

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
SEPTEMBER 16, 2024**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, September 16, 2024. President Elksnis called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Baile, Berlingo, Brown, Heiland, and Elksnis. Also present were Solicitor Sabol, Police Chief Hettinger, WWTP Superintendent Lank, 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 Elksnis announced there was an executive session held Tuesday, September 3, 2024, following the Health and Sanitation Committee to discuss personal matters. October 1, 2024, the Health and Sanitation Committee Meeting will begin at 6:00 p.m. followed by the Finance Committee Meeting. Additionally, there will be an executive session this evening following the Board of Commissioners' meeting to consult with our solicitor on legal and personnel matters.

APPROVAL OF THE MINUTES:

The minutes of August 19, 2024, the Board of Commissioners meeting were approved as submitted.

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

RETIREMENT OF THE CHIEF OF POLICE:

Commissioner Elksnis presented a proclamation of gratitude in recognition of Chief Guy W. Hettinger's 31 years of dedicated service as he retires. He stated the township deeply appreciates all that he has done throughout his career.

Commissioner Elksnis invited Chief Hettinger to come forward to receive a few tokens of appreciation. He was presented with his service firearm and his Chief badge, acknowledging his long-standing service.

Finally, Commissioner Elksnis presented a proclamation issued by the Penn Township Board of Commissioners, honoring Chief Hettinger for his three decades of commitment to the

community. He concluded by wishing the Chief good luck in his future endeavors and thanking him once again for his outstanding contributions.

Commissioners Heiland/Brown moved to accept the resignation of Guy Hettinger as Penn Township Police Chief effective September 15, 2024. Motion carried.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to approve a request dated August 14, 2024, from the Hanover Area Jaycees to conduct the annual Halloween Parade on Thursday, October 24, 2024, beginning at 7:30 p.m. Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Brown moved to adopt Resolution No. 1035, appointing Donna Sweeney as the Penn Township Manager, effective September 9, 2024. Motion carried.

Commissioners Heiland/Brown moved to adopt Resolution No. 1036, appointing Laura Klinefelter as the Penn Township Assistant Manager/Township Secretary, effective October 13, 2024. Motion carried.

Commissioners Heiland/Brown moved to adopt Resolution No. 1037, appointing Corey Merwede as the Penn Township Chief of Police, effective September 16, 2024. Motion carried.

Commissioners Heiland/Brown moved to adopt Resolution No. 1038, appointing Beth LeFevre as the Penn Township Zoning Officer, effective September 4, 2024. Motion carried.

Commissioners Heiland/Brown moved to appoint Christopher Raylock, to the Penn Township Planning Commission, for an unexpired term said to expire May 2026. Motion carried.

Commissioners Heiland/Brown moved to appoint Lenny Rice, to the Penn Township Planning Commission, for an unexpired term said to expire May 2028. Motion carried.

Public Works & Recreation – Commissioner Baile:

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

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

Planning – Commissioner Baile:

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

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

Commissioners Baile/Heiland moved to approve the following Subdivision and Land Development Plans:

SL24-05 LCBC Hanover

SL24-07 Sheridan Press-450 Fame Avenue & 15 Industrial Drive.

Motion carried.

Commissioners Baile/Berlingo moved to approve the following extension requests due to expire December 16, 2024:

SL22-10 934 Baltimore Street-Cody Bentzel

SL22-11 Liberty Restoration & Construction, LLC.

Motion carried.

Finance – Commissioner Brown:

Commissioners Brown/Heiland moved to approve Township warrants in the amount of \$1,598,048.27. Motion carried.

Commissioners Brown/Heiland moved to adopt the 2025 Minimum Municipal Obligations for the Penn Township's Non-Uniform Pension Plan in the amount of \$224,999.70, the Township's Firefighter's Pension Plan in the amount of \$195,345.78, and the Penn Township's Police Pension Plan in the amount \$258,785.14. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo had nothing to report.

OLD BUSINESS: There was none.

NEW BUSINESS:

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1034, adopting a Right to Know policy for the Township. Motion carried.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: Mr. Lenny Rice of 125 Hirtland Avenue requested an update on the search for a new Township Manager. The Board responded that the search is actively ongoing and that a decision is expected to be made soon.

QUESTIONS FROM THE PRESS: There were none.

ADJOURNMENT:

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary