

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

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

The Penn Township Board of Commissioners met in a regular session on Monday, December 16, 2024. President Elksnis called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Baile, Brown, Fanelli, Heiland, and Elksnis. Also present were Solicitor Sabol, Police Chief Merwede, Township Engineer Bortner, WWTP Superintendent Lank, Manager Sweeney, Zoning Officer LeFevre, and Township Secretary Klinefelter.

**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 December 3, 2024, following the Health & Sanitation Committee Meeting to discuss personnel matters. Commissioner Elksnis also announced there will be an executive session this evening following the meeting to discuss personnel matters.

**APPROVAL OF THE MINUTES:**

The minutes of November 18, 2024, the Board of Commissioners meetings were approved as submitted.

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

**PUBLIC HEARING – 2025 BUDGET:**

- A. Board of Commissioners – Commissioner Heiland stated that the budget is balanced. Commissioner Brown announced that there will be no tax increase for the seventh consecutive year.
- B. Public Comments – There were none.
- C. With no further comment's forthcoming, Commissioner Elksnis concluded the Public Hearing.

Commissioners Brown/Heiland moved to adopt Ordinance No. 869, the 2025 Budget. Motion Carried 5-0 on a roll call vote.

**SET REAL ESTATE TAX RATE FOR 2025:**

Commissioners Brown/Heiland moved to adopt Ordinance No. 870, setting the real estate tax rate for 2025 at 4.40 mils. Motion carried 5-0 on a roll call vote.

**BALANCE OF 2024 FUNDS:**

Commissioners Brown/Heiland moved to authorize the Township Manager to balance all 2024 funds by transferring surplus funds to those accounts showing deficits. Motion carried.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Heiland:**

Commissioners Heiland/Brown moved to approve Resolution No. 1041, 2024 York County Hazmat Mitigation Plan. Motion carried.

Commissioners Heiland/Brown moved to approve the creation of the Penn Township Safety Committee. Motion carried.

**Personnel – Commissioner Heiland:**

Commissioners Heiland/Brown moved for the appointment of Police Officer Tessa Engles from probationary patrol officer to regular status. Motion carried.

Commissioners Heiland/Brown moved for the appointment of Police Officer Joe O’Brien from Patrolman to Sergeant. Motion carried.

Commissioners Heiland/Brown moved to adopt Resolution No. 1042, appointing Dennis Penn to the Zoning Hearing Board for a term expiring January 2030.

Commissioners Heiland/Brown moved to ratify the collective bargaining agreement between Penn Township and AFSCME for the period of January 1, 2025, through December 31, 2029. 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:

Commissioners Baile/Brown moved to release the performance bond for Cambell's Snacks in the amount of \$19,946.30. Motion carried.

Commissioners Baile/Heiland moved to approve the settlement request from Barley Snyder on behalf of Homewood at Hanover, PA, Inc. Motion carried 4-0, with Commissioner Fanelli abstaining.

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

Commissioners Baile/Brown moved to approve the following extension requests due to expire March 17, 2025:

- SL22-10 – 934 Baltimore Street – Condy Bentzel
  - SL22-11 – Liberty Restoration and Construction LLC
- Motion Carried

Finance – Commissioner Brown:

Commissioners Brown/Heiland moved to approve Township warrants in the amount of \$2,137,303.04. Motion carried.

Commissioners Brown/Heiland moved to adopt Resolution No. 1043, setting the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2025. Motion carried.

Commissioners Brown/Heiland moved to adopt Resolution No. 1044, setting fees for permits and provided services for 2025. Motion carried.

Commissioners Brown/Heiland moved to adopt Resolution No. 1045, reducing the Fireman's pension contribution for 2025. Motion carried.

Commissioners Brown/Heiland moved to award the 2014 Ford Explorer bid to Judd Bednar, 102 North New Street, Nazareth, PA 18064, for the winning bid amount of \$4,000.00. Motion carried.

Commissioners Brown/Heiland moved to approve a request dated October 16, 2024, from the Knights of Columbus for a waiver of permit fees for an annual holiday banner to be displayed at 1454 Baltimore St. Motion carried.

Health & Sanitation – Commissioner Fanelli:

Commissioner Fanelli had nothing to report.

**OLD BUSINESS:** There was none.

**NEW BUSINESS:**

Commissioners Elksnis/Heiland moved to adopt Ordinance No. 870, establishing the time and place of the regular meeting of the Board of Commissioners. Motion carried 5-0 on a roll-call vote.

Commissioners Elksnis/Heiland moved to accept the resignation of Commissioner Michael Brown that will take effect December 31, 2024. Motion carried, with Commissioner Brown abstaining.

Commissioner Elksnis announced, Commissioner Michael G. Brown has faithfully served the residents of Penn Township with dedication and distinction for many years, demonstrating an unwavering commitment to the community's well-being and development.

Commissioner Elksnis presented Commissioner Brown proclamations for his years of service from State Representative Kate Klunk, and the Penn Township Board of Commissioners.

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

Donald Horneff, 8 Pond Ridge Lane – Mr. Horneff discussed his concern with the Stormwater Management Plan for Homewood. He asked if there were any updates to the plan that was originally submitted. Commissioner Elksnis said the Township will look into it and let him know.

Bill Tarbell, 425 Westminster Ave – Mr. Tarbell wanted to thank the Commissioners regarding Homewood. He said Homewood is a nice place and he likes it very much.

**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 7:18 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,  
Township Secretary