

MINUTES
PUBLIC WORKS COMMITTEE
AUGUST 5, 2024

The Penn Township Public Works Committee convened on Monday, August 5, 2024, meeting at 6:17 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the July 1, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

HIGH POINT SOUTH MAINTENANCE BONDS: Township Engineer Bortner reported that High Point South is in the process of dedicating the streets and sanitary sewers for phases one, two, and three. Although they will not complete the dedication this year, they are preparing for it to be finalized next year. Part of the process includes establishing maintenance bonds, for which amounts were prepared July 29th. Engineer Bortner recommended setting the bond amount for High Pointe at ROJEN Farms – Penn South Phase S1 at \$249,421.40, High Pointe at ROJEN Farms – Penn South Phase S2 at \$250,300.15, and High Pointe at ROJEN Farms – Penn South Phase S3 at \$113,321.60. The committee recommended approving the amounts.

2025 PROPOSED EQUIPMENT REPLACEMENT: Township Engineer Bortner reported that following a discussion from the April meeting, he has compiled a list of equipment replacements for next year's budget. He has provided quote prices for all items except for the wide-format and all-in-one printers, for which only estimated costs are available.

He reported an issue has arisen with one of our mowers, which has lost its engine. There are considerations whether to repair or replace it. The cost to repair the engine is approximately \$8,600, while replacing the mower with a new model similar to the current model would cost nearly \$30,000. An alternative is a smaller model priced around \$25,500. Given the potential complications with emissions regulations for newer models, he is recommending repairing the existing mower. He further provided the township currently has a fleet of mowers, including a 2018 Ferris for less challenging terrain and three Kubota mowers for hilly, slippery conditions. The 2013 Kubota is the one with engine issues, and while the 2002 Kubota is temporarily replacing it, all three Kubota models are similar with transferable parts. If the decision is to rebuild the engine, Messick's, the local Kubota dealer, would handle the repairs. The committee agreed that repairing the engine is preferable to dealing with emissions issues associated with a new mower and instructed Engineer Bortner to move forward with the repair.

Commissioner Elksnis spoke of the list of proposed equipment replacements and repairs; it was noted that the items are not prioritized but are listed as they were compiled. It

was suggested that a prioritized list be developed to better guide budget decisions. Engineer Bortner explained some items are shared between departments, such as a sewer vault (M318D) which should be prioritized for the sewer department, and a loader purchased jointly by both departments. There are also considerations for a sewer truck, a trailer, a general fund dump truck, and an SUV. For budgeting purposes, Commissioner Heiland recommended clearly delineating between general fund and enterprise fund expenses, particularly for sewer-related items. There is also a need to clarify whether the list is based on the age of equipment or if some items are breaking down and require immediate replacement. Further discussions will be held with Superintendent Lank to ensure alignment on priorities and funding.

Commissioner Heiland also stated that the list includes a tandem axle dump truck and recalled that Public Works Supervisor Ortman had inquired about a triaxle dump truck. Engineer Bortner stated that the triaxle would serve as a replacement for the tandem axle truck.

2011 CAM TRAILER MV-41: Township Engineer Bortner reported that there has been no update from PennDOT regarding the 2011 cam trailer. As mentioned in last month's meeting, we are currently using Mike's Towing for hauling services while we resolve the title issue with the cam trailer. Secretary Sweeney reported she followed up with Runkle's, as PennDOT has been difficult to contact. Runkle's indicated that the processing time is four to six weeks and that our paperwork, submitted on July 2nd, is still under review. We are now within that four-week processing period.

EQUIPMENT ON MINICIBID: Township Engineer Bortner reported that, as discussed last month, two items are currently listed on Municibid and are likely to be awarded at the next Board of Commissioners meeting. The 250 Ford has received 32 bids, with the highest bid at \$2,400, while the generator has 18 bids, with the highest bid at \$825. There are still a few days remaining for bidding. Engineer Bortner expressed satisfaction with the number of bidders so far, noting that significant bids often come in during the final hour. He remains optimistic that the items will fetch fair market value.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Township Engineer Bortner provided the Committee with a review of the current Subdivision and Land Development Plans. Current Plans are:

- SL17-10 – Mustang Pointe
- SL21-05 – Elsner Engineering Works
- SL22-01 – Water Street Four, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL24-02 – 37 Industrial Drive – Yazoo Mills
- SL24-03 – Holland Construction – 100 Blettner Avenue
- SL24-05 – LCBC Hanover – 1504 Broadway
- SL24-07 – Sheridan Press – 450 Fame Avenue & 15 Industrial Drive
- SL24-08 – Carroll County Christian Center, Inc. – 889 Baltimore St.

Township Engineer Bortner provided an update stating that communications have been received from Yazoo Mills, LCBC Hanover, and Carroll County Christian Center regarding their plans, all of which are anticipated to seek approval this month. While each has some outstanding tasks, these should be completed in time for the Board of Commissioners meeting.

MS4 UPDATE: Township Assistant to the Engineer reported on the meeting held on July 25, 2024, which he could not attend, he reported Grant applications for the Growing Greener program were submitted, and efforts are being made to reschedule the Clover Lane stormwater system meeting, now planned for late August. All reports for the 2024 year were submitted in July. Regarding stormwater issues, there was discussion about the stormwater system on Ripple Drive and its current state of water retention. Engineer Bortner reported Hanover Land Services is addressing the system at the fire department. He reported properties with inspections from 2003 onward, compliance enforcement is in place. Notices of compliance will be sent out in October for those needing action.

CONSIDER AN AGREEMENT WITH HANOVER LAND SERVICES: Township Engineer Bortner reported a proposal was received for Hanover Land Services for MS4 services for 2025. He stated the quote received is comparable to previous proposals over the past three years. While rates have increased by three percent, the overall services and terms remain consistent. The committee recommended approving the agreement.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL17-10 Mustang Heights, SL21-05 Elsner Engineer Works, Inc., SL22-01 Water Street Four, LLC, SL24-02 27 Industrial Drive Yazoo Mills, SL24-03 Holland Construction – 100 Blettner Avenue, and SL24-07 Sheridan Press – 450 Fame Avenue all extending to expire November 18, 2024. The Committee recommended approving the requests.

RECREATION: Commissioner Heiland reported on the progress of the Allen Drive playground rebuild, noting the public works crew is approximately three weeks away from completion. Engineer Bortner mentioned that, despite some vacation absences, the team is managing well and expects to have all personnel back for the next three weeks to complete the project. He also noted that the recent addition of a new employee was beneficial. Commissioner Heiland stated moving forward, it was suggested that if additional playgrounds are planned, they should be addressed one at a time each year, with further discussion to occur as budget season approaches.

OTHER MATTERS: There were none.

CITIZEN’S COMMENTS REGARDING THE DISCUSSION ITEMS: There were none.

The meeting was adjourned at 6:37 p.m.

Respectfully submitted,
Donna M. Sweeney,
Township Secretary