 Baltimore Street-Cody Bentzel
  - SL22-11 Liberty Restoration & Construction LLC
  - SL22-15 WAWA Food Market & Fueling Station
- Motion carried.

Personnel – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Finance – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to approve Township warrants in the amount of \$1,261,746.78. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request received February 13, 2023, from South Western High School Music Department for waivers to permit fees for their Spring Market Place Community Yard Sale to be held April 15, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request dated February 13, 2023, from the Exchange Club of Hanover for waivers to sign permit fees for their Evening of Comedy & Magic Show to be held April 28, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request dated February 13, 2023, from the Exchange Club of Hanover for waivers to sign permit fees for their Annual Builder's Home and Garden Show to be held March 24<sup>th</sup> and 25<sup>th</sup>, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request dated February 15, 2023, from The Hanover Area Chamber of Commerce for waivers to sign permit fees for their Annual Snack Town Street Fair to be held July 15, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1002, authorizing the disposition of municipal records in accordance with the Historical and Museum Commission Act 428 of 1968. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1003, allowing for sick time to be cashed out by the Township Manager. Motion carried.

Commissioner Brown opened the floor for discussion of the Franchise Agreement with Shenandoah Cable Television LLC. Manager Rodgers stated that the last agreement with Comcast is nonexclusive, but has expired. Solicitor Doyle stated that generally there is a clause in those agreements that states if nobody moves to terminate it continues. Manager Rodgers stated that the concern is what is being heard from other municipalities, there have been right of way issues with Shenandoah with street opening permits, and time of completion of installation. Solicitor Doyle will review the contract.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo had nothing to report.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Commissioners Brown/Heiland moved to amend the agenda under new business to consider the purchase of radios for the police department. Motion carried.

Police Chief Hettinger reported there is \$25,000 budgeted this year for the replacement of five radios for the police department. An opportunity has arisen to purchase the nineteen radios and two charging stations for an additional \$27,008.66 this year, eliminating the item from the budget for the next three years. He reported the order needs to be placed in the morning.

Commissioners Elksnis/Heiland moved to authorize Police Chief Hettinger to purchase nineteen radios and two charging stations, using the American Rescue Funds for the additional \$27,008.66. Motion carried.

**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/Heiland moved for adjournment at approximately 7:27 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
APRIL 17, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, April 17, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Allison, Berlingo, Elksnis, Heiland, and Brown. Also present were Solicitor Doyle, 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 Brown announced that an executive session was held following the April 4, 2023, Health and Sanitation Committee meeting to discuss personnel matters. He also announced 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 20, 2023, 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/Heiland moved to approve the Hanover Public School District Memorandum of Understanding. Motion carried.

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

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. Commissioner Heiland announced there will be a

MS4 Community Forum on Monday, May 1, 2023, at 6 p.m. The Public Safety and Public Works committee meetings will immediately follow.

Commissioners Heiland/Elksnis moved to approve an agreement with Sell Today PA, LLC, for the permanent right-of-way for the Oil Creek Stream Bank Stabilization project. Motion carried.

Commissioners Heiland/Berlingo moved to approve an agreement with Dorothy R. Armstrong for the permanent right-of-way for the Oil Creek Stream Bank Stabilization project. Motion carried.

Commissioners Heiland/Berlingo moved to adopt Resolution No. 1004, Authorizing the Intermunicipal Agreement to perform paving services for Berwick Township. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to set the bond amount for Ridge Avenue Subdivision and Land Development Plan at \$3,803,559.87. Motion carried.

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/Berlingo moved to approve the following Subdivision and Land Develop Plan:

SL23-02 Ridge Avenue  
Motion carried.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on July 17, 2023.

SL22-12 Holland Construction – 100 Blettner Avenue  
SL22-13 Stonewicke Phase IV  
Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to adopt Resolution No. 1005, appointing David L. Baker II to the Zoning Hearing Board, for the unexpired term ending January 2028. Motion carried.

Commissioners Heiland/Berlingo moved to appoint Zach Smith to the Planning Commission, said term to expire May 2027. Motion carried.

Commissioners Heiland/Elksnis moved to appoint Michael Hoover to the Planning Commission for the unexpired term ending May 2026.

Commissioner Brown announced that the applicant withdrew for the position on the Planning Commission for the unexpired term ending May 2024.

Finance – Commissioner Allison:

Commissioners Allison/Elksnis moved to approve Township warrants in the amount of \$1,898,186.35. Motion carried with Commissioner Allison abstaining from warrants for vendor #3457.

Commissioners Elksnis/Berlingo moved to approve Township warrants for vendor #3457. Motion carried with Commissioner Allison abstaining.

Commissioners Allison/Heiland moved to approve a request dated March 24, 2023, from Saint Joseph Catholic School for a waiver to the cost of permits for an end of school year yard sale. Motion carried.

Commissioners Allison/Heiland moved to adopt Ordinance No. 852 – Amending Ordinance No. 691 which establishes and regulates a Firefighter’s Pension Fund. Motion carried 5-0 on a roll call vote.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo had nothing to report.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** Commissioner Heiland announced the Shredding and Food Drive event will be held Saturday, April 22, 2023, from 8 a.m. to 1 p.m.

**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/Heiland moved for adjournment at approximately 7:14 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney, Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MAY 15, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, May 15, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Allison, Berlingo, Elksnis, Heiland, and Brown. Also present were Solicitor Doyle, 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 Brown announced that an executive session was held following the May 2, 2023, Health and Sanitation Committee meeting to discuss personnel matters. He also announced 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.

Commissioner Brown reported that this is National Police Week. He reported the Township has the finest officers and expressed his gratitude for their service.

**APPROVAL OF THE MINUTES:**

The minutes of the April 17, 2023, Board of Commissioners meeting were approved as submitted.

**YORK COUNTY PLANNING COMMISSION:** Ms. Felica Dell, Director, presented a slide show for the 2025 Transportation Improvement Program. They have funds available for future projects and are reaching out to municipalities for input.

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

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Elksnis:**

Commissioner Elksnis had nothing to report.



Public Works & Recreation – Commissioner Heiland:

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 Heiland/Berlingo moved to approve the Bankert Road Culvert Replacement Project Change Order No. One, Increasing the Contract time by one hundred days. Motion carried.

Commissioners Heiland/Berlingo moved to approve an agreement with Kerry D. Blettner for the permanent right-of-way for roadway improvements along Blettner Avenue. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Allison moved to set the bond amount for South Western School District Land Development Plan at \$313,622.10. Motion carried.

Commissioners Heiland/Allison moved to accept the final inspection of Apple Honda, thus reducing the bond amount to \$0.00. Motion carried.

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

The following Subdivision and Land Development plan was submitted for formal filing:

SL23-04      820 Hershey Heights Road – Small & Rinker

Commissioners Heiland/Elksnis moved to approve the following Subdivision and Land Develop Plan:

SL23-01      South Western School District  
Motion carried.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on August 21, 2023:

SL17-10      Mustang Pointe  
SL21-05      Elsner Engineer Works, Inc.  
SL22-01      Water Street Four, LLC  
Motion carried.

Personnel – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Finance – Commissioner Allison:

Commissioners Allison/Elksnis moved to approve Township warrants in the amount of \$1,219,406.19. Motion carried with Commissioner Allison abstaining from warrants for vendor #3457.

Commissioners Berlingo/Heiland moved to approve Township warrants for vendor #3457. Motion carried with Commissioner Allison abstaining.

Commissioners Allison/Heiland moved to adopt Ordinance No. 853, Providing for the Licensure and Registration of Persons, Firms, Partnerships, or Corporations Engaged or Engaging in the Business or Work of Plumbing in Penn Township, York County, Pennsylvania, Providing Penalties for the Violation Thereof. Motion carried 5-0 on a roll call vote.

Commissioners Allison/Elksnis moved to adopt Resolution No. 1006, Authorizing the Disposition of Municipal Records in Accordance with the Historical and Museum Commission Act 428 of 1968. Motion carried.

Commissioners Allison/Heiland moved to authorize a Request for Proposal for Auditing Services for the years 2023, 2024, and 2025. Motion carried.

Commissioners Allison/Heiland moved to approve an agreement with Town Square Publications authorizing the production of a Community Map. Motion carried.

Commissioner Allison/Heiland moved to approve a request dated April 3, 2023, from the Hanover Lions Club for a waiver of the fees for their annual Chicken Barbeque that was held on May 13, 2023, at Young's Woods. Motion carried.

Commissioners Allison/Berlingo moved to approve a request dated April 20, 2023, from the Friends of Codorus State Park for a waiver to the cost of sign permits for their Experience Codorus Outdoors event to be held on June 9, and June 10, 2023.

Health & Sanitation – Commissioner Berlingo:

Commissioner Berlingo had nothing to report.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** Commissioner Elksnis reported the sign that was at the Public Works and Waste Water Treatment Plant has been repurposed for Young's Woods, and should be installed within the next few days.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** Mr. David Myers, 47 Kaitlyn Drive, and Brayden Myers, member of Boy Scout Troop 107 were present to discuss an Eagle Scout project within the Township.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:50 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JUNE 19, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, June 19, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Allison, Berlingo, Elksnis, Heiland, and Brown. Also present were Solicitor Doyle, Police Lieutenant Merwede, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Township Manager Rodgers was present via cell phone.

**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 Brown announced 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.

Commissioner Brown reported that Mr. Christopher Lockard's Memorial Service was held last week, he commended the work he did for Hanover Borough and for the Fire Commission.

**APPROVAL OF THE MINUTES:**

The minutes of the May 15, 2023, 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/Berlingo moved to approve the South Western School District Memorandum of Understanding. Motion carried.

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

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

Commissioners Heiland/Berlingo moved to approve an agreement with Robert B. Hayes, Jr., and Kimberly M. Colson for the permanent right of way for roadway improvements along Blettner Avenue. Motion carried.

Commissioners Heiland/Berlingo moved to approve an agreement with Martin H. Becker and Sondra R. Becker for the permanent right of way for the Oil Creek Stream Bank Stabilization project. Motion carried.

Commissioners Heiland/Berlingo moved to adopt Resolution No. 1007, Extending the term of the amended and Restated Intergovernmental Cooperation Agreement for the Implementation of the York County Regional Chesapeake Bay Pollutant Reduction Plan. Motion carried.

Commissioners Heiland/Berlingo moved to accept the Maintenance Bond in the amount of \$192,218.08 for the Thornbury Hunt Development. Motion carried.

Commissioners Heiland/Berlingo moved to adopt Resolution No. 1008, accepting the dedication of tracts of land and sewer lines and authorizing the filing of the appropriate Deeds of Dedication with the Recorder of deeds Office in and for York County, Pennsylvania. Motion carried.

Commissioners Heiland/Elksnis moved to adopt Ordinance No. 854, adopting as public roads portions of Beck Mill Road, Brian Lane, Granite Lane, Onyx Drive, and Quartz Ridge Road. Motion carried 5-0 on a roll call vote.

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

#### Planning – Commissioner Heiland:

Commissioners Heiland/Allison moved to set the bond amount for Hanover Terminal, Inc., 201 Center Street Land Development Plan at \$219,223.13. Motion carried.

Commissioners Heiland/Elksnis moved to reduce the performance bond amount for High Pointe at ROJEN Farms Penn South Phase S4 from \$1,539,239.90 to \$1,102,316.60. Motion carried.

Commissioners Heiland/Berlingo moved deny a request dated May 13, 2023, from Hanover Land Services for a waiver to Section 605 – Landscaping and Bufferyards for Liberty Restoration & Construction LLC Subdivision & Land Development Plan. Motion carried.

Commissioners Heiland/Allison moved approve a request dated May 24, 2023, from Rettew Associates for a waiver to Article 3.304 – Referral of Plan for Hanover Foods Freezer Expansion Land Development Plan. Motion carried.

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/Berlingo moved to approve the following Subdivision and Land Develop Plan:

SL23-03 Hanover Terminal, Inc., 201 Center Street  
Motion carried.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on September 18, 2023:

SL22-07 Carroll County Christian Center  
SL22-10 934 Baltimore Street-Cody Bentzel  
SL22-11 Liberty Restoration & Construction LLC  
SL22-15 WAWA Food Market & Fueling Station  
Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to appoint Jeremy Shry to the Planning Commission, said term to expire May 2024. Motion carried.

Finance – Commissioner Allison:

Commissioners Allison/Heiland moved to deny a request dated May 17, 2023, from Barley Snyder on behalf of York Road Investments, LLC, requesting a waiver/refund of the Subdivision and Land Development fee increase of 2023. Motion carried.

Commissioners Allison/Heiland moved to approve Township warrants in the amount of \$1,423,501.48. Motion carried with Commissioner Allison abstaining from warrants for vendor #3457.

Commissioners Berlingo/Heiland moved to approve Township warrants for vendor #3457. Motion carried with Commissioner Allison abstaining.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to approve agreements with Randall G. Culp and Holly J. Culp, John M. Lokka, J.A. Myers Building and Development, Inc., by statutory merger with Royal Building, Inc., and South Heights Manor, LP, by its General Partner, Joseph A. Myers Land Investor, LLC by its Sole Member, for the permanent public utility, sanitary sewer easement. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Ordinance No. 855, accepting the dedication of certain sanitary sewer facilities to that portion of Penn Township consisting of Thornbury Hunt. Motion carried 5-0 on a roll call vote.

Commissioners Berlingo/Heiland moved to approve Conewago Enterprises, Change Order No. 2, for the Oak Hills/Hershey Heights Sanitary Sewer Installation in the amount of \$17,536.07. Motion carried with Commissioner Brown abstaining.

**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/Heiland moved for adjournment at approximately 7:22 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JULY 17, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, July 17, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Allison, Berlingo, Elksnis, Heiland, and Brown. Also present were Solicitor Doyle, 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 Brown announced there was an executive session held following the July 3, 2023, Health and Sanitation Committee meeting, and on July 7, 2023, to discuss personnel matters. On July 11, 2023, a Loudermill hearing was held.

Commissioner Brown announced that the Public Safety, Public Works, Finance, and Health and Sanitation Committee meetings will be held on Monday, August 7, 2023, at 6 p.m.

He 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 19, 2023, Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:** Ms. Donna Boone, 204 Jasmine Drive, was present to express her concern for the third consecutive summer with the retention area next to her property. The property has not been maintained. Zoning Officer Smith addressed her concern and explained the process.

Ms. Villette Maynor, 134 Moore Drive, expressed her concern with the retention pond behind her property on Gardenia Drive. She stated that her property floods because the stream is not maintained.

**YORK COUNTY RAIL TRAIL PRESENTATION:** Gwen Loose, Executive Director, York County Rail Trail was present to provide an update on current events with the Rail Trail Authority.



**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Elksnis:**

Commissioners Elksnis/Allison moved to approve a request dated June 1, 2023, from the Hanover Public School District to conduct their annual Homecoming Parade on Friday, September 29, 2023. Motion carried.

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

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

Commissioners Heiland/Berlingo moved deny a request dated May 26, 2023, from David Colgan for waivers to easements on his property to install a shed. Motion carried.

Commissioners Heiland/Elksnis moved to approve an agreement with Hanover Land Services, Inc. for the Stormwater Best Management Practices Retrofit Project. Motion carried.

Commissioners Heiland/Berlingo moved to approve an agreement with York County Stormwater Consortium for the Stormwater Best Management Practices Retrofit Project. Motion carried.

Commissioners Heiland/Berlingo moved to approve an agreement with Hanover Land Services, Inc. for Stormwater services. Motions carried.

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

**Planning – Commissioner Heiland:**

Commissioners Heiland/Elksnis moved to set the bond amount for Stonewicke – Phase IV Land Development Plan at \$682,003.30. Motion carried.

Commissioners Heiland/Berlingo moved to approve a request dated June 23, 2023, from Frederick, Seibert & Associates, Inc. for a waiver of exemption for a Land Development Plan and Stormwater Management Plan for Homewood at Plum Creek. Motion carried.

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 Heiland/Berlingo moved to approve the following extension requests to expire on October 16, 2023:

SL22-12 Holland Construction – 100 Blettner Avenue  
SL22-13 Stonewicke – Phase IV  
Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to appoint Jeremy Shry to the Planning Commission, said term to expire May 2024. Motion carried.

Finance – Commissioner Allison:

Commissioners Allison/Berlingo moved to approve a request dated June 4, 2023, from Saint Joseph Parish for waivers to the permit fees for their annual yard sale fundraiser to be held on Saturday, July 29, 2023. Motion carried.

Commissioners Allison/Heiland moved to adopt Ordinance No. No. 856, amending Ordinance No. 257, regulating yard sales. Motion carried on a 5-0 roll call vote.

Commissioners Allison/Heiland moved to adopt Ordinance No. 857, entering into a cable franchise agreement with Shenandoah Cable Television LLC. Motin carried on a 5-0 roll call vote.

Commissioners Allison/Berlingo moved to approve Township warrants in the amount of \$1,315,539.62. Motion carried with Commissioner Allison abstaining for warrants from vendor #3457.

Commissioners Berlingo/Heiland moved to approve Township warrants for vendor #3457. Motion carried with Commissioner Allison abstaining.

Health & Sanitation – Commissioner Berlingo:

Commissioners Heiland/Elksnis moved to terminate Kristina Rodgers as Township Manager. Motion carried.

Commissioner Heiland/Elksnis moved to authorize an offer of severance subject to final solicitor review and consultation with the Personnel Committee. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

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

**QUESTIONS FROM THE PRESS:** Justin Doty, Frederick, Seibert & Associates, Inc., thanked the Board for their action on the waiver request for Homewood at Plum Creek. He provided a brief

overview. Solicitor Doyle clarified that the motion for the waiver request was to approve the waiver for the Land Development Plan, but not for the Stormwater Management Plan. She reported that the State requires us to require the Stormwater Management Plan, therefore the Township does not have the authority to approve the waiver. A stormwater permit is still required. While this is one small addition, however, is a part of several additions and over time the total surface of impervious space will increase.

**ADJOURNMENT:**

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

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
AUGUST 21, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, August 21, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Elksnis, Heiland, and Brown. Also present were Solicitor Hovis, 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 Brown announced there was an executive session held following the August 7, 2023, Health and Sanitation Committee meeting, this evening prior to the Board of Commissioners meeting to discuss personnel. He 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 17, 2023, Board of Commissioners meeting were approved as submitted.

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

Ms. Barb Sipling, 500 block of Baer Avenue, was present to express her concern the lack of maintenance of the Township's alleys. She stated that the alleys are filled with potholes. The Committee advised that millings are available and can be obtained by the Recycling Center on Wilson Avenue.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Elksnis:**

Commissioners Elksnis/Berlingo moved to set the date for Trick-or-Treat for Tuesday, October 24, 2023, from 6 pm to 8 pm. Motion carried.

Commissioners Elksnis/Berlingo moved to adopt Resolution No. 1010, adopting the policies of the Police Department. Motion carried.

Commissioners Elksnis/Berlingo moved to approve a Municipal Service Agreement for the Maintenance of Traffic Control Signals with Atlantic Transportation Systems, Inc. Motion carried.

Public Works & Recreation – Commissioner Heiland:

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 Heiland/Elksnis moved to approve C.S. Davidson, Inc. Contract Change Order No. 2, in the amount of a credit of \$1,200. Motion carried.

Commissioners Heiland/Elksnis moved to approve an agreement with CSX Transportation, Inc. for the temporary right of entry to conduct paving work on Wilson Avenue. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to reduce the bond amount for AquaPhoenix Scientific Land Development Plan from \$105,752.65 to \$9,926.97.

Commissioners Heiland/Berlingo moved to approve a request dated July 19, 2023, from Dynamic Engineering Consultants, PC, requesting a waiver to Section 605 (Landscaping and Bufferyards) of the Penn Township Subdivision and Land Development Ordinance for WAWA Food Market & Fueling Station Land Development Plan. Motion carried.

Commissioners Heiland/Elksnis moved to authorize the advertisement of a public hearing for a rezoning request. Motion carried.

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/Berlingo moved to approve the following Subdivision and Land Development Plan:

SL22-13 – Stonewicke – Phase IV

Commissioners Heiland/Elksnis moved to approve the following extension requests to expire on November 20, 2023:

SL17-10 – Mustang Pointe  
SL21-05 – Elsner Engineer Works, Inc.  
SL22-01 – Water Street Four, LLC  
SL23-04 – 820 Hershey Heights Road – Small & Rinker  
Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to adopt Resolution No. 1011, appointing Tammi Ledley as Township Manager, Treasurer, and Open Records Officer. Motion carried.

Finance – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to approve a request dated July 18, 2023, from Barley Snyder Attorneys at Law for a refund of the Subdivision and Land Development fees for York Road Investments, LLC. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request dated July 28, 2023, from the Exchange Club of Hanover for a waiver of permit fees to place temporary signs advertising the 2023 Chili Cookoff to be held September 3, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1012, Authorizing the sale of personal property with a value of less than one thousand dollars. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1013, appointing Smith Elliott Kearns & Company, LLC as the Township auditor for the audit year ending 2023. Motion carried.

Commissioners Berlingo/Heiland moved to approve Township warrants in the amount of \$1,796,869.11. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to authorize a letter of support to the Pennsylvania Liquor Control Board. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Commissioner Berlingo presented a draft design for business cards for the Commissioners and Department Heads.

Commissioner Brown announced that Thomas Allison resigned from his position of Penn Township Commissioner effective immediately due to moving outside of the Township.

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

Mr. Mike Hoover, Hanover, asked the Board for information regarding the public hearing for the rezoning request. Zoning Officer Smith reported that it is a small portion of a land off Moulstown Road that is currently zoned Shopping/Commercial, and the owner is requesting to rezone to the R-8 zone as it is part of a proposed development.

He also requested information on the letter of support for the Liquor Control Board. Commissioner Brown reported that it is for a vacant property on Baltimore Street, the property owner is seeking an economic development liquor license for a proposed business.

He also requested information on the process for replacing former Commissioner Allison. Solicitor Hovis stated that the board has thirty days to appoint a replacement.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:27 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
SEPTEMBER 18, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, August 21, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Elksnis, Heiland, and Brown. Also present were Solicitor Hovis, Manager Ledley, 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 Brown announced there was an executive session held following the September 5, 2023, Health and Sanitation Committee meeting to discuss personnel matters. He 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 August 21, 2023, Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** Mr. Richard Arigo, Spring Avenue. Mr. Arigo thanked the Board for the Proclamation honoring the 100<sup>th</sup> Anniversary of the Holy Name Society at Saint Joseph Catholic Church.

**APPOINTMENT OF SUCCESSOR COMMISSIONER:**

Commissioners Brown/Heiland moved to appoint Clayton Black to fill the vacant position of Penn Township Commissioner said term to end January 2, 2024. Motion carried 4-0 on a roll call vote.

Donna Sweeney, Notary, administered the Oath of Office to Clayton R. Black, officially swearing him in as a Commissioner of Penn Township.

**PROCLAMATION HONORING THE 100<sup>TH</sup> ANNIVERSARY OF THE HOLY NAME SOCIETY AT SAINT JOSEPH CATHOLIC CHURCH:**



Commissioner Brown summarized the proclamation recognizing the 100<sup>th</sup> anniversary of the Holy Name Society at Saint Joseph Catholic Church. “NOW, THEREFORE, The Board of Commissioners of Penn Township, York County do hereby proclaim October 10, 2023, as “Holy Name Society at St. Joseph Catholic Church 100<sup>th</sup> Anniversary Day” in honor of this remarkable milestone. We urge all residents of our township to join us in congratulating and celebrating the Holy Name Society at St. Joseph Catholic Church for a century of faithful service, and to extend our heartfelt appreciation to its members for their unwavering commitment to our community. IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Penn Township to be affixed this 18<sup>th</sup> day of September, in 2023.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Elksnis:**

Commissioners Elksnis/Heiland moved to approve the annual SPCA Agreement for 2024. Motion carried.

**Personnel – Commissioner Elksnis:**

Commissioners Elksnis/Heiland moved to adopt Resolution No. 1014, appointing Clayton Black as Assistant Township Secretary. Motion carried.

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

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.

**Planning – Commissioner Heiland:**

Commissioners Heiland/Berlingo moved to set the bond amount for Carroll County Christian Center, Inc. Land Development Plan at \$162,269.80. Motion carried.

Commissioners Heiland/Berlingo moved to reduce the bond amount for High Pointe at ROJEN Farms Penn South Phase S4 Land Development Plan from \$1,539,239.90 to \$520,319.80. Motion carried.

Commissioners Heiland/Berlingo moved to deny a request dated August 2, 2023, from Hanover Land Services, Inc., for a waiver to Section 306.B.4 (Detention and Retention Basin Fencing Requirements) of the Subdivision and Land Development Ordinance for the Carroll County Christian Center Land Development Plan. Motion carried 4-1 with Commissioner Elksnis casting the dissenting vote.

Zoning Officer Smith made a change to his report removing SL22-07 Carroll County Christian Center for final approval and added for plan to the extension list.

The following Subdivision and Land Development plans submitted for formal filing.

SL23-05 Maitland Investment Corporation-630 Westminster Avenue

Commissioners Heiland/Berlingo moved to approve the following Subdivision and Land Development Plan:

SL23-04 Michael L. & Christine M. Small, R James Rinker & M. Ann Rinker

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on December 18, 2023:

SL22-07 Carroll County Christian Center  
SL22-10-934 Baltimore Street-Cody Bentzel  
SL22-11-Liberty Restoration & Construction LLC  
SL22-15-Wawa Food Market & Fueling Station  
Motion carried.

Finance – Commissioner Black:

Commissioners Black/Heiland moved to approve Township warrants in the amount of \$1,354,064.02

Commissioners Black/Heiland moved to adopt Resolution No. 1015, appointing Voting Delegates for York County Tax Collection Committee.

Commissioners Black/Heiland moved to adopt the 2024 Minimum Municipal Obligations for the Penn Township Non-Uniform Pension Plan in the amount of \$214,577.13, the Penn Township Firefighter's Pension Plan in the amount of \$182,262.00, and the Penn Township Police Pension Plan in the amount of \$254,122.56. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo had nothing to report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Eagle School candidate Brayden Myers has completed his project at Young's Woods that involved painting and restoration work of the pavilions and playground equipment installation. He presented the board with options of various placement plaques. The Board thanked Mr. Myers for his work and suggested that he work with Township Engineer Bortner on placement of the plaques.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** Mr. Art Smith, Upper Co, Md. Mr. Smith stated that he is in attendance for the Carroll County Christian Center Land Development plan, and asked for clarification why the plan did not go through the approval process as originally believed. He asked for the next steps. Commissioner Heiland explained the waiver request to not have a fence around the stormwater pond was denied. He explained that a plan with a fence around the stormwater pond will need to be submitted.

Jennifer Jones, 210 Oak Hill Circle. Ms. Jones reported that around 2018, there was mention of a meter to be placed to monitor outflow at the expense of the resident. Commissioner Berlingo requested Ms. Jones attend the Health & Sanitation Committee meeting on October 3, 2023.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:26 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
OCTOBER 16, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, October 16, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Black, Elksnis, Heiland, and Brown. Also present were Solicitor Hovis, Manager Ledley, Police Chief Hettinger, Township Engineer Bortner, and Zoning Officer Smith.

**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 Brown announced that following 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.

Additionally, he shared that he, along with Commissioner Elksnis, attended the 100th Anniversary Celebration of the Holy Name Society of Saint Joseph Catholic Church. During the event, they presented a Proclamation. State Representative Kate Klunk and Hanover Borough Mayor Whitman were also in attendance.

**APPROVAL OF THE MINUTES:**

The minutes of the September 18, 2023, Board of Commissioners meeting were approved as submitted.

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

**PUBLIC HEARING – REQUEST TO REZONE A PORTION OF A PARCEL ON MOULSTOWN ROAD:**

- A. Applicant Comments – Mr. Kris Raubenstine of Hanover Land Services, Inc., representing Water Street Four, LLC, the owner of the property along Moulstown Road, addressed the Board. Currently, there is a Subdivision Land Development Plan under review for a 55 and older community on the approximately seventy-acre property. A small portion, around one acre in size, is zoned differently than the rest of the property, making it non-usable and incompatible with the plan.

Mr. Raubenstine presented the plan and introduced it into the record. The small portion in question extends on the southwestern side of the property. He requested the rezoning of this section from the shopping/commercial zone to R-8 Urban residential zone to align with the rest of the property. Commissioner Brown inquired about the development plans for the parcel, to which Mr. Raubenstine stated they aim to incorporate it into the development, although the specific extent is currently uncertain.

Commissioner Black sought clarification on whether the zoning line followed the property line. Mr. Raubenstine explained that the zoning line did not align with the property boundary. Mr. Tim Mummert, residing at 8 Stuart Ave, provided additional historical context, noting that in 2003, when the property was owned by Reginal Homes, it was divided, resulting in the current zoning discrepancy.

Engineer Bortner added that the original Subdivision and Land Development Plan had initially outlined two units for the small portion in question.

- B. Board of Commissioners – had no additional comments as no motion scheduled for this evening. An ordinance will need to be advertised.
- C. Public Comments – Ms. Kimberly Holstein, residing at 71 Test Road, expressed concern about the proposed development in her backyard. She sought clarification on whether it is definite that the portion in question would be used for additional homes or if there is a guarantee that the area would remain undeveloped. In response, Mr. Mummert assured her that if the rezoning request is granted, there would be a certainty of two units being built on the acre in question. However, if the rezoning is not approved, the portion would remain empty and non-usable.

Mr. Craig Dubs, 59 Test Road, inquired about the number of apartments or houses planned for the development. Mr. Mummert clarified that there are no apartments; instead, the plan involves single-family attached units, with prices starting at approximately \$500,000 each. Mr. Dubs expressed concern about traffic, citing existing congestion on Moulstown Road and Broadway. Mr. Mummert explained that there is only one entrance along Young's Road, and traffic considerations have been reviewed by both PennDOT and the Township.

Mr. Tim Little, 330 Thornhill Drive, asked about the total number of homes planned for the development. Mr. Mummert indicated that approximately 125 homes are projected. Mr. Little then inquired whether the development could be altered in the future, transitioning from a 55-and-above community to a regular residential development. Commissioner Heiland clarified that a previous board had imposed the 55-and-above restriction on the deed. Mr. Mummert added that these are not subdivided lots; it is a unified parcel, and residents purchase the pad site rather than owning the entire lot.

Solicitor Hovis concluded by stating that an ordinance to consider the petition for rezoning will be appropriately advertised for inclusion in the upcoming November agenda.

Commissioner Brown closed the Public Hearing.

**PUBLIC HEARING – CONSIDER SUPPORT OF GRANDVIEW PLAZA HANOVER, LLC. REQUEST FOR AN ECONOMIC DEVELOPMENT LIQUOR LICENSE:**

- A. Applicant Comments – Applicant Comments – Attorney Larry Heim of Barley Snyder in York, representing his client, reported that an Economic Development Liquor License is granted by the Liquor Control Board under the provisions of the Liquor Code. Before an application can be considered and filed, approval must be granted by the receiving municipality. It's important to note that approval of a resolution does not guarantee the receipt of the license. He explained the two-step process involved in the public hearing and resulting resolution: first, establishing that it is economically beneficial to the township and its residents, and second, ensuring it aligns with public health, morals, and welfare.

Ms. Mitzi Clapper, 7 Rebecca Lane, shared that the property in question has been in her family for about 20 years. It had a successful restaurant for a period, followed by another one for a short while. Since 2018, the property has remained vacant. Ms. Clapper mentioned that she has shown the property to at least ten interested businesses, but due to the absence of a liquor license, no deals have materialized. Noting the numerous vacant properties along Baltimore Street in South Hanover, she stated the advantages of the Economic Development Liquor License, suggesting it could attract more businesses to the area. She shared there is a Maryland-based restaurant interested in the property. However, she highlighted the financial challenge of acquiring a liquor license, noting that even if one were available, the cost is deemed astronomical.

- B. Board of Commissioners – Commissioner Elksnis inquired whether the liquor license would stay with the property or transfer with the business. Ms. Clapper clarified that the Economic Liquor License would be tied to the property, not the tenant. Attorney Heim clarified that the license would stay with the LLC but could not be relocated outside the Township, as regulated by the state. Commissioner Brown, addressing the issue of numerous vacant properties, asked about the typical number of Economic Liquor Licenses granted. Attorney Heim explained that there are limits on the number they can issue per county each year.
- C. Public Comment – There was none.

Commissioner Brown closed the Public Hearing.

Commissioners Heiland/Berlingo moved to adopt Resolution No. 1016, approving the request of Grandview Plaza Hanover, LLC to apply to the Pennsylvania Liquor Control Board for the issuance of an Economic Development License. Motion carried.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Elksnis:**

Commissioners Elksnis/Berlingo moved to approve a request dated August 2, 2023, from the Hanover Area Jaycees to conduct the annual Halloween Parade. Motion carried.

Commissioners Elksnis/Berlingo moved to adopt Resolution No. 1017 – Creating a Fire Commission Review Board. Motion carried.

**Personnel – Commissioner Elksnis:**

Commissioner Elksnis had nothing to report.

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

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 Heiland/Berlingo moved to adopt Ordinance No. 858, to Amend Section 300-20 Closing of Certain Highways to Certain Vehicles of the Penn Township Code for Park Heights Boulevard. Motion carried 5-0 on a roll call vote.

**Planning – Commissioner Heiland:**

Commissioners Heiland/Elksnis moved to add to the bond amount for Carroll County Christian Center, Inc. Land Development Plan \$6,490.00 to secure to the public completion of the decorative fence to surround Detention Berm #1. Motion carried.

Commissioners Heiland/Elksnis moved to accept the final inspection for Trone Family Trust – 1020 Baltimore Street, thus releasing the Official Check in the amount of \$26,584.25. Motion carried.

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

Commissioners Heiland/Elksnis moved to approve the following Subdivision and Land Development Plan:

SL22-07 Carroll County Christian Center

Motin carried.

Commissioners Heiland/Berlingo moved to approve the following extension request to expire on January 15, 2024:

SL22-12 Holland Construction-100 Blettner Avenue  
Motion carried.

Finance – Commissioner Black:

Commissioners Black/Elksnis moved to approve Township warrants in the amount of \$2,222,256.37. Motion carried.

Commissioners Black/Elksnis moved to adopt the amended 2024 Minimum Municipal Obligations for the Penn Township Firefighter’s Pension Plan in the amount of \$181,100.00. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo had nothing to report.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** There was none.

**NEW BUSINESS:** Commissioner Elksnis reported that there will be a shredding event this Saturday from 8 a.m. to 1 p.m. at the recycling center for Penn Township residents. There is a limit of the equivalent of five filing boxes.

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

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:52p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary



**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
NOVEMBER 20, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, November 20, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Black, Elksnis, Heiland, and Brown. Also present were Solicitor Doyle, Manager Ledley, Police Chief Hettinger, Township Engineer Bortner, and Zoning Officer Smith.

**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 Brown announced there was an executive session held on November 15, 2023, following the Finance Committee meeting to discuss personnel matters. He also announced that following 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.

Commissioner Elksnis and Police Chief Hettinger introduced William Waltersdorff, recently hired to join the police department. Mr. Waltersdorff is scheduled to attend the Police Academy starting on Monday, January 8, 2024. His official swearing-in ceremony is set for Wednesday, January 3rd at 9 a.m. Chief Hettinger extended an invitation for the board to attend this ceremony.

**APPROVAL OF THE MINUTES:**

The minutes of the October 16, 2023, Board of Commissioners meeting were approved as submitted.

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

**PUBLIC HEARING – REQUEST TO REZONE A PORTION OF A PARCEL ON MOULSTOWN ROAD:**

- A. Applicant Comments – Mr. Kris Raubenstine of Hanover Land Services, Inc., along with Mr. Tim Mummert of Water Street Four, LLC, were present addressed the Board. Currently, there is a Subdivision Land Development Plan under review for a 55 and older community on the approximately seventy-acre property. A small portion, around one acre in size, is zoned differently than the rest of the property, making it non-usable and incompatible with the plan.

- B. Board of Commissioners – Commissioner Black inquired about the size to be rezoned and the total area of the entire plan. Mr. Rubenstein responded, indicating it's approximately one acre, while Mr. Mummert added that the entire plan encompasses around seventy acres.

Solicitor Doyle sought clarification, emphasizing that it is a single parcel. Rezoning the one-acre section from shopping/commercial to the R-8 zone would ensure consistency across the entire property.

Mr. Raubenstine explained the parcel's shape, describing it as rectangular along Moulstown Road with a small "bump-out" portion closest to Eisenhower Boulevard, intersected by the zoning line.

Commissioner Black inquired about the deed and whether it includes the entire 71 acres. Mr. Raubenstine clarified that the deed stipulates the property's use for a fifty-five and older community. Mr. Mummert mentioned that the property was previously zoned industrial, and an agreement was reached with Penn Township to rezone it, contingent upon its dedicated use as a 55 and older community.

Commissioner Heiland offered no new comments but confirmed that the York County Planning Commission recommended approval of the request. Zoning Officer Smith verified the accuracy of that statement.

- C. Public Comments – Mr. Craig Dubs, 59 Test Road, expressed his concern regarding the potential placement of 120-125 homes, emphasizing that Moulstown Road is already challenged to accommodate an additional 250 people. Mr. Dubs voiced apprehensions about increased traffic, pointing out the existing congestion on Moulstown Road and Broadway. He sought clarification on whether the proposed development would have accessibility through the Hickory Falls development.

Engineer Bortner responded, explaining that, as it stands in the current plan, the entrance/exit to the development is situated near the intersection of Gitts Run Road and Moulstown Road, with a connection to Beech Lane through the Hickory Falls development.

Commissioner Heiland acknowledged that the plan is still under development and suggested that Mr. Dubs participate in the planning meetings for further information.

- D. With no further comments forthcoming, Commissioner Brown concluded the Public Hearing.

Commissioners Heiland/Berlingo moved to adopt Ordinance No. 859, Amending the Penn Township Ordinance, by rezoning an area from SC Shopping/Commercial to R-8 Urban Residential. Motion carried 5-0 on a roll call vote.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Elksnis:**

Commissioners Elksnis/Berlingo moved to approve the 2024 Klugh Animal Control Agreement. Motion carried.

Commissioners Elksnis/Berlingo moved to approve the National Insurance Crime Bureau Memorandum of Understanding. Motion carried.

Commissioners Elksnis/Heiland moved to approve the Hanover Area Fire and Rescue Commission Budget for 2024 with a contribution from Penn Township not to exceed \$868,400 for the budget and \$5,000 for the EMA contribution. Motion carried.

**Personnel – Commissioner Elksnis:**

Commissioners Elksnis/Heiland moved to authorize the Civil Service Commission to develop a joint eligibility list for fire fighters. Motion carried.

Commissioners Elksnis/Black moved for the appointment of Firefighter Ryan Robeson from probationary fire fighter to regular status. Motion carried.

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

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 Heiland/Berlingo moved to approve an agreement with Met-Ed for the installation of streetlights at the intersection of Grandview Road and Kortney Drive, 110 Kortney Drive Lot 147, 2 Winifred Drive Lot 213, 24 Winifred Drive Lot 202, 52 Cornell Drive Lot 170, and 215 Tyler Drive lot 176. Motion carried.

Commissioners Heiland/Berlingo moved to deny a request dated October 25, 2023, from Daniel Westbrook, 30 Winifred Drive, for a waiver to Section 513a (Other Utilities-Easements, Width and Location) of the Penn Township Subdivision and Land Development Ordinance in order to construct a fence within an easement. Motion carried.

**Planning – Commissioner Heiland:**

Commissioners Heiland/Berlingo moved to reduce the performance bond for Stonewicke V from \$741,013.90 to \$238,461.30. Motion carried.

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

The following Subdivision and Land Development Plan was submitted for formal filing:

SL23-06 Final Subdivision Plan, Lot Consolidation – 50 Baugher Drive

Commissioners Heiland/Black moved to approve the following Subdivision and Land Development Plan:

SL22-15 Wawa Food Market & Fueling Station  
Motion carried.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on February 19, 2024:

SL17-10 Mustang Pointe  
SL21-05 Elsner Engineering Works  
SL22-01 Water Street Four, LLC  
Motion carried.

Finance – Commissioner Black:

Commissioners Black/Heiland moved to approve Township warrants in the amount of \$1,981,038.75. Motion carried.

Commissioners Black/Heiland moved to adopt Resolution No. 1018, authorizing the advertisement for and the public sale of excess public works equipment. Motion carried.

Commissioners Heiland/Black moved approved a request dated November 1, 2023, from Connect Holding, LLC known as "Brightspeed", 1120 South Tryon St. Suite 700 Charlotte, NC 28203, for a modification to the permit fee for the Security/Performance bond requirement for the Hanover Wire Center modernization infrastructure project in Penn Township pending final approval of the Penn Township Solicitor. Motion carried.

Commissioners Black/Heiland moved to approve a request dated October 3, 2023, from Saint Joseph Parish for a waiver of permit fees for their annual Holiday Bazaar that was held on Saturday, November 11, 2023. Motion carried.

Commissioners Black/Heiland moved to approve a request dated October 11, 2023, from the Knights of Columbus for a waiver of permit fees for an annual Holiday Banner to be hung at 1454 Baltimore Street. Motion carried.

Manager Ledley presented the first reading of the 2024 budget. She reported that the General Fund is balanced, with \$19,016,435 in both revenue and expenditures. The Highway Aid Fund also maintains balance, with \$1,336,000 in revenue and expenditures. Similarly, the

Sewer Fund is balanced, showing \$8,324,535 in both revenue and expenditures. The budget is scheduled for public display on December 5, 2023. She further reported that the budget does not include any revenue or expenses related to the American Rescue Funds.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Heiland move to ratify an agreement with Wyoming Valley Sanitary Authority of Luzerne County for the sale of phosphorus credits. Motion carried.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** There was none.

**NEW BUSINESS:** Commissioner Elksnis announced that the Hanover Fire and Rescue Commissioner will be taking Santa through the township on the fire truck on December 9<sup>th</sup> and 10<sup>th</sup>. They will be escorted by the Penn Township Police Department.

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

Mr. David Myers, 47 Kaitlyn Drive introduced his son, Prospective Eagle Scout Braden Myers of Troop 107. Braden reported that his Eagle Scout project, involving improvements to Young’s Woods Community Park, has been completed. He mentioned that he has installed the plaque commemorating the project near the small hut within the park. He also confirmed the submission of all necessary paperwork to the Scout Council for approval.

During the meeting, Braden presented a check representing the remaining balance of funds raised for the project, totaling \$200.00. The Board of Commissioners unanimously agreed to graciously donate these funds back to Troop 107. Expressing their gratitude, the Board commended Braden for the outstanding work accomplished by the volunteers. Additionally, the Board expressed interest in sending a representative to attend his Eagle Scout ceremony.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:45 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
DECEMBER 18, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, December 18, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Black, Elksnis, Heiland, and Brown. Also present were Solicitor Hovis, Manager Ledley, Police Chief Hettinger, Township Engineer Bortner, WWTP Superintendent Lank, and Zoning Officer Smith.

**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 Brown announced there was an executive session held on December 5, 2023, following the Health and Sanitation Committee meeting to discuss personnel matters. He also announced that following 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.

Board of Commissioners President Brown awarded Commissioner Clayton Black a Certificate of Recognition in acknowledgment of his exceptional dedication to the citizens of Penn Township. Commissioner Black has consistently stepped forward, filling crucial roles on the Board, both presently and in 2022. In addition, he has contributed numerous years of service to the Planning Commission and volunteers as a representative of Penn Township with the York County Rail Trail Authority.

**APPROVAL OF THE MINUTES:**

The minutes of the November 20, 2023, Board of Commissioners meeting were approved as submitted.

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

**PUBLIC HEARING – 2024 BUDGET:**

- A. Board of Commissioners – Commissioner Heiland stated that the budget is balanced and announced that there will be no tax increase for the sixth consecutive year.
- B. Public Comments – There were none.

C. With no further comments forthcoming, Commissioner Black concluded the Public Hearing.

Commissioners Black/Heiland moved to adopt Ordinance No. 861, the 2024 Budget. Motion carried 5-0 on a roll call vote.

**SET REAL ESTATE TAX RATE FOR 2024:**

Commissioners Black/Heiland moved to adopt Ordinance No. 862, setting the real estate tax rate for 2024 at 4.40 mills. Motion carried 5-0 on a roll call vote.

**BALANCE OF 2023 FUNDS:**

Commissioners Black/Heiland moved to authorize the Township Manager to balance all 2023 funds by transferring surplus funds to those accounts showing deficits. Motion carried.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Elksnis:**

Commissioners Elksnis/Heiland moved to approve a Memorandum of Understanding for a Post Employment Health Plan for Firefighters. Motion carried.

**Personnel – Commissioner Elksnis:**

Commissioners Elksnis/Heiland moved for the appointment of Police Officer Connor Perone from probationary patrol officer to regular status. Motion carried.

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

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 Heiland/Berlingo moved to approve an agreement with Hanover Real Estate Partners, LP for the temporary construction easement for Barnhart Drive Culvert project. Motion carried.

**Planning – Commissioner Heiland:**

Commissioners Heiland/Berlingo moved to set the bond amount for Maitland Investment Corporation at \$36,717.45. Motion carried.

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

The following Subdivision and Land Development Plans were submitted for formal filing:

SL23-07-WAWA Food Market and Fueling Station  
SL23-08-1750 Young's Road-Jason L & Diana E. Shoe

There were no Subdivision and Land Development Plans for approval.

Commissioners Heiland/Elksnis moved to approve the following extension requests to expire on March 18, 2024:

SL22-10 – 934 Baltimore Street – Cody Bentzel  
SL22-11 – Liberty Restoration and Construction LLC  
SL23-05 – Maitland Investment Corporation-630 Westminster Avenue  
Motion carried.

Finance – Commissioner Black:

Commissioners Black/Elksnis moved to approve Township warrants in the amount of \$2,042,605.33. Motion carried.

Commissioners Black/Elksnis moved to adopt Resolution No. 1020, setting the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2024. Motion carried.

Commissioners Black/Elksnis moved to adopt Resolution No. 1021, setting Fees for Permits and Provided Services for 2024. Motion carried.

Commissioners Black/Elksnis moved to adopt Resolution No. 102, reducing the Fireman's pension contribution for 2024. Motion carried.

Commissioners Black/Elksnis moved to deny a request dated November 29, 2023, from Daniel and Tanya Goldsmith for a waiver of the Zoning Hearing Board fees related to their application of a variance to relocate a shed. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1019, amending the deduct water meter sewer invoice adjustment policy. Motion carried, with Commissioner Brown abstaining.

Commissioners Berlingo/Heiland moved to adopt Ordinance No. 860, amending Section 5 of Penn Township Ordinance 633, Providing for the Method of Measuring Volume of Sewage and Waste. Motion carried 4-0 on a roll call vote, with Commissioner Brown abstaining.



**MANAGER’S REPORT:**

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

**OLD BUSINESS:** There was none.

**NEW BUSINESS:**

Commissioners Brown/Heiland moved to adopt Ordinance No. 863, establishing the time and place of the regular meeting of the Board of Commissioners. Motion carried 5-0 on a roll call vote.

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

Mr. Dan Goldsmith of 51 Little Knoll Drive conveyed his dissatisfaction regarding the rejection of his request for a waiver of Zoning Hearing Board fees. Commissioner Heiland clarified that these fees are implemented to offset the personnel costs and attorney fees involved.

Ms. Tanya Leese, residing at 744 Barrett Street, raised inquiries concerning the Breezewood pumping station project. Following this evening’s meeting, Ms. Leese will meet with WWTP Superintendent Lank and Township Engineer Bortner to address her questions.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:23 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary