

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JANUARY 17, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, January 17, 2022. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Cromer, Elksnis, Heiland and Brown. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney.

PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

ANNOUNCEMENTS:

Commissioner Brown announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the December 20, 2021 Board of Commissioners meeting were approved as submitted. The minutes of the January 3, 2022, Reorganizational meeting, were approved after President Brown made a change to the Committee appointments for the Hanover Area Fire & Rescue Commission, removing Commissioner Berlingo and appointing Commissioner Elksnis as Alternate.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Mr. Chris Raubenstine, 161 Northview Drive, expressed concern about the deadline for leaf collection in the Township, and feels it should be extended. He said that he, along with numerous neighbors still have piles of leaves along the road. They missed the deadline at the end of November, because the leaves did not fall until much later, and have now received notice of violations from property maintenance. Commissioner Brown stated that the date has been the end of November for many years. Engineer Bortner reported that the public works crew collected leaves two weeks after the deadline, because it takes a week to completely go throughout the township, and then they also collected again when they were cleaning the curbs throughout the Township. Commissioner Brown thanked Mr. Raubenstine for his concern, and will look into the matter.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Cromer:

Commissioner Cromer 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 authorize C.S. Davidson to advertise the bidding documents for Blettner Avenue, Cooper Road, and Industrial Drive Guide Rail Project. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to reduce the Surety Bond for High Pointe at ROJEN Farms South Phase S2 in the amount of \$2,753,301.65, to \$1,379,570.20. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to set the bond amount for Above and Beyond Christian Child Care Center, LLC at \$51,346.63. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to set the bond amount for AquaPhoenix Scientific at \$535,769.05. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to accept the final inspection for Lancaster County Bible Church, thus, releasing the bond. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to deny request dated December 16, 2021, from Woodhaven Building and Development, Inc. for High Pointe at Rojen Farms South – Phase S-2. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve a request dated November 30, 2021, from Group Hanover, Inc. on behalf of Above and Beyond Christian Child Care Land Development Plan for a waiver of Sections 505.K and 603 of Penn Township Subdivision and Land Development Ordinance. Motion carried unanimously.

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

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

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

SL20-10 AquaPhoenix Scientific
Motion approved unanimously.

There were no extension requests submitted.

Finance – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to approve Township warrants in the amount of \$1,780,081.78. Motion carried unanimously.

Personnel – Commissioner Heiland:

Commissioners Heiland/Cromer moved to adopt Resolution No. 982, appointing Mary C. Welsh to the Zoning Hearing Board, said term to expire January, 2027. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

On Tuesday, January 11, 2022, the following bids for the Oak Hill /Hershey Heights New Sanitary sewer and pump stations were received and publicly read aloud at the Township building by Joel Kostelac from Group Hanover, Inc.

Contract 1 – General Construction - Sanitary Sewers and Force Main

<u>Bidder:</u>	<u>Total Base Bid:</u>
Joao & Bradley Construction Co., Inc.	\$3,312,336.25
Ankiewicz Enterprises, Inc.	\$3,364,643.50
Greenland Construction, Inc.	\$6,929,495.00

Commissioners Elksnis/Heiland moved to award the contract for the Oak Hill/Hershey Heights Sewer Project, Contract No. 1 for Sanitary Sewers and Force Main to Joao & Bradley Construction Company, Inc. for a bid price of \$3,312,336.25. Motion carried unanimously.

Contract 2 – Pump Station – General Construction

<u>Bidder:</u>	<u>Total Base Bid:</u>
Conewago Enterprises, Inc.	\$563,426.00
PSI Pumping Solutions, Inc.	\$625,800.00

Commissioners Elksnis/Heiland moved to award the contract for the Oak Hill/Hershey Heights Sewer Project, Contract No. 2 for Pump Station – General, to Conewago Enterprises, Inc., for a bid price of \$563,426.00. Motion carried unanimously.

Contract 3 – Pump Station – Electrical Construction

<u>Bidder:</u>	<u>Total Base Bid:</u>
PSI Pumping Solutions, Inc.	\$234,500.00
Garden Spot Electric, Inc.	\$239,500.00
Monacacy Valley Electric, Inc.	\$254,000.00
I.B. Abel, Inc.	\$313,999.00

Commissioners Elksnis/Heiland moved to award the contract for the Oak Hill/Hershey Heights Sewer Project, Contract No. 3 for Pump Station – Electrical, to PSI Pumping Solutions, Inc., for a bid price of \$234,500.00. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS: None.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS: 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 unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
FEBRUARY 21, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, February 21, 2022. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Cromer, Elksnis, Heiland and Brown. Also present were Solicitor Doyle, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney.

PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

ANNOUNCEMENTS:

Commissioner Brown announced that there was an executive session held on Tuesday, February 7, 2022, after the Public Work 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 January 17, 2022 Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Mr. Kyle Lindsey, 138 Center Street, was present to express his dissatisfaction of the Boards action to appeal the Zoning Hearing Board's decision regarding the garage that he would like to construct on his property. He stated when he inherited the property years ago, he looked into selling the smallest of the two parcels, and was told by several builders that it was too small to build a home on. He said that he does not intend to sell the parcel and does not understand why he can not build a garage on his property, in his back yard, for the reason that it was deeded as two separate parcels many years ago. Solicitor Doyle stated the problem the Township has, is that the variance request does not meet the criteria for a waiver because the lot is two parcels, and if the small parcel would be sold with a garage in place, it is a property without a principal building. She added that he has the option to go through the process of reverse subdivision to eliminate the property line and combine the two parcels. He

would need to check with Zoning Officer Smith, but then, most likely he would qualify to build the garage. Commissioner Brown stated that there are rules and laws that we all have to abide by and he was offered an alternative. Mr. Lindsey stated that he will be contact with his lawyer.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Cromer:

Commissioner Cromer 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/Elksnis moved to adopt Ordinance No. 847, amending Section 300-20, closing of certain highways to certain vehicles of the Penn Township Code. Motion carried on a 5-0 roll call vote.

Commissioners Heiland/Elksnis moved to adopt Resolution No. 984, In support of Plan 5C of the Eisenhower Drive Extension Project. Motion carried unanimously.

Planning – Commissioner Heiland:

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

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

- SL22-01 Water Street Four, LLC.
- SL22-02 Arcland Self Storage
- SL22-03 Panther Cat, LLC.

There were no Subdivision and Land Development plans submitted for final approval.

Commissioners Heiland/Elksnis moved to approve the following extension requests to expire on May 16, 2022:

- SL17-10 Mustang Pointe
 - SL21-01 Clover Lane Development (Stonewicke V)
 - SL21-05 Elsner Engineering Works
 - SL21-12 Above & Beyond Child Care Center
- Motion carried unanimously.

Personnel – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Finance – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to approve Township warrants in the amount of \$934,924.18. Motion carried unanimously.

Commissioners Berlingo/Heiland moved to approve a request received on January 12, 2022, from South Western High School Music Department for waivers to all permit fees for their Spring Market Place Community Yard Sale to be held Saturday, April 16, 2022. Motion carried unanimously.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 983, authorizing the disposition of municipal records in accordance with the Historical and Museum Commission Act 428 of 1968. Motion carried unanimously.

Commissioners Berlingo/Heiland moved to authorize the opening of a PNC bank account for the purpose to deposit and expend funds for the Department of Conservation and Natural Resources Grant for the Creative Playground Project. Motion carried unanimously.

Commissioners Berlingo/Heiland moved to award the contract for Pre-Mixed Bituminous Concrete for the period of April 1, 2022 to March 31, 2023 to low bidder, 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	\$108.00 per ton
9.5 mm Superpave Surface Course	\$ 67.05 per ton
19 mm Superpave Surface Course	\$ 60.25 per ton
25 mm Superpave Surface Course	\$ 57.40 per ton

FOB JOB

9.5 mm Superpave Surface Course	\$ 73.45 per ton
25 mm Superpave Surface Course	\$ 63.80 per ton

Motion carried unanimously.

Commissioners Berlingo/Heiland moved to award the contract for Crushed Stone for the period of April 1, 2022 to March 31, 2023 to low bidder, Vulcan Construction Materials, LP, 875 Oxford Avenue, Hanover, PA 17331, at the following bid price as quoted:

Delivery in full truck load quantities to Penn Township	\$ 3.80 per ton
Screenings (AASHTO #10)	\$ 17.00 per ton
PA 2A Stone & RC Stone	\$ 9.55 per ton
Sand & Crushed Stone Anti-Skid Type 2	\$ 14.30 per ton
1B Stone (AASHTO #8) & HE6 Stone (AASHTO #9)	\$ 18.00 per ton
2B Stone (AASHTO #57)	\$ 14.00 per ton
All Other Stone Including 4" Ballast (AASHTO #1)	\$ 14.00 per ton
Rip-Rap	\$ 18.75 per ton

Motion carried unanimously.

Commissioners Berlingo/Heiland moved to award the contract for Petroleum Products for the period of April 1, 2022 to March 31, 2023 at the following low bid 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	\$ 2.6899 per gallon
Diesel Oil No. 2, Straight Run	\$ 3.1445 per gallon

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

#5-20 Motor Oil Universal, Multi-grade in 55-gallon drums	\$ 9.16 per gallon
#15-40 Motor Oil Universal, Multi-grade in 55-gallon drums	\$10.83 per gallon
#10-20 Hydraulic Oil/Low Foaming Action, in 55-gallon drums	\$ 9.11 per gallon

Motion carried unanimously.

Commissioners Berlingo/Heiland moved to award the contract for Traffic Line Painting for the period of April 1, 2022 to March 31, 2023 to the low bidder, 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	\$ 0.0719 per linear foot
Lane Line & Edge Line Painting – One four-inch White Line Solid or Dashed	\$ 0.1435 per linear foot

Motion carried unanimously.

Commissioners Berlingo/Heiland moved to award the contract for Street Milling for the period of April 1, 2022 to March 31, 2023 to the low bidder, Donegal Construction Corporation, 700 Excel Drive, Hunker, PA 15639, for the bid price of \$3.09 per square yard. Motion carried unanimously.

Commissioners Berlingo/Heiland moved to award the contract for Chemical Products for the period of April 1, 2022 to March 31, 2023 to the low bidder, Kemira Water Solutions, Inc., 4321 West 6th Street, Lawrence, KS 66049, for Liquid Polyaluminum Chloride, 36,000 gallons for the bid price of \$74,880.00. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioner Elksnis had nothing to report.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS: 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 Elksnis/Heiland moved for adjournment at approximately 7:23 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MARCH 21, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, March 21, 2022. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Elksnis, Heiland and Brown. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioners Berlingo and Cromer were absent.

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 there was an executive session held on Monday, March 7, 2022, after the Public Works 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 February 21, 2022 Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Mr. David Webster, 28 Blue Spruce Drive, stated that Clover Lane has been closed for about two weeks, with traffic detoured through Narrow Drive and Blue Spruce Drive. He reported no notification was received and signage is minimal. He expressed concern with the amount of traffic; he calculated forty-four vehicles and tractor trailers within a fifteen-minute timespan, many with excessive speed. Mr. Webster said this is a residential neighborhood with children playing outside. He does not have issue with the detour itself, but requested signage be posted informing of the decreased speed limit and that the Township should look into the process for the future. Manager Rodgers stated that it is not a Township project. Commissioner Brown asked Police Chief Hettinger if he could post an electronic speed sign, along with extra patrol as needed. Manager Rodgers stated that the road is closed from 8 am. to 3 pm. Engineer Bortner

stated that the phase of work should have been completed today, with Clover Lane opening tomorrow.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Heiland moved to adopt Resolution No. 985, the Hanover Area Regional Emergency Operations Plan. Motion carried unanimously.

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 a limited license agreement with Carl Maynor, 134 Moore Drive. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve an agreement with C.S. Davidson for Engineering and Inspection Services for Oil Creek Stream Bank Stabilization. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to ratify an agreement with Vincent G. and Marie E. Arambulo for the permanent right-of-way and temporary construction easement for road improvements for the Bankert Road Bridge Replacement Project. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to authorize C.S. Davidson to advertise the bidding documents for the Bankert Road Bridge Replacement Project. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to authorize advertising the bid for the placement of materials for the 2022 paving projects. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to accept the final inspection for WellSpan Properties, thus releasing the bond. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to reduce the Letter of Credit for South Hills Golf Club from \$157,405.60 to \$9,597.01. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve a request dated January 20, 2022, from Hanover Land Services for Devener Landing to Section 402 (preliminary Plan Requirements) of the Penn Township Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to deny a request dated January 20, 2022, from Hanover Land Services for Devener Landing to Section 505(a) (Street Design) of the Penn Township Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve a request dated January 20, 2022, from Hanover Land Services for Devener Landing to Section 505(g) (Curves) of the Penn Township Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve a request dated January 20, 2022, from Hanover Land Services for Devener Landing to Section 605 (Landscaping and Bufferyards) of the Penn Township Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve a request dated February 7, 2022, from Hanover Land Services for Panther Cat LLC, for a waiver to Section 605 (Landscaping and Bufferyards) of the Penn Township Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to deny a request dated February 16, 2022, from Rettew Engineering on behalf of Conewago Enterprise, Inc. for a waiver to Section 402 (Preliminary Plan Requirements) of the Penn Township Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to deny a request dated February 16, 2022, from Rettew Engineering on behalf of Conewago Enterprise, Inc. for a waiver to Section 306.B.4a (Detention and Retention Basins must be completely surrounded by a four (4) foot fence) of the Penn Township Stormwater Ordinance. Motion carried unanimously.

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

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

SL22-04	The Trone Family Trust
SL22-05	Silbaugh Investors, LP#5
SL22-06	South Heights Manor
SL22-07	Carroll County Christian Center

Commissioners Heiland/Elksnis moved to approve the following Subdivision and Land Development plan.

SL21-12 Above & Beyond Christian Child Care Center, LLC
Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve the following extension requests to expire on June 20, 2022:

SL20-09 Pero Farms Hanover Facility, LLC
SL21-09 Porter and Warehime Property
Motion carried unanimously.

Personnel – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Finance – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to approve Township warrants in the amount of \$1,620,351.32. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve a request dated February 15, 2022, from Saint Joseph Parish, requesting waivers to permit fees for their Annual Yard Sale that was held on Saturday, March 5, 2022. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to reject the Joint Bids opened on February 2, 2022, for Snow and Ice Rock Salt for the contract period of May 31, 2022 to May 31, 2023. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to award the Joint Bid opened on March 16, 2022, for Snow and Ice Rock Salt for the period of May 31, 2022 to May 31, 2023, to low bidder, Eastern Salt Company, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852, in bulk at the following bid price as quoted:

Delivery before July 01, 2022	\$69.00 per ton
Delivery before October 01, 2022	\$69.00 per ton
Delivery after October 01, 2022	\$75.00 per ton

Motion carried unanimously.

Commissioners Heiland/Elksnis moved to waive building permit and Zoning Hearing Board fees for the Township's Sewer projects. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Heiland moved to reject the trash bag bids opened on February 28, 2022. Motion carried unanimously.

Commissioners Elksnis/Heiland moved to authorize advertising the bid for trash bags. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS: None.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS:

Engineer Bortner reported he received an email regarding the Clover Lane closure stating the temporary paving has not been completed, therefore the detour will most likely still be in effect for another day. Mr. Webster requested that the Township look into the process, and asked if the Township is made aware of said detours when roads are closed. Commissioner Heiland asked Solicitor Hovis if the Township has any legal stance to control situations such as this. Solicitor Hovis stated that there should be some coordination between private companies and the local municipalities. Engineer Bortner stated that they have a street opening permit, and a traffic control plan is emailed to all the department heads. Commissioner Brown thanked Mr. Webster for his comments.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Elksnis/Heiland moved for adjournment at approximately 7:33 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
APRIL 18, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, April 18, 2022. 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 Doyle, Township Manager Rodgers, Police Chief Hettinger, 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 there was an executive session held on Tuesday, April 5, following the 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 March 21, 2022 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 March 25, 2022, from the Allied Veterans Council of Hanover to conduct the Annual Memorial Day Parade on Monday, May 30, 2022. Motion carried unanimously.

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 a request dated April 13, 2022, from Cub Scout Pack 105, for the use of Young's Woods for a special event. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to approve the C.S. Davidson 2021 Guide Rail Contract Change Order No. 1. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to set the bond amount for 5 Industrial Drive for Elsner Engineering Subdivision and Land Development Plan at \$177,632.95. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to set the bond amount for South Heights Subdivision and Land Development Plan at \$1,788,938.69. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve a request dated March 1, 2022, from Hanover Land Services, Inc. for Carroll County Christian Center, for a modification to Section 402, Preliminary Plan Requirements of the Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to approve a request dated March 21, 2022, from Group Hanover, Inc. for Arcland-Self Storage Plus, for a modification to Section 513.a, easements, width and location of the Subdivision and Land Development Ordinance. Motion carried with Commissioner Elksnis casting the dissenting vote.

Commissioners Heiland/Elksnis moved to approve request dated March 21, 2022, from the Missionary Bible Baptist Church for a modification to the requirements of the Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to deny a request dated March 28, 2022, from BPR, LLC., Land Surveying & Civil Engineering for 577 High Rock Road for modification to Section 305, review of plans of the Subdivision and Land Development Ordinance. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to approve a request dated March 28, 2022, from BPR, LLC., Land Surveying & Civil Engineering for 577 High Rock Road for modifications for Section 402, preliminary plan requirements, Section 403, feasibility report on sewer and water facilities and Section 404, environmental impact studies for

wetlands of the Subdivision and Land Development Ordinance. Motion carried unanimously.

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

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

Commissioners Heiland/Berlingo moved to approve the following Subdivision and Land Development plans.

SL22-04 The Trone Family Trust
SL22-05 Markets at Hanover
Motion carried unanimously.

There were no extension requests submitted.

Personnel – Commissioner Heiland:

Commissioner Heiland/Elksnis moved to appoint Holly Liska, Deputy Tax Collector for Penn Township, said term to expire, December of 2025.

Finance – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to approve Township warrants in the amount of \$883,924.71. Motion carried unanimously.

Commissioners Berlingo/Heiland moved to approve the choice of the standard allowance option for the American Rescue Funds Act. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Heiland moved to table Resolution No. 986, setting the assessment fee for the installation of public sewer for the Oak Hill / Hershey Heights residents. Motion carried unanimously.

Commissioners Elksnis/Heiland moved to approve a proposal from Pennoni for Infiltration Testing Services. Motion carried unanimously.

On Tuesday, April 12, 2022, the following bids were opened and publicly read aloud by Manager Rodgers for the refuse bag bid:

<u>Bidder</u>	<u>Amount</u>	
Central Poly Corporation 2400 Bedle Place Linden, NJ 07036	Option 1	\$38.96 per 100 bags
	Option 2	\$29.66 per 100 bags
X-L Plastics, Inc. 220 Clifton Blvd. Clifton, NJ 07011	Option 1	\$28.89 per 100 bags
	Option 2	\$22.97 per 100 bags

Commissioners Elksnis/Heiland moved to award the 2022 Refuse Bag Bid, option no. 2 to X-L Plastics, Inc., of Clifton, NJ for a bid price of \$22.97 per one hundred bags with an order of five hundred forty-six thousand bags, for a total bid price of \$125,416.20. Motion carried unanimously.

Commissioner Heiland stated he would like a notification in the next newsletter informing the residents that they may use the current blue or the black bags that are marked with the Penn Township logo for refuse disposal.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS: Commissioner Elksnis announced that the second annual food drive is this Saturday, April 23, 2022, from 8 a.m. to 1 p.m. during our shredding event. He encouraged everyone to participate.

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

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Elksnis/Heiland moved for adjournment at approximately 7:15 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MAY 16, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, May 16, 2022. 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 Hovis, Township Manager Rodgers, Police Chief Hettinger, 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 there was an executive session held on Tuesday, May 3, following the 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 April 18, 2022, and April 20, 2022, Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD – CITIZEN’S COMMENTS:

There were none.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners 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.

On Monday, May 16, 2022, the following bid was opened and publicly read aloud by Manager Rodgers for the 2022 Paving Contract:

<u>Bidder</u>	<u>Amount</u>
Kinsley Construction, Inc. 1110 E. Princess St. P.O. Box 2886 York, PA 17405	\$138,843.25

Commissioners Heiland/Berlingo moved to award the 2022 Paving Contract, to Kinsley Construction, Inc., of York PA for a bid price of \$138,843.25. Motion carried unanimously.

Planning – Commissioner Heiland:

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

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

- SL22-08 High Pointe at Rojen Farms Penn South PH S3
- SL22-09 York Road Investments, LLC

Commissioners Heiland/Berlingo moved to approve the following Subdivision and Land Development plans.

- SL22-06 South Heights Manor
 - SL21-09 Porter and Warehime Property
- Motion carried unanimously.

Commissioners Heiland/Elksnis moved to approve the following extension requests to expire August 15, 2022:

- SL17-10 Mustang Pointe
 - SL21-01 Clover Lane Development, LP
 - SL21-05 Elsner Engineering Works, Inc.
 - SL22-01 Water Street Four, LLC
 - SL22-02 Arcland Self Storage
 - SL22-03 Panther Cat, LLC
- Motion carried unanimously.

Personnel – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to appoint David L. Baker to the Penn Township Planning Commission, said term to expire May 2026. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to appoint Ron Arnold to the Penn Township Planning Commission, said term to expire May 2026. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to appoint Ronnie Bull to the Penn Township Planning Commission, for the unexpired term ending May 2025. Motion carried unanimously.

Finance – Commissioner Allison:

Commissioners Allison/Heiland moved to approve Township warrants in the amount of \$851,876.14. Motion carried unanimously.

Commissioners Allison/Berlingo moved to approve a request dated April 18, 2022, from the Hanover Lions Club for a waiver to permit fees for their annual Chicken Barbeque Fundraiser to be held on May 21, 2022. Motion carried unanimously.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to take from the table the motion relating to Resolution No. 986, assessing the costs and expenses of the construction of Sanitary Sewer Facilities within Penn Township against the properties abutting there on or benefitted thereby. Motion carried unanimously.

Commissioners Berlingo/Elksnis moved to approve Resolution No. 986, assessing the costs and expenses of the construction of Sanitary Sewer Facilities within Penn Township against the properties abutting there on or benefitted thereby. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS: Commissioner Heiland thanked everyone involved in creating and erecting the new Penn Township insignia for the Boardroom.

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

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JUNE 20, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, June 20, 2022. 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 Hovis, Township Manager Rodgers, Police Chief Hettinger, 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 after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the May 16, 2022 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 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 an agreement with Mr. William Channell, for the permanent right-of-way and temporary construction easement for road improvements related to the Park Heights Blvd. Bridge Replacement project. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to reduce the performance bond amount for Stonewicke – Phase III from \$1,375,360.75 to \$571,591.02. Motion carried unanimously.

Commissioners Heiland/Berlingo moved to set the bond amount for High Pointe at ROJEN Farms Penn South – Phase S3 at \$1,246,537.60. Motion carried unanimously.

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

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

SL22-10 934 Baltimore Street – Cody Bentzel
SL22-11 Liberty Restoration & Construction LLC

Commissioners Heiland/Elksnis moved to approve the following Subdivision and Land Development plan.

SL22-08 High Pointe at ROJEN Farms Penn South – Phase S3
Motion carried unanimously.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire September 19, 2022:

SL20-09 Pero Farms Hanover Facility LLC
SL22-07 Carroll County Christian Center
Motion carried unanimously.

Personnel – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to authorize the Penn Township Civil Service Commission to develop an eligibility list for the Fire Captain vacancy. Motion carried unanimously.

Finance – Commissioner Allison:

Commissioners Allison/Berlingo moved to approve Township warrants in the amount of \$2,518,156.46. Motion carried unanimously.

Commissioners Allison/Elksnis moved to adopt Resolution No. 987, Amending the Fee Schedule for Permits and Services. Motion carried unanimously.

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: None.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS: Mr. Reginald and Deborah Stafford, 244 Jasmine Drive were in attendance. Mr. Stafford reported that their fence permit was denied due to easement issues. They requested relief from the Board to allow a fence, that was built without a permit, to remain. The Board requested to add the matter to the Public Works agenda in July to allow time for further investigation.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JULY 18, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, July 18, 2022. 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 Hovis, Township Manager Rodgers, Police Chief Hettinger, 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 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 20, 2022 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 June 1, 2022, from Hanover High School requesting permission to conduct their annual Hanover Homecoming Parade on Friday, September 23, 2022. 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 reduce the performance bond amount for High Pointe at ROJEN Farms South Section Phase S1 from \$455,724.72 to \$287,476.42. Motion carried.

Commissioners Heiland/Berlingo moved to reduce the performance bond amount for High Pointe at ROJEN Farms South Section Phase S2 from \$2,753,301.65 to \$669,685.28. Motion carried.

Commissioners Heiland/Berlingo moved to deny a request dated June 9, 2022, from Hanover Land Services representing Liberty Restoration & Construction LLC, for a waiver to Section 402 of the Penn Township Subdivision and Land Development Ordinance. 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:

SL22-12 Holland Construction – 100 Blettner Avenue

Personnel – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Finance – Commissioner Allison:

Commissioners Allison/Heiland moved to approve Township warrants in the amount of \$1,762,936.93. Commissioner Allison abstained from warrants for vendor #3457. Motion carried.

Commissioners Allison/Berlingo moved to approve a request dated June 8, 2022, from Hanover Area Chamber of Commerce for a waiver of sign permit fees for the Snack Town Street Fair that was held Saturday, July 16, 2022. Motion carried.

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 requested the Board to review the proposals for the municipal building video recording system as soon as possible so the project can move forward. Chief Hettinger stated that he is expecting an additional quote.

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

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Elksnis/Heiland moved for adjournment at approximately 7:08 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
AUGUST 15, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, August 15, 2022. 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 Hovis, Township Manager Rodgers, Police Chief Hettinger, 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 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 Heiland announced that there was an executive session held on August 3, 2022 and August 4, 2022 to discuss personnel issues, and on August 10, 2022 to conduct interviews for the Waste Water Treatment Plant Superintendent.

APPROVAL OF THE MINUTES:

The minutes of the July 18, 2022 Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN’S COMMENTS:

There were none.

PRESENTATION FROM FUHRMAN CREATIVE, LLC:

Kathi Fuhrman, Fuhrman Creative, LLC. presented a proposal for a new website.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Berlingo moved to adopt Resolution No. 989 - Municipal Traffic Signal Maintenance Agreement with the Pennsylvania Department of Transportation. 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.

On Friday, August 12, 2022, the following online bids were opened by C.S. Davidson, Inc:

<u>Bidder</u>	<u>Amount</u>
Monarch Products 385 Sipe Road York Haven, PA 17370	\$105,999.83
CriLon Corporation 279 Industrial Park Road Somerset, PA 15501	\$151,687.56
JVI Group, Inc. 8210 Carlisle Pike York Springs, PA 17372	\$157,499.49
Lobar Site Development 4 Barlo Circle Dillsburg, PA 17019	\$175,270.00

Commissioners Heiland/Elksnis moved to award the Bankert Road Culvert Replacement Bid to Monarch Products, 385 Sipe Road, York Haven, PA 17370, at a bid price of one hundred five thousand, nine hundred ninety-nine dollars and eighty-three cents. (\$105,999.83).

Commissioners Heiland/Elksnis moved to postpone a motion to authorize the Township Manager to approve an agreement with South Heights Manor, LP for the use of the South Heights Manor undedicated sewer collection system. Motion carried.

Commissioners Heiland/Elksnis moved to postpone a motion to adopt Resolution No. 988 – Accepting the dedication of a tract of land and certain sanitary sewers throughout Thornbury Hunt. Motion carried

Commissioners Heiland/Elksnis moved to postpone a motion to adopt Ordinance No. 848 – Adopting as Public Roads portions of Thornbury Hunt. Motion carried.

Commissioners Heiland/Elksnis moved to approve Minimum Control Measures one through six for Stormwater Management. Motion carried.

Commissioners Heiland/Berlingo moved to authorize the appraisal for certain parcel of real estate and preparation of the condemnation documents. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to reduce the performance bond amount for South Heights from \$1,788,938.69 to \$909,554.69. Motion carried.

Commissioners Heiland/Berlingo moved to set the bond amount for Self Storage Plus 1049 Baltimore Street at \$720,335.74. 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/Elksnis moved to approve the following extension requests set to expire November 21, 2022:

SL17-10 Mustang Pointe
SL21-01 Clover Lane Development, LP
SL21-05 Elsner Engineering Works, Inc.
SL22-01 Water Street Four, LLC
SL22-02 Arcland Self Storage
SL22-03 Panther Cat, LLC
SL22-09 York Road Investments, LLC
Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to adopt Resolution No. 991, setting the rate of pay for the Superintendent and the Assistant Superintendent for the Waste Water Treatment Plant. Motion carried

Commissioners Heiland/Allison moved to appoint Nicholas Bloschichak to the Civil Service Commission said term to expire August 2028. Motion carried

Finance – Commissioner Allison:

Commissioners Allison/Heiland moved to approve Township warrants in the amount of \$2,195,169.66. Commissioner Allison abstained from warrants for vendor #3457. Motion carried.

Commissioners Allison/Heiland moved to approve a request dated July 11, 2022, from Saint Joseph Parish, requesting waivers to all permit fees for their annual Yard Sale fundraiser that was held on Saturday, August 6, 2022. Motion carried.

Commissioners Allison/Heiland moved to approve a sales agreement with Brooke S. Hess, for 823 York Street, Hanover, PA 17331. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to adopt Resolution No. 990, authorizing the condemnation of certain parcels of real estate. Motion carried.

Commissioners Berlingo/Heiland moved to approve Joao and Bradley Construction Change Order No. 1 for the Oak Hill/Hershey Heights New Sanitary Sewer and Pump Stations. 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:

Police Chief Hettinger wanted to thank everyone involved for a successful National Night Out that was held at the Pet Smart Parking lot on August 2, 2022.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

Commissioners Heiland/Berlingo moved to recess the meeting until Tuesday, September 6, 2022 at 7:00 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney, Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
SEPTEMBER 19, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, September 19, 2022. 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 Hovis, Township Manager Rodgers, Police Chief Hettinger, Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank 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 there was an executive session held on Tuesday, September 6, 2022, following the 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 15, 2022, and September 6, 2022, Board of Commissioners meetings 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 August 4, 2022, from the Hanover Area Jaycees to hold the Annual Halloween parade on Thursday, October 27, 2022. Motion carried.

Commissioners Elksnis/Berlingo moved to set the date for Trick-or-Treat for Tuesday, October 25, 2022, from 6 p.m. to 8 p.m. Motion carried.

Commissioners Elksnis/Heiland moved to approve the Annual SPCA Agreement for 2023. Motion carried.

Public Works & Recreation – Commissioner Heiland:

Engineer Bortner reported a change to his August report. He stated that SL22-03-Panther Cat LLC was recommended for approval, the bond was not received, therefore, the Land Development Plan is not ready for approval.

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 Land Services, Inc. for Stormwater services. Motion carried.

Commissioners Heiland/Elksnis moved to adopt Resolution No. 988 – Acquiring permanent and temporary construction easements on property located at 2 Daugherty Drive, for the purpose of construction and providing roadway and stormwater improvements. Motion carried.

Commissioners Heiland/Berlingo moved to authorize C.S. Davidson to advertise the bidding documents for Park Heights Boulevard Realignment Phase One. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to set the bond amount for Panther Cat, LLC at \$46,766.50. 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/Elksnis moved to approve the following Subdivision and Land Development Plans:

SL21-01 Stonewicke V
SL22-02 Self Storage Plus
Motion carried.

Commissioners Heiland/Elksnis moved to approve the following extension requests set to expire December 19, 2022:

SL20-09 Pero Farms Hanover Facility LLC
SL22-07 Carroll County Christian Center

SL22-10 934 Baltimore Street-Cody Bentzel
SL22-11 Liberty Restoration & Construction LLC
Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Elksnis moved for the appointment of Ryan James Robeson as a Probationary Firefighter for Penn Township effective September 13, 2022. Motion carried

Finance – Commissioner Allison:

Commissioners Allison/Berlingo moved to approve Township warrants in the amount of \$2,239,892.59. Motion carried.

Commissioners Allison/Berlingo moved to adopt the 2023 Minimum Municipal Obligations for the Penn Township Non-Uniform Pension Plan in the amount of \$205,972.91, the Penn Township Firefighter’s Pension Plan in the amount of \$211,783.39, and the Penn Township Police Pension Plan in the amount of \$306,433.73. Motion carried.

Health & Sanitation – Commissioner Berlingo:

On Thursday, September 15, 2022, the following bids were opened and publicly read aloud by Manager Rodgers for the Demolition of 841 Hershey Heights Road bid:

<u>Bidder</u>	<u>Amount</u>
H&H General Excavating, Inc. 660 Old Hanover Road Spring Grove, PA 17362	\$43,170.00
Conewago Enterprises 660 Edgegrove Road PO Box 407 Hanover, PA 17331	\$57,075.00

Commissioners Berlingo/Heiland moved to award the Demolition of 841 Hershey Heights Road Bid to H&H General Excavating, Inc., 660 Old Hanover Road, Spring Grove, PA 17362, for a bid price of forty-three thousand, one hundred seventy dollars (\$43,170.00). Motion carried.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS: Commissioner Heiland announced that the Grand Opening of the Penn Township Community Park's new Creative Playground at Kid's Kingdom will be held this Saturday, September 24, 2022, from 10 a.m. to 2 p.m. He invited everyone to bring their families and come out and join the celebration.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

Mr. Leonard Rice, 125 Hirtland Avenue, asked the Board why Penn Township does not have more options of high-speed internet. Commissioner Heiland stated that a company was to come in two years ago, they canceled and have not made any effort to reschedule with the Township.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board Commissioners Heiland/Berlingo moved for adjournment at approximately 7:16 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
OCTOBER 17, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, October 17, 2022. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Allison, Elksnis, Heiland and Brown. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clousher, Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney. Commissioner Berlingo was absent with notice.

PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

ANNOUNCEMENTS:

Commissioner Brown announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

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

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Jay Garvin, 305 Ripple Drive and Harry Kail, 1321 Maple Lane expressed concern that their residential properties are located within the Shopping Commercial Zone, and inquired of the ramifications in the future. Manager Rodgers explained that the Subdivision and Land Development Plan for this development was submitted the same day the Zoning Ordinance was passed. This then went into litigation, resulting with the development being built as submitted.

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.

Commissioners Heiland/Elksnis moved to deny a request dated September 21, 2022, from Grace United Methodist Church for a waiver to Ordinance 611, Section 3, Regulations for Specific Sign Types by Zones, Business (Except for Agricultural and Horticultural Products). Motion carried.

On Friday, October 14, 2022, the following online bids for the Park Heights Culvert Replacement were opened by C.S. Davidson, Inc.:

<u>Bidder</u>	<u>Bid Base Price</u>
Doli Construction Corporation 120 Independence Lane Chalfont, PA 18914	\$541,388.00
Lobar Site Development Corp. 4 Barlo Circle Dillsburg, PA 17019	\$564,315.99
JVI Group, Inc. 8210C Carlisle Pike York Springs, PA 17372	\$634,130.01
Clear View Excavation, Inc. 20 Commerce Drive Glen Rock PA 17327	\$656,849.00

Commissioners Heiland/Elksnis moved to award the Park Heights Culvert Replacement bid to Doli Construction Corporation, 120 Independence Lane, Chalfont, PA, for a bid price of five hundred forty-one thousand, three hundred eighty-eight dollars and no cents. (\$541,388.00). Motion 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 reduce the bond amount for High Pointe at ROJEN Farms South Section Phase S2 from \$669,685.28 to \$468,704.13. Motion carried.

Commissioners Heiland/Elksnis moved to reduce the bond amount for High Pointe at ROJEN Farms South Section Phase S3 from \$1,246,537.60 to \$436,803.40. Motion carried.

Commissioners Heiland/Elksnis moved to deny a request dated August 22, 2022, from Group Hanover, Inc. for a waiver to Section 605 Landscaping and Bufferyards for Beechwood Ventures, LLC. Motion carried.

Commissioners Heiland/Elksnis moved to approve a request dated September 14, 2022, from Group Hanover, Inc. for Pero Farms Hanover Facility, LLC Land Development Plan Preliminary Approval. 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:

SL22-13 Stonewicke-Phase IV

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

SL220-09 Pero Farms Hanover Facility, LLC
Motion carried.

Commissioners Heiland/Elksnis moved to approve the following extension request set to expire January 16, 2023:

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

Personnel – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to approve the collective bargaining agreement with the Penn Township Patrolman's Association. Motion carried.

Commissioners Heiland/Elksnis moved to approve the collective bargaining agreement with the International Association of Firefighters Local #2045. Motion carried.

Commissioners Heiland/Elksnis moved to appoint Joseph Wysocki as Penn Township Fire Captain effective October 18, 2022. Motion carried.

Finance – Commissioner Allison:

Commissioners Allison/Heiland moved to approve Township warrants in the amount of \$2,220,245.47. Motion carried.

Commissioners Allison/Heiland moved to approve a request dated September 26, 2022, from Saint Joseph Parish for a waiver to permit fees for their Annual Christmas Bazaar to be held November 12, 2022. Motion carried.

Commissioners Allison/Heiland moved to adopt Resolution 992 – To require the Tax Collector to waive additional charges for real estate taxes in accordance with the Act of July 11, 2022. Motion carried.

Health & Sanitation – Commissioner Elksnis:

On Thursday, September 15, 2022, the following bid was opened and publicly read aloud by Manager Rodgers for the refuse/recycling collection bid:

<u>Bidder</u>	<u>Amount</u>	<u>Year</u>
Penn Waste, Inc.	\$4.24 per bag	2023
P.O. Box 3066	\$4.49 per bag	2024
York, PA 17402	\$4.76 per bag	2025

Commissioners Elksnis/Allison moved to award the refuse/recycling collection bid to Penn Waste, York, PA, for a bid price of \$4.24 per bag for the year 2023, \$4.49 per bag for the year 2024 and \$4.76 per bag for the year 2025. Motion carried.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS: None.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS:

Mr. Leonard Rice, 125 Hirtland Avenue, asked the Board for an update on high-speed internet options. Manager Rodgers stated that she has a phone conference with Chantell Communications on October 18, 2022.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

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

Respectfully submitted,
Donna M. Sweeney, Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
NOVEMBER 21, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, November 21, 2022. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Elksnis, Brown, Commissioner Heiland was present via cellphone. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Allison was absent with notice.

PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

ANNOUNCEMENTS:

Commissioner Brown announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the October 17, 2022, Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Ms. Sharon Foster, 868 McAllister Street, and Ms. Joyce Thompson, 873 McAllister Street were in attendance to request a streetlight be placed in the vicinity of the cul-de-sac on McAllister Street due to the lack of lighting in the area. Commissioner Brown requested Engineer Bortner to look into the matter.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Berlingo moved to approve the 2023 Klugh Animal Control Agreement. Motion carried.

Commissioners Elksnis/Berlingo moved to approve the South Western School District Video Memorandum of Understanding. Motion carried.

Commissioners Elksnis/Brown moved to approve the Hanover Area Fire and Rescue Commission Budget for 2023 with a contribution from Penn Township not to exceed \$835,000.00 for the budget and \$5,000 for the EMA contribution. Motion carried.

Public Works & Recreation – Commissioner Elksnis:

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

Commissioners Elksnis/Berlingo moved to approve an agreement with C.S. Davidson for design and permitting services for Ridge Avenue and Blettner Avenue Bridges. Motion carried.

Commissioners Elksnis/Berlingo moved to approve an agreement with C.S. Davidson for design and permitting services for the Barnhart Drive Culvert. Motion carried.

Commissioners Elksnis/Berlingo moved to approve the 2022 Paving Contract Change Order No. 1 with Kinsley Construction reducing the total contract price by \$8,536.28. Motion carried.

Commissioners Elksnis/Berlingo moved to deny a request dated October 19, 2022, from JR D'Angelo for a waiver to build a fence on a utility easement. Motion carried 3-1 with Commissioner Brown casting the dissenting vote.

Commissioners Elksnis/Berlingo moved to deny a request dated October 17, 2022, from Bonnie Davis for a waiver for storage pods. Motion carried.

Commissioners Elksnis/Berlingo moved to approve an agreement with L.J. Hofine, Inc., owner of property located at 37 Blettner Avenue, for the permanent right-of-way for roadway improvements. Motion carried.

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

Planning – Commissioner Berlingo:

Commissioners Berlingo/Brown moved to set the bond amount for Stonewicke – Phase IV in the amount of \$247,398.80. Motion carried.

Commissioners Berlingo/Elksnis moved to deny a request dated October 11, 2022, from Site Design Concepts on behalf of Blettner Avenue, LLC., for a waiver to Section 605, Landscaping and Buffer Yards. Motion carried 3-1, with Commissioner Brown casting the dissenting vote.

Commissioners Berlingo/Elksnis moved to deny a request dated October 6, 2022, from Barley Snyder Attorneys at Law for a Preliminary Land Development and Subdivision Plan Approval for Ridge Avenue for the following outstanding items:

- ~ A notarized statement to the effect that the applicant is the owner of the land proposed to be developed and that the land development shown on the Preliminary Plan is made with his or their free consent. (S.402.y)
 - ~The approved PCSWMP shall be submitted to the Township. (S.401.E.1)
 - ~The approved Erosion & Settlement Plan shall be submitted to the Township. (S.401.E.5)
 - ~Prior to final approval of the SWM Site Plan, the property owner shall sign and record an Operation and Maintenance (O&M) Agreement covering all stormwater control facilities, which are to be privately owned. (S.502.A)
- 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:

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

There were no Subdivision and Land Development Plans submitted for approval.

Commissioners Berlingo/Elksnis moved to approve the following extension request set to expire February 20, 2023:

- SL17-10 Mustang Pointe
 - SL21-05 Elsner Engineer Works, Inc.
 - SL22-01 Water Street Four, LLC.
 - SL22-03 Panther Cat, LLC.
 - SL22-09 York Road Investments, LLC.
- Motion carried.

Personnel – Commissioner Brown:

Commissioners Brown had nothing to report.

Finance – Commissioner Brown:

Commissioners Brown/Berlingo moved to approve Township warrants in the amount of \$2,224,440.25. Motion carried.

Commissioners Brown/Berlingo moved to approve a request dated October 8, 2022, from the Knights of Columbus requesting a waiver of the sign permit fee. Motion carried.

Commissioners Brown/Berlingo moved to adopt Resolution 993, appointing the Township Auditor and Setting Rate of Compensation for 2022. Motion carried.

Manager Rodgers presented the first reading of the 2023 budget. She reported the General Fund is balanced with \$17,513,421 in revenue and expenditures. The Highway Aid Fund is balanced with \$1,104,088 in revenue and expenditures, and the Sewer Fund is balanced with \$8,548,100 in revenue and expenditures. The budget will be presented for public display on December 8, 2022. Manager Rodgers reported that the budget does not contain any revenue or expenses for the American Rescue Funds.

Health & Sanitation – Commissioner Elksnis:

Commissioners Berlingo/Elksnis moved to approve the Joao and Bradley Construction Co. Inc. Change Order No. 2 in the amount of \$33,142.38. Motion carried.

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 Heiland/Berlingo moved for adjournment at approximately 7:24 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
DECEMBER 19, 2022**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, December 19, 2022. 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 Ruth, 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 December 6, 2022, 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 November 21, 2022, Board of Commissioners meeting were approved as submitted.

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

PUBLIC HEARING – 2023 BUDGET:

Commissioner Heiland commended Manager Rodgers and the Board for their work on the 2023 Budget. He reported that Real Estate Taxes are not increasing this year and have not been increased for five years. He also reported that no American Rescue Funds have been used in the budget.

Mr. Leonard Rice, 125 Hirtland Avenue, commended the Board for not raising taxes.

Commissioners Allison/Heiland moved to adopt Ordinance No. 848, the 2023 budget. Motion carried on a 5-0 roll call vote.

Commissioners Allison/Heiland moved to adopt Ordinance No. 849, setting the real estate tax rate for 2023 at 4.40 mills. Motion carried on a 5-0 roll call vote.

Commissioners Allison/Heiland moved to authorize the Township Manager to balance all 2022 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioner Elksnis reported he will be meeting with Police Chief Hettinger to discuss updating Ordinance 590. He also reported that he attended the graduation ceremony of Officer Connor Perone and requested Officer Perone to attend the next Public Safety Committee meeting.

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 ALS Group USA, Corporation for MS4 Illicit Discharge Detection and Elimination dry weather sample testing. Motion carried unanimously.

Planning – Commissioner Heiland:

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

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

SL22-15 WAWA Food Market & Fueling Station

There were no Subdivision and Land Development plans submitted for approval.

Commissioners Heiland/Berlingo moved to approve the following extension requests that will expire on March 20, 2023:

SL22-07 Carroll County Christian Center
SL22-10 934 Baltimore Street – Cody Bentzel
SL22-11 Liberty Restoration & Construction, LLC
Motion carried unanimously.

Personnel – Commissioner Heiland:

Commissioners Heiland/Allison moved to reappoint Douglas Stambaugh, GHI Inc., as the Township Sewage Enforcement Officer. They further moved that Hanover Land Services be appointed as the Township Alternate Sewage Enforcement Officers. Motion carried unanimously.

Finance – Commissioner Allison:

Commissioners Allison/Elksnis moved to approve Township warrants in the amount of \$2,543,422.00. Commissioner Allison abstained from warrants for vendor #3457. Motion carried unanimously.

Commissioners Allison/Elksnis moved to adopt Resolution No. 994, fixing the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2023. Motion carried unanimously.

Commissioners Allison/Elksnis moved to adopt Resolution No. 995 setting fees for permits and services for 2023. Motion carried unanimously.

Commissioner Allison moved to approve a request dated November 23, 2022, from Hanover Land Services, Inc. for a waiver of the Zoning Hearing Board fees for South Western School District. The motion failed due to lack of a second.

Commissioners Allison/Elksnis moved to deny a request dated November 23, 2022, from Hanover Land Services, Inc. for a waiver of the Zoning Hearing Board fees for South Western School District. Motion carried unanimously.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Elksnis moved to approve Conewago Enterprises, Inc. Change Order No. 1, for the Oak Hills/Hershey Heights New Sanitary Sewer and Pump Stations in the amount of \$105,011.00. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS:

None.

NEW BUSINESS:

Commissioners Brown/Heiland moved to adopt Ordinance No. 850 establishing the time and place of regular meetings of the Board of Commissioners. Motion carried on a 5-0 roll call vote.

Commissioner Elksnis also presented the Board with quotes for a new fire engine, he requested the Board to look over the quotes for future discussion.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

Mr. Hurry Kail, 1321 Maple Lane, questioned when the price of trash bags would take effect. Commissioner Heiland explained that we are contracted through Penn Waste to dispose of the bags. Currently the price of disposal is \$2.37, plus the cost of creation of the bag. Come 2023 the price of disposal alone will be increasing to \$4.76, plus the cost of the creation of the bag, with additional increases in 2024, and 2025.

Mr. Leonard Rice, 125 Hirtland Avenue, questioned the Board regarding the replacement of water meters. The Board advised Mr. Rice to contact Hanover Borough Water Department.

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Heiland/Elksnis moved for adjournment at approximately 7:33 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
SEPTEMBER 6, 2022
CONTINUATION OF THE AUGUST 15, 2022 MEETING**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a special session on Tuesday, September 6, 2022 to continue the meeting from August 15, 2022. 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 Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney.

ANNOUNCEMENTS:

Commissioner Brown announced that there was an executive session held following the August 15, 2022, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues.

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

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Works & Recreation – Commissioner Heiland:

Commissioners Heiland/Elksnis moved to set the maintenance bond amount for Thornbury Hunt at \$192,218.08. Motion carried.

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 Elksnis/Heiland moved for adjournment at approximately 7:03 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JANUARY 3, 2022**

CALL TO ORDER-ROLL CALL-DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met for the purpose of reorganization on January 3, 2022 at the Penn Township Municipal Building. District Magistrate Jeffrey Sneeringer called the meeting to order at 7:00 P.M. Present at the meeting were Commissioners-Elect Berlingo and Heiland; Commissioners Brown and Elksnis. Also present were Township Manager Rodgers, District Magistrate Sneeringer, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney.

PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

ADMINISTRATION OF OATHS OF OFFICE TO COMMISSIONERS:

District Magistrate Sneeringer administered the oaths of office to Commissioners-Elect Berlingo and Heiland, and Tax Collector-Elect Hoke.

ELECTION OF OFFICERS:

District Magistrate Sneeringer called for nominations for the office of President. It was moved by Commissioners Heiland/Elksnis to nominate Michael Brown to the office of President of the Penn Township Board of Commissioners. The motion carried unanimously

Commissioner Brown called for nominations for the office of Vice-President. It was moved by Commissioners Heiland/Brown to nominate Mark R. Elksnis for the office of Vice-President of the Penn Township Board of Commissioners. The motion carried unanimously.

Commissioners Heiland/Elksnis moved to appoint Jan Cromer as Penn Township Commissioner. The motion carried unanimously.

District Magistrate Sneeringer administered the oath of office for Penn Township Commissioner to Jan Cromer.

ANNOUNCEMENTS:

Commissioner Brown read the announcement of executive session that was held following the December 20, 2021, Board of Commissioners' meeting. Commissioner Brown announced that after the Public Works meeting this evening The Board of Commissioners would convene in an executive session to discuss personnel matters.

COMMITTEE APPOINTMENTS:

Commissioner Brown read the Committee appointments for 2022-2023 as follows:

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

APPOINTMENT OF TOWNSHIP OFFICIALS:

Commissioners Heiland/Elksnis moved for the appointment of Kristina J. Rodgers as Township Manager for a two-year term effective January 1, 2022. Motion carried unanimously.

Commissioners Heiland/Berlingo moved for the appointment of Steven M. Hovis, Esquire, as Township Solicitor for a two-year term effective January 1, 2022. Motion carried unanimously.

Commissioners Heiland/Cromer moved for the appointment of Eric J. Bortner as Township Engineer for a two-year term effective January 1, 2022. Motion carried unanimously.

Commissioners Heiland/Elksnis moved for the appointment of Steven Hartlaub as Township Broker of Record for a two-year term effective January 1, 2022. Motion carried unanimously.

Commissioners Heiland/Elksnis moved to adopt Resolution No. 980 appointing Kristina J. Rodgers as Township Treasurer, Donna M. Sweeney as Township Secretary and Pamela Berlingo as Assistant Township Secretary. Motion carried unanimously.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Cromer:

Commissioner Cromer had nothing to report.

Personnel – Commissioner Heiland:

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

Commissioners Heiland/Elksnis moved to accept the resignation of Pamela Berlingo from the Penn Township Zoning Hearing Board. Motion carried unanimously.

Commissioners Elksnis/Cromer moved to appoint Justin Heiland and Pamela Berlingo to the Penn Township Planning Commission, said term to expire December 31, 2023. Motion carried unanimously.

Finance – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to adopt Resolution No. 981 appointing Kristina J. Rodgers as the voting delegate and Donna M. Sweeney as the alternate delegate to represent Penn Township on the York County Tax Collection Committee. Motion carried unanimously.

Public Works – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Planning and Recreation – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Health & Sanitation – Commissioner Elksnis:

Commissioner Elksnis had nothing to report.

OLD BUSINESS: None

NEW BUSINESS: None

PERSONS TO BE HEARD/CITIZEN’S COMMENTS: None

QUESTIONS FROM THE PRESS FOR THE COMMISSIONERS: None

ADJOURNMENT:

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

Respectfully Submitted,

Donna M. Sweeney
Township Secretary

MINUTES
BOARD OF COMMISSIONERS' PUBLIC MEETING
APRIL 20, 2022

The Penn Township Board of Commissioners met in a special session on Wednesday, April 20, 2022 at the Penn Township Municipal Building. President Brown called the meeting to order at 6:00 P.M., with a roll call of members. Present were Commissioners Brown, Elksnis, Heiland and Berlingo. Also present was Manager Rodgers. Secretary Sweeney arrived at 8:00 p.m.

Commissioner Brown announced that the purpose of the meeting was to interview candidates to fill the vacancy on the Board of Commissioners. The Commissioners interviewed Ronnie Bull, George Bauer, William Gill, Tom Allison and Michael Hoover. After the interviews, a brief recess and public deliberation, Commissioner Berlingo moved for the appointment of William Gill to the vacant position of Township Commissioner. The motion did not receive a second. Commissioners Brown/Elksnis moved for the appointment of Tom Allison to the vacant position of Township Commissioner. Motion failed on a 2-2 vote. Commissioners Heiland/Elksnis moved for the appointment of Ronnie Bull to the vacant position of Penn Township Commissioner. Motion failed on a 2-2 vote. Commissioners Brown/Elksnis moved for the appointment of Tom Allison to the vacant position of Township Commissioner. Motion failed on a 2-2 vote. Township Manager Rodgers noted that if the Board could not come to a consensus on a Commissioner the procedure would be turned over to the vacancy board. After some discussion, Commissioners Brown/Elksnis moved for the appointment of Tom Allison to the vacant position of Township Commissioner. Motion carried on a 4-0 vote.

Tom Allison was sworn in by Township Secretary Sweeney.

The meeting adjourned at 8:09 p.m.

Respectively submitted,

Kristina J. Rodgers
Township Manager