

MINUTES  
PUBLIC WORKS COMMITTEE  
JANUARY 3, 2023

The Penn Township Public Works Committee convened on Tuesday, January 3, 2023, following the Finance Committee Meeting at 6:03 p.m. Present were Chairman Heiland, Commissioners Allison, Berlingo, and Elksnis. Also present were Township Manager Rodgers, Township Engineer Bortner, WWTP Superintendent Lank, and Township Secretary Sweeney. Commissioner Brown arrived at 6:15 p.m. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the December 5, 2022, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

HIGH POINTE AT ROJEN FARMS PENN SOUTH-PHASE S4 BOND: Engineer Bortner suggested setting the bond amount for High Pointe at ROJEN Farms Penn South-Phase S4 at \$1,539,239.90. The Committee recommended approving the bond.

EMERGENCY GENERATOR: Engineer Bortner reported that the current generator is unable to be repaired. Estimates were presented to the Committee last month to purchase a generator as well as the switches. Engineer Bortner obtained quotes for replacement of the generator alone, and of the four quotes received, Winter was the lowest, with a co-star price of \$46,800, with a 60–62-week lead time. Engineer Bortner stated that they did some work at the Public Works Building and have a way to connect the heat to the generator in the interim. Commissioner Allison stated that the price is considerably less, as most of the work can be completed in-house. The Committee recommended Engineer Bortner to move forward and order the unit.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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
- SL22-03 – Panther Cat, LLC
- SL22-07 – Carroll County Christian Center
- SL22-09 – York Road Investments, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL22-13 – Stonewicke IV – 1025 Baltimore Street

SL22-14 – High Pointe at ROJEN Farms, Penn South S4  
SL22-15 – WAWA Food Market & Fueling Station

Engineer Bortner reported that WAWA Food Market & Fueling Station was recently added. The Committee thanked Engineer Bortner for the update.

Mr. Kris Raubenstine, Hanover Land Services, Inc., representing Carroll County Christian Center reported that Penn DOT is continuing to deny access to Route 94 and pushing for the access through Narrow Road, through a residential community. They have suggested the Township should rezone the property to anything other than commercial, even though it is a commercial site. The Committee agreed they do not want to bring traffic through the residential area, and the access should be from Route 94. The Township will send a letter to Penn DOT declining to change the zoning for the parcel and express their support for access to Route 94.

MS4 UPDATE: Manager Rodgers reported that as a requirement of our MS4 permit, the Township is required to participate in a community activity and suggested providing a monetary contribution to the York County Envirothon. Chairman Heiland requested this be placed on the agenda for further discussion next month.

EXTENSION REQUESTS: There are two extension requests this month, SL22-12 – Holland Construction – 100 Blettner Avenue, and SL22-13 – Stonewicke – Phase IV.

RECREATION: Manager Rodgers reported that she would like to set a date for the Easter Egg Hunt. The Committee recommended moving forward with April 8<sup>th</sup>, beginning around 10 a.m. or 11 a.m. at the Community Park at Kids Kingdom. Manager Rodgers will get the event advertised. She reported 125 engraved pickets were sold for the Kids Kingdom fundraiser and will be ordered this week. Chairman Heiland reported that the repair of the steps at the park has been completed.

OTHER MATTERS: Chairman Heiland asked for an update on the paver. Engineer Bortner reported that the paver was delivered but still waiting on the walkaround.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: Mr. Robert Gunnarsson, 48 Cardinal Drive asked the Committee if it was possible to still purchase pickets for the Community Park. Commissioner Heiland stated that they are no longer available for purchase, we need to get the order in, and they were available for over a year.

The meeting was adjourned at 6:29 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
FEBRUARY 6, 2023

The Penn Township Public Works Committee convened on Monday, February 6, 2023, meeting at 7:22 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Allison, Brown, and Elksnis. Also present were Township Manager Rodgers, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Berlingo was present via cellphone. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the January 3, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

AQUAPHOENIX SCIENTIFIC BOND: Engineer Bortner suggested reducing the bond amount for AquaPhoenix Scientific from \$535,769.05 to \$105,752.65. The Committee recommended approving the reduction.

OAK HILL DRIVE (BERWICK TOWNSHIP): Engineer Bortner reported letters notifying residents of paving work on Oak Hill Drive were mailed, and notification was also sent to Berwick Township. Mr. Bill Scott, 85 Municipal Road, and Mr. Gavin Zeigler, 143 Carlisle Street, Gettysburg, representing Berwick Township were in attendance to request extending the paving of Oak Hill Drive into Berwick Township approximately 275 feet, finishing the road. They stated Berwick Township would do all the prep work on the additional footage and will reimburse the Township for any cost incurred for the paving. Engineer Bortner had no issues with the request. The Committee requested to see the cost involved prior to making any commitment.

HERSHEY HEIGHTS ROAD: Engineer Bortner reported that a resident reached out after receiving the paving notification letter and expressed concern that the Township was encouraging more traffic along the road that acts as a connection from SR 94 to SR 194. Engineer Bortner reported that he assured the resident that the paving of Hershey Heights is just a part of the sewer installation project.

PENN DOT BRIDGE INSPECTION SCHEDULE: Engineer Bortner reported he received notification from PennDOT that 4 of the Township owned bridges will be inspected sometime in September through November, and 2 privately owned bridges will be inspected in November.

RIDGE AVENUE PRELIMINARY SUBDIVISION AND LAND DEVELOPMENT PLAN: Attorney Jeremy Frey, Barley Snyder, Paul Fish, Rettew Associates, and Pete Shovlin, Conewago Enterprises were in attendance representing the plan. Attorney Frey

stated that they are requesting preliminary plan approval on the condition of DEP and York County Conservation District review and approval of the NPDES permit be obtained. He reported that there is case law going back to 2004, stating that when there are only third-party agency approvals necessary, that the plans should be approved conditionally. The applicant has complied with all the other requirements in the ordinance and is waiting for the third-party approval. The Plan is held up at DEP and they have contacted Representatives Dan Moul and Kate Klunk, as well as Senator Kristin Phillips for assistance. Commissioner Elksnis expressed concern and stated that conditional approval has not been given in the past. Commission Brown asked what assurances that the plan would not change if conditional approval is given. Attorney Frey stated that the plan has to comply with the ordinance for approval. Mr. Fish added that the plan will also need to go to final plan approval. Attorney Frey stated the Planning Commission recommended approval of the plan and if the Board would grant conditional preliminary plan approval, once the NPDES permit is received this would save the step of coming back before the Board for the preliminary plan approval, then waiting until the following month to return for final plan approval. The Committee requested the issue be added to the Board of Commissioners meeting agenda.

MUSTANG POINTE: Engineer Bortner reported the only requirement that was not met for the plan was for the Emergency Access Drive. The plan was submitted with a width of 14 feet not meeting the 20 foot requirement. His concern is the wheels of the fire ladder truck would be on the curb of the pavement. He recommended that the curves be made 20 feet to accommodate the wheels and the overhang of the ladder truck. Chairman Heiland asked if the Township would be responsible for the maintenance of the access drive. Engineer Bortner reported he along with Fire Chief Clouser sent a letter stipulating that the HOA would be responsible for the maintenance. Commissioner Elksnis requested that this be sent to the solicitor for review.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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
- SL22-03 – Panther Cat, LLC
- SL22-07 – Carroll County Christian Center
- SL22-09 – York Road Investments, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL22-13 – Stonewicke IV – 1025 Baltimore Street
- SL22-14 – High Pointe at ROJEN Farms, Penn South S4
- SL22-15 – WAWA Food Market & Fueling Station

Engineer Bortner reported there are no new plans and he has all the plans this evening if anyone has any questions or concerns.

MS4 UPDATE: Manager Rodgers reported a requirement of our MS4 permit is to host a public meeting. The Committee recommended holding the meeting in May and the suggestion was made to hold the meeting prior to the Public Works Committee meeting. Manager Rogers reported that an additional requirement of the MS4 permit is to participate in an event. She suggested a sponsorship to the York County Envirothon. The Committee agreed.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL17-10 Mustang Pointe, SL21-05 Elsner Engineering Works, Inc., SL22-01 Water Street Four, LLC., SL22-03 Panther Cat, LLC., SL22-09 York Road Investments, LLC., SL22-14 High Pointe @ Rojen Farms, Penn South S4. The Committee recommended approving the requests.

RECREATION: Manager Rodgers reported she is purchasing items to stuff the easter eggs, and the Township will be ready for the Annual Easter Egg Hunt on April 8<sup>th</sup>.

OTHER MATTERS: Engineer Bortner reported he received the agreement from C.S. Davidson for engineering services for the Barnhart Drive Culvert Replacement-Phase 2 project. The Committee recommended approving the agreement.

Manager Rodgers reported that she has had no response from a resident for an easement for the Blettner Avenue project. The Committee recommended sending the agreement via certified mail, and if no response is received then she is to contact the solicitor.

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

The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
MARCH 6, 2023

The Penn Township Public Works Committee convened on Monday, March 6, 2023, meeting at 7:43 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Allison, Berlingo, Brown, and Elksnis. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the February 6, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Porter Washington, 104 Overlook Drive, representing the Brookside Heights HOA, requested the consideration of a dedicated lefthand turning lane signal from 116 to South Center Street. Police Chief Hettinger stated that he reached out to our traffic signal company and is looking into the situation.

BONDS: Engineer Bortner suggested reducing the bond amounts for Gitts Run Road Development from \$244,271.17 to \$51,774.93, and Yazoo Mills, Inc., from \$66,046.75 to \$7,260.00. The Committee recommended approving the reductions.

OAK HILL DRIVE (BERWICK TOWNSHIP): Engineer Bortner submitted an opinion of probable construction costs to complete the paving of Oak Hill Drive that extends into Berwick Township. The Committee recommended having a written agreement signed by both Penn and Berwick Townships prior to beginning the project.

STREETLIGHT AT 866 MCALLISTER STREET: Engineer Bortner reported he received the change authorization form from Met-Ed for the installation of a streetlamp at 866 McAllister Street. The Committee recommended moving forward.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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
- SL22-03 – Panther Cat, LLC
- SL22-07 – Carroll County Christian Center
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL22-13 – Stonewicke IV – 1025 Baltimore Street

SL22-14 – High Pointe at ROJEN Farms, Penn South S4  
SL22-15 – WAWA Food Market & Fueling Station  
SL23-01 - South Western School District

Engineer Bortner reported the South Western School District land development plan has been added, and the bond for Panther Cat, LLC has been received.

PENNSYLVANIA 811 SAFE DIGGING MONTH: Manager Rodgers reported she received a request from the Pennsylvania One Call System, Inc., for participation in their outreach campaign. They are requesting a resolution declaring April as “Pennsylvania 811 Safe Digging Month”. The Committee had no issues with the request.

MS4 UPDATE: Manager Rodgers reported the draft presentation for the Community Forum to be held on May 1, 2023, was received. A municipal staff training meeting will need to be held to meet the requirements for our annual MS4 report. Beth and Shawn are being trained to collect samples of our outfalls.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL22-07 Carroll County Christian Center, SL22-10 934 Baltimore Street-Cody Bentzel, SL22-11-Liberty Restoration & Construction, and SL22-15 WAWA Food Market & Fueling Station. The Committee recommended approving the requests.

RECREATION: Manager Rodgers reported work has begun stuffing the eggs for the Easter Egg Hunt, the Committee will meet at 5 pm prior to the April meeting to finish the eggs. She reported the 126 pickets for the Community Park have been delivered, and a decision for the placement location will need to be made. She repeated a final walk through of the park had taken place with DCNR, the final closeout report will be due in 60 days.

Commissioner Allison reported he had been approached for ideas involving the Township parks for a Boy Scout Eagle project. He requested the Committee to give some thought for service projects.

HANOVER AREA YWCA COMMUNITY PARK REQUEST: Manager Rodgers received a request dated March 1, 2023, from Hanover Area YWCA, to hold their end of year celebration at the Penn Township Community Park, Kids Kingdom Pavilion. The Committee had no issues, as long as they understand the playground will remain open to all visitors.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 8:12 p.m.

Respectfully submitted, Donna M. Sweeney, Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
APRIL 3, 2023

The Penn Township Public Works Committee convened on Monday, April 3, 2023, meeting at 7:33 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Allison, Berlingo, Brown, and Elksnis. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Captain Wysocki, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Heiland announced there will be an executive session held following the meeting to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the March 6, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Robert Gunnarsson, 48 Cardinal Drive, reported he was sticker shocked when he applied for a yard sale permit, he also expressed his disappointment that there were no rain dates. The Committee addressed his comments and will revisit the discussion at the next Finance Committee meeting.

BONDS: Engineer Bortner suggested setting the bond amount for Ridge Avenue by Rettew Associates, Inc. York Road Investments, LLC at \$3,803,559.87. The Committee recommended approving the amount.

OAK HILL DRIVE (BERWICK TOWNSHIP): Engineer Bortner reported the solicitor presented the resolution for both Penn and Berwick Townships for the paving of the portion of Oak Hill Drive. The Committee recommended adopting the resolution.

BLETTER AVENUE GUIDE RAIL PROJECT: Manager Rodgers reported she has been trying to obtain the right of ways for this project for a year. She has one out of the four that are needed. The Committee recommended to contact one more time, then turning it over to the solicitor.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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
- SL22-07 – Carroll County Christian Center
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue



SL22-13 – Stonewicke IV – 1025 Baltimore Street  
SL22-14 – High Pointe at ROJEN Farms, Penn South S4  
SL22-15 – WAWA Food Market & Fueling Station  
SL23-01 - South Western School District  
SL23-02 – York Road Investments, LLC  
SL23-03 – Hanover Terminal Inc., 201 Center Street

Engineer Bortner reported two new plans have been added, SL23-02 - York Road Investments, LLC, and SL23-03 – Hanover Terminal Inc., 201 Center Street.

MS4 UPDATE: Manager Rodgers reported there will be a MS4 Community Forum on Monday, May 1, 2023, at 6:00 p.m. This is part of the permit requirement.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL22-12 100 Blettner Avenue, and SL22-13 – Stonewicke Phase IV. The Committee recommended approving the requests.

RECREATION: Manager Rodgers reported everything is ready for the Easter Egg Hunt to be held on Saturday, April 8, 2023, at the Community Park. There are 3 age groups, 7 prizes per group.

Chairman Heiland presented the rules and regulations for the parks for the placement of new signs. The Committee recommended moving forward.

OTHER MATTERS: Engineer Bortner reported that they plan on paving Wilson Avenue this year. There are two rail crossings along the road, he has contacted York Rail, which is not used and there is no issue to do the road work. He has been unable to contact CSX, the crossing near Hanover Brands. He contacted PennDOT Rail Crossing Coordinator, who highly recommended that the Township stay out of the right of way of the crossing. There will be a 50-foot portion by the rails that will not be paved.

Commissioner Allison asked if there was any progress with the closed off sidewalk on York Street. Engineer Bortner reported that he received a quote and waiting for approval from the Board to proceed. He will resend the quote.

Commissioner Brown reported he has concerns with the recent vandalism at the Community Park. He would like to research the possibility of adding security cameras at the park.

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

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,  
Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
MAY 1, 2023

The Penn Township Public Works Committee convened on Monday, May 1, 2023, meeting at 7:20 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Allison, Berlingo, Brown, and Elksnis. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Heiland announced there will be an executive session following the meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the April 2, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner suggested setting the bond amount for South Western School District at \$313,622.10, and there was a final inspection on Apple Honda, and suggested reducing the bond to \$0. The Committee recommended approving the amounts.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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
- SL22-07 – Carroll County Christian Center
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL22-13 – Stonewicke IV – 1025 Baltimore Street
- SL22-14 – High Pointe at ROJEN Farms, Penn South S4
- SL22-15 – WAWA Food Market & Fueling Station
- SL23-01 - South Western School District
- SL23-02 – York Road Investments, LLC
- SL23-03 – Hanover Terminal Inc., 201 Center Street

MS4 UPDATE: Manager Rodgers reported the Township held our first MS4 Community Forum on Monday, May 1, 2023, at 6:00 p.m. This is part of the permit requirement.

RETROFIT PROJECT: Engineer Bortner reported he received notification from Hanover Land Services that the York County Stormwater Consortium has funds available.

Hanover Land Services submitted a proposal to do pond retrofits for the Plum Creek drainage area, pond at Lion Drive, and the two ponds at Little Knoll. This can help alleviate flooding and contribute to pollution control. The Management Committee gave a favorable recommendation and suggested funding of approximately \$65,000 for the project. We would need to pursue grants for the remaining \$100,000 for the project. The Committee recommended pursuing additional grant funding.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL17-10-Mustang Pointe, SL21-05-Elsner Engineer Works, Inc, SL22-01-Water Street Four, and SL23-01-South Western School District. The Committee recommended approving the requests.

RECREATION: Chairman Heiland reported that the small playground equipment has been delivered. He hopes to have site meetings with the Township Manager and Engineer within the next week.

OTHER MATTERS: Manager Rodgers reported she was contacted by Felicia Dell from the York County Planning Commission requesting to attend the May 15, 2023, Board of Commissioners meeting to discuss the updated transportation plan.

Commissioner Elksnis was approached by a representative of the 79 Fire Volunteers about advertising their Chicken Barbeque fundraiser to be held on May 20, 2023, on the Township Sign. The Committee had no issues since the proceeds will benefit the Fire Commission.

The Committee discussed that they would like to review a draft of the newsletter prior to publication.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: Mr. David Myers, 47 Kaitlyn Drive, Parent of boy scout from Troop 107 questioned the Committee regarding possible Eagle projects within the Township. The Committee addressed his questions, and Chairman Heiland will meet with him to discuss possible projects within the Township parks. Mr. Dan Owens, 4420 Grandview Road, had questions regarding fencing. Zoning Officer Smith addressed his questions.

The meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
JUNE 5, 2023

The Penn Township Public Works Committee convened on Monday, June 5, 2023, meeting at 7:21 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Brown, and Elksnis. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioners Allison and Berlingo were absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Heiland announced there will be an executive session following the meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the May 1, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner suggested setting the bond amount for Hanover Terminal Inc., 201 S. Center Street at \$219,223.13, and reducing the High Pointe at ROJEN Farms Penn South Phase S4 from \$1,539,239.90 to \$1,102,316.60. The Committee recommended approving the amounts.

BANKERT ROAD CULVERT REPLACEMENT PROJECT: Engineer Bortner reported the road is closed starting today for three weeks, for the relocation of the utilities and prep work to be done by the public works department. The culvert is scheduled to be set in place on June 14<sup>th</sup>.

THORNBURY HUNT DEDICATION OF STREETS AND SANITARY SEWERS: Engineer Bortner reported that we received the deeds of dedication for the streets and sanitary sewers last year. Manager Rodgers reported she is waiting for the bond, and the solicitor will advertise this Friday.

IDENTIFY 2025 TIP NEW CANDIDATE PROJECTS: Engineer Bortner reported that York County Planning Commission was present last month requesting projects for the TIP. These are his suggestions:

1. Recommendations from the 2018 CMP Traffic Signal Timing Projects
  - a. Blooming Grove Road and Grandview Road Intersection
  - b. Baltimore Street and Grandview Road Intersection along with Baltimore Street and Meadow Lane Intersection
2. Project being analyzed by PennDOT and the York County Planning Commission (YCPC)
  - a. Broadway and Eisenhower Drive Intersection

STORMWATER MANAGEMENT BMP RETROFIT PROJECT (PLUM CREEK WATERSHED): Engineer Bortner reported the York County Stormwater Consortium has been awarded \$165,600 for the design of retrofits for the Plum Creek drainage area. Paperwork is forthcoming.

BLETTNER AVENUE BRIDGE REPAIR: Manager Rodgers reported she has three of the four right of way agreements needed for the project. She has had no response from Tree House Foods, and they have had the agreement since July 1, 2022. The Committee recommended moving forward to the next step. Engineer Bortner reported that he has not yet received the permit for the project.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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
- SL22-07 – Carroll County Christian Center
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL22-13 – Stonewicke IV – 1025 Baltimore Street
- SL22-15 – WAWA Food Market & Fueling Station
- SL23-03 – Hanover Terminal Inc., 201 Center Street
- SL23-04 – 820 Hershey Heights Road – Small & Rinker

LIBERTY RESTORATION & CONSTRUCTION LLC WAIVER REQUEST: The Committee received a request dated May 13, 2023, from Hanover Land Services for a waiver to Section 605 – Landscaping and Bufferyards for Liberty Restoration & Construction LLC Subdivision and Land Development Plan. Engineer Bortner reported the Zoning Hearing Board approved a variance to Section 303 for Off-Street Parking Requirements with the condition of a minimum of ten parking spaces. They are requesting a waiver to the ten-foot bufferyard requirement of the parking area, reducing it to five feet. The Committee requested the waiver request be placed on the Board of Commissioners meeting agenda.

HANOVER FOODS FREEZER EXPANSION WAIVER REQUEST: The Committee received a request dated May 24, 2023, from Rettew Associates for a waiver to Article 3.304 – Referral of Plan for Hanover Foods Freezer Expansion Land Development Plan. Mr. Paul Fish, Rettew Associates, explained the final approved plan called for the removal of a truck dock on the existing facility. The site is under construction and the dock area remains in use; they would like the dock to remain. York County Conservation District has already reviewed and approved the plan change. The addition of 529 square feet impervious paved area will be needed. Engineer Bortner stated that he does not think this can bypass the Planning Commission as it will need all the

necessary signatures to be recorded. The Committee requested the waiver request be placed on the Board of Commissioners meeting agenda.

FOOD TRUCKS: Zoning Officer Smith reported that issues regarding food trucks are occurring daily. The Committee discussed regulating location as they do not want the food trucks to interfere with the Townships restaurants and also ensure they are operating safely. Fire Chief Clouser stated that food trucks are now covered under the International Fire Code, therefore they can mandate inspections. The Committee recommended drafting an ordinance regulating the use of food trucks, and requested Manager Rodgers reach out to the solicitor.

MS4 UPDATE: Manager Rodgers reported we are working on our annual MS4 report that is due September 30, 2023.

CONSIDER THE YORK COUNTY STORMWATER CONSORTIUM

INTERGOVERNMENTAL COOPERATION AGREEMENT AMENDMENT: Manager Rodgers reported she received an amendment to the agreement for the York County Regional Chesapeake Bay Pollutant Reduction Plan for an additional two years, ending December 31, 2025. This will be at no cost to the Township and must be completed by resolution.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL22-07-Carroll County Christian Center, SL22-10-934 Baltimore Street-Cody Bentzel, SL22-11-Liberty Restoration & Construction LLC, SL-22-15 WAWA Food Market & Fueling Station, SL23-03-Hanover Terminal 201 Center Street . The Committee recommended approving the requests.

RECREATION: Chairman Heiland introduced Mr. Brayden Myers, Boy Scout Troop 107 to discuss his plan for his Eagle Scout project for Young's Woods.

Commissioner Elksnis thanked Engineer Bortner and the Public Works Department for the installation of the refurbished sign that was placed at Young's Woods.

OTHER MATTERS: Manager Rodgers reported that she received notification from C.S. Davidson that Engineering Services for the Park Heights Blvd Realignment Phase 1 may increase from \$68,900 to approximately \$92,000. This is due to unforeseen property owner and utility issues. Engineer Bortner reported that contractors are scheduled to be on site in July, with completion in November. The Committee requested Engineer Bortner to provide an updated breakdown of the project at the July committee meeting.

Commissioner Elksnis requested to advertise on the website and township sign that volunteers are needed for the Storm Water Authority Board.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: None.

The meeting was adjourned at 8:23 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
JULY 3, 2023

The Penn Township Public Works Committee convened on Monday, July 3, 2023, meeting at 6:12 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Allison, Berlingo, Brown, and Elksnis. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and WWTP Superintendent Lank. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the June 5, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner suggested setting the bond amount for Stonewicke – Phase IV at \$682,003.30. The Committee recommended approving the amount.

964 YORK STREET SIDEWALK STORM DRAIN: Township Engineer Bortner reported that the metal has been ordered and work for the repair is to begin this Wednesday.

PARK HEIGHTS BOULEVARD REALIGNMENT-PHASE I CULVERT REPLACEMENT: Engineer Bortner reported last October we entered into contract with Doli with construction to begin in August 2023 with completion in November of 2023. This is currently on schedule.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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
- SL22-07 – Carroll County Christian Center
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL22-13 – Stonewicke IV – 1025 Baltimore Street
- SL22-15 – WAWA Food Market & Fueling Station
- SL23-03 – Hanover Terminal Inc., 201 Center Street
- SL23-04 – 820 Hershey Heights Road – Small & Rinker



HOMEWOOD AT PLUM CREEK WAIVER REQUEST: The Committee received a request dated June 23, 2023, from Frederick, Seibert & Associates, Inc., on behalf of Homewood at Plum Creek requesting a waiver of exemption for a Land Development Plan and Stormwater Management Plan. Township Engineer Bortner reported that they are planning for an addition of a 610 square foot sitting room off an existing sidewalk between two wings. He suggested that Homewood should submit a Stormwater Management Permit Application and comply with the Stormwater Ordinance. The Committee recommended approving the waiver for the Land Development Plan but agreed with Engineer Bortner that a Stormwater Management Permit Application be submitted and asked to be added to the Board of Commissioners meeting agenda.

WAIVER REQUEST FOR 18 MIMOSA DRIVE: The Committee received a request dated May 24, 2023, from Mr. and Mrs. David Colgan requesting a waiver to place an 8X10 foot wooden shed within the stormwater drainage easement. Zoning Officer Smith reported that the shed was installed without a permit within the Stormwater easement. The committee was not in favor of the structure being placed in the easement area and asked to be added to the Board of Commissioners meeting agenda.

FOOD TRUCKS: Zoning Officer Smith reported that he received the Department of Agriculture requirements along with the International Fire Code requirements. He reported that they are quite extensive and recommended they be added to the draft Zoning Ordinance. He will provide a draft for review in the near future.

CONSIDER HANOVER LAND SERVICES AGREEMENT FOR STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES RETROFIT PROJECT: Township Engineer Bortner reported that Hanover Land Services and Penn Township attended the York County Stormwater Consortium to request funds for the design for the completion of retrofits to stormwater management facilities in the southern part of the Township by Plum Creek. The Consortium awarded \$165,000 for the design of the project. This agreement is between Hanover Land Services and Penn Township for the design. Penn Township would then be reimbursed by the York County Stormwater Consortium. He reported he has not received the agreement for reimbursement to date. The Committee would like to see the agreement from the Consortium prior to the approval of the Hanover Land Services, Inc. agreement.

CONSIDER HANOVER LAND SERVICES AGREEMENT FOR MS4 SERVICES FOR 2024: Manager Rodgers reported that our current contract ends September 30, 2023, when our report has been submitted. She presented the agreement for MS4 Services for 2024, and the contract amount is not to exceed \$41,200.00. The Committee recommended approving the agreement.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL22-12-Holland Construction – 100 Blettner Avenue, and SL22-13-Stonewicke-Phase IV. The Committee recommended approving the requests.

RECREATION: Township Engineer Bortner reported that the boy scouts are currently painting the pavilions and have assembled the swing sets at Young's Woods. The Township is scheduled to set the swing sets in place this week and is working on the paving along the bathrooms and the parking area. The swing sets at the Northview playground are being repainted. They will be reinstalled this week and the new play set will be added next week.

OTHER MATTERS: None.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: None.

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
AUGUST 7, 2023

The Penn Township Public Works Committee convened on Monday, August 7, 2023, meeting at 6:14 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Allison, Berlingo, Brown, and Elksnis. 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 3, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner suggested reducing the bond amount for AquaPhoenix Scientific from \$105,752.65 to \$9,926.97. The Committee recommended approving the amount.

BANKERT ROAD: Township Engineer Bortner reported he received Change Order No. 2 from C.S. Davidson for a credit in the amount of \$1,200, for Penn Township crews to apply paint in lieu of Monarch. He also received the application for final payment of \$104,799.83, and the Notice of Completion paperwork. The Committee recommended approving the agreements.

BARNHART DRIVE: Township Engineer Bortner reported design work is being done to help alleviate flooding on Barnhart Drive. Two temporary construction easements are going to be needed for completion. Engineer Bortner asked the Committee for their recommendation to proceed with acquiring the easements. The Committee recommended moving forward.

PARK HEIGHTS BOULEVARD REALIGNMENT-PHASE I CULVERT REPLACEMENT: Township Engineer Bortner reported they had their pre-construction meeting. Doli Construction is planning to close the road on August 21<sup>st</sup> and setting the culvert on August 31<sup>st</sup>. They should be finished by mid-September.

WILSON AVENUE PAVING – CSXT: Township Engineer Bortner reported there are two rail crossings within the project. He received correspondence in May from CSX for the temporary right of way to work within their fifty feet. This may take some time to execute. He asked the Committee if he should pursue acquiring the right of way, or pave without going into the right of way. The Committee recommended moving forward with pursuing the right of way.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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  
SL22-07 – Carroll County Christian Center  
SL22-10 - 934 Baltimore Street – Cody Bentzel  
SL22-11 – Liberty Restoration & Construction, LLC  
SL22-12 – Holland Construction-100 Blettner Avenue  
SL22-13 – Stonewicke IV – 1025 Baltimore Street  
SL22-15 – WAWA Food Market & Fueling Station  
SL23-04 – 820 Hershey Heights Road – Small & Rinker

WAWA FOOD MARKET & FUELING STATION WAIVER REQUEST: The Committee received a request dated July 19, 2023, from Dynamic Engineering Consultants, PC, requesting a waiver to Section 605 (Landscaping and Bufferyards) of the Penn Township Subdivision and Land Development Ordinance for WAWA Food Market & Fueling Station Land Development Plan. Nate McCormack, McNees Wallace & Nurick LLC, Justin Geonnotti, Dynamic Engineering, and Joseph Mizrahi, Paramount Realty were in attendance to represent this request. Mr. Geonnotti presented the plan showing the design for the bufferyard, showing three landscaped islands within the front parking area. He stated that the lot is very narrow and does not provide enough space to achieve the required bufferyard width along Baltimore Street, and along Clover Lane due to the two to one slope. He stated that trees tend to die with this slope, the plan is for numerous trees and shrubs at the top of the bank to provide a sufficient vail. The current site slopes and will be flattened and a retaining wall will be necessary along Baltimore Street. There is a forty-two-inch black aluminum fence proposed on top of the retaining wall for safety precautions. There is a matter of interpretation if the fence is compliant with the Zoning Ordinance, and they are waiting for the interpretation from the Zoning Hearing Board Solicitor.

ACCESSIBILITY OF ENTRANCES FOR THE HANDICAPPED: Zoning Officer Smith reported that we have had a few complaints about the accessibility of the building. The front doors are heavy and difficult to maneuver for the handicapped. MDIA inspector looked at the handicapped entrance at the side of the building, and it is ADA compliant at the time the Zoning was approved. The sill is in rough shape, if replaced this must be a 0-clearance sill, which will leave a gap under the door. The door and frame may need to be replaced. Both the front door and the handicapped door should have a button to open. The committee recommended gathering a few quotes for the improvements.

MS4 UPDATE: Township Engineer Bortner reported an email was received from DEP to conduct an MS4 compliance inspection. Hanover Land Services provided the required information, and we will be contacted for an onsite compliance inspection. Hanover Land Services is in the process of filing our annual report due September 30, 2023.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL17-10-Mustang Pointe; SL21-05-Elsner Engineer Works; SL 22-01-Water Street Four, LLC; SL23-04-820 Hershey Heights Road – Small & Rinker. The Committee recommended approving the requests.

RECREATION: Township Engineer Bortner reported that the playground project at Youngs Wood’s is almost completed. Work is being done on Northview, once this is completed, work will move on to Colonial Hills and Arbor Lane. Commissioner Elksnis reported that the numbers need to be replaced on the pavilions at Young’s Woods.

Commissioner Brown reported there was a citizen request to place pickleball courts out at the Community Park. The Committee will take into consideration for the future of the park.

OTHER MATTERS: Engineer Bortner stated that the Wilson Avenue/CSX agreement may take some time, so the crew will continue work on the recreation areas. He reported last month there was a question about paving the Oak Hill/Hershey Heights sewer installation area. The Committee recommended holding off until all the plumbing connections have been completed, and schedule final paving for next year. Engineer Bortner will contact Berwick Township about the delay. The timeline for the project will be updated on the website.

CITIZEN’S COMMENTS REGARDING THE DISCUSSION ITEMS: None.

The meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
SEPTEMBER 5, 2023

The Penn Township Public Works Committee convened on Tuesday, September 5, 2023, meeting at 6:13 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Berlingo, Brown, and Elksnis. 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 August 7, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner suggested setting the bond amount for Carroll County Christian Center at \$162,269.80 and reducing the bond amount for High Pointe at ROJEN Farms Penn South Phase S4 from \$1,539,239.90 to \$520,319.80. The Committee recommended approving the amounts.

BARNHART DRIVE: Township Engineer Bortner reported that two easements are needed for this project. The property owner of 17 Barnhart Drive contacted him regarding the agreement. He has not heard from Hanover Real Estate Partners. He asked the Committee if he could reach out with another letter, or he can reach out and contact Kurt Dietrich who is local. The Committee agreed.

PARK HEIGHTS BOULEVARD REALIGNMENT-PHASE I CULVERT REPLACEMENT: Township Engineer Bortner reported the culvert was installed on September 1<sup>st</sup>. The crane was removed on September 5<sup>th</sup>. They are estimating to have the road reopened on September 21<sup>st</sup>. Once reopened the restrictions can be removed. Engineer Bortner will reach out to the school district regarding the road opening and the bus routes.

WILSON AVENUE PAVING – CSXT: Township Engineer Bortner reported he was informed that the temporary right of entry agreement was received on August 30<sup>th</sup>. Once the check is received a preconstruction meeting will be arranged. He thanked everyone involved in expediting the paperwork to move this project forward.

SUBDIVISION AND LAND DEVELOPMENT PLANS: 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  
SL22-07 – Carroll County Christian Center  
SL22-10 - 934 Baltimore Street – Cody Bentzel  
SL22-11 – Liberty Restoration & Construction, LLC  
SL22-12 – Holland Construction-100 Blettner Avenue  
SL22-15 – WAWA Food Market & Fueling Station  
SL23-04 – 820 Hershey Heights Road – Small & Rinker

CARROLL COUNTY CHRISTIAN CENTER WAIVER REQUEST: The Committee received a request dated August 2, 2023, from Hanover Land Services on behalf of Carroll County Christian Center, requesting a waiver to Section 306.B.4 (Detention and Retention Basin Fencing Requirements) of Subdivision and Land Development Ordinance. Mr. Kris Raubenstine, Hanover Land Services, Inc., presented this request. He stated the basin is a small facility to the front of the property. It is approximately fifteen inches deep with outfall pipes three inches off the bottom. At the most there would be three inches of water, if any, within the facility. Chairman Heiland expressed concern for safety with even three inches of water in the basin. Engineer Bortner stated that if the fence is required around the basin in question, the suggested bond amount will need to be increased. Zoning Officer Smith stated that he does not have an issue with the request as the basin is under twenty-four inches. He added that if the waiver is denied, Mr. Raubenstine will have to apply for a variance for the four-foot-high fence in the front yard. Mr. Raubenstine stated that he would invite maintenance conditions with the approval of the request. The Committee asked to be placed on the agenda.

MS4 UPDATE: Township Engineer Bortner reported that MCM 5 BMP post construction inspection mailing for all the facilities. Chairman Heiland requested a copy of the mailing be sent to the Commissioners. A copy of all the MCMs will also be sent to the Commissioners. Hanover Land Services is in the process of filing our annual report due September 30, 2023.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL22-07-Carroll County Christian Center; SL22-10-934 Baltimore Street-Cody Bentzel; SL22-11-Liberty Restoration and Construction, LLC; and SL22-15-Wawa Food Market and Fueling Station. The Committee recommended approving the requests.

RECREATION: PAID USE OF THE RECREATION FACILITIES: Ms. Amy Redding, Hanover Soccer Club President, and Mr. Rich Guy, Soccer Coach came before the Committee to request use of the fields at the Community Park. Mr. Guy stated that they need practice space on Tuesday, Wednesday, and Thursday evenings. The Club lost their practice space due to the expansion at UTZ. They are leasing space at Clarks, and were leasing space at Moul Field, but lost the space due to football. They need space for their middle-aged teams, and they are aware that the field space is a first come basis, and if someone is using the fields they can adjust. Their equipment is pop up. This is just a temporary request and would be for just this fall. For the age group the kids are usually dropped off. They requested if they could paint field lines on the grass. Township Engineer Bortner had no issues. Chairman Heiland stated that if they find the fields

are not being up kept, they may receive a phone call. The Committee requested that Mr. Guy forward a copy of their Certificate of Insurance to Engineer Bortner.

COMMUNITY SERVICE PROJECT FOR ARBOR LANE BASKETBALL COURTS: Township Engineer Bortner reported that he received an email from Kevin Klunk, South Western School District expressing interest in revitalizing the basketball court at the Arbor Lane Playground. He stated the Lady Mustang Basketball members utilize the court for off season training and suggested it would be a nice community service project to assist the Township in repainting the court lines, replacing nets, etc. The Committee requested Engineer Bortner to invite Mr. Klunk to attend the next Committee meeting to discuss.

OTHER MATTERS: There were none.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: Mr. Leonard Rice, 125 Hirtland Avenue, requested an update regarding Glo Fiber cable service coming to the Township. Chairman Heiland reported that the Township entered into a franchise agreement with Shentel Communications, and it may take up to two years to have the service offered to select portions of the Community.

The meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary



MINUTES  
PUBLIC WORKS COMMITTEE  
OCTOBER 2, 2023

The Penn Township Public Works Committee convened on Monday, October 2, 2023, meeting at 8:12 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Berlingo, Black, Brown, and Elksnis. Also present were Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, and Township Secretary Sweeney. Zoning Officer Smith was absent with notice. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the September 5, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner recommended setting an additional bond amount of \$6,490.00 for Carroll County Christian Center to ensure the completion of the decorative fence surrounding Detention Berm #1. He also suggested reducing the bond amount for Trone Family Trust – 1020 Baltimore Street to \$0, thus releasing the bond. The Committee recommended approving these amounts.

BARNHART DRIVE: Township Engineer Bortner reported that two temporary construction easements are required for the project. He met with representatives of the property owners at 17 and 26 Barnhart Drive. Neither representative had issues with granting the easements, and the solicitor is currently working on the agreements. As the work will not be completed this year, the project has been moved to the budget for 2024.

PARK HEIGHTS BOULEVARD REALIGNMENT-PHASE I CULVERT REPLACEMENT: Township Engineer Bortner reported the project is completed except for some punch list items. Ordinance Number 817 imposed weight restrictions on the bridge; thus, he recommended removing the restriction through an amending Ordinance. The Committee recommended an Ordinance to remove the restrictions. Engineer Bortner reported that the next phase of the total project involves obtaining a permit from the DEP to extend the remainder of the culvert. He mentioned that this matter will be addressed in the budget presentation to determine whether the Committee would like to proceed with realigning the road.

WILSON AVENUE PAVING – CSXT: Township Engineer Bortner reported the Township has submitted all necessary requirements to CSX for the completion of the paving within their right of way. CSX noted they have a 30-day window to review the paperwork. Engineer Bortner mentioned that the work will most likely not be completed until next year.

GUIDE RAIL PROGRAM: Township Engineer Bortner reported North Blettner Avenue, Industrial Drive, and Cooper Drive are the three culverts requiring work. The Township is nearing

completion in acquiring all the necessary easements, and the project will soon be ready for the bidding process. Although initially budgeted for this year, it will need to be postponed to 2024.

OIL CREEK STREAM STABILIZATION PROJECT: Township Engineer Bortner reported that half of the easement agreements have been received. He intends to proceed with efforts to obtain the remaining easements. The aim is to have the project completed in 2024.

STREET SWEEPER: Township Engineer Bortner reported the street sweeper was delivered on August 30, with training held on September 12th. The sweeper has been in use during the paving projects. The 2008 Elgin Pelican can be sold on Municibid. He requested to proceed with the listing and whether a minimum bid should be placed on the equipment. The Committee recommended moving forward with listing the sweeper on Municibid.

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
- SL22-07 – Carroll County Christian Center
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL22-15 – WAWA Food Market & Fueling Station
- SL23-04 – 820 Hershey Heights Road – Small & Rinker
- SL23-05- Maitland Investment Corporation-630 Westminster Avenue

MS4 UPDATE: Township Engineer Bortner reported the Annual Report for 2022-2023 was submitted on September 28, 2023.

EXTENSION REQUESTS: Township Engineer Bortner submitted extension requests for SL22-12 Holland Construction-100 Blettner Avenue. The Committee recommended approving the request.

RECREATION: ARBOR LANE BASKETBALL COURT REVITALIZATION: Township Engineer Bortner reported that he was contacted by Kevin Klunk, who requested the South Western girls' basketball team members realign the basketball courts on Arbor Lane as a service project. As Mr. Klunk was not in attendance, the Committee decided to postpone this discussion, and place on the agenda for next month.

2024 PUBLIC WORKS BUDGET PRESENTATION: Township Engineer Bortner presented the 2024 Public Works budget, starting with Highway Aid. The Township received notification that the state aid for 2024 would be approximately \$534,786.99. Hopefully, this amount will exceed the anticipated sum, which will be added to the carryover from this year. PennDOT limits the usage of the funds for specific projects, mainly for road salt, streetlamp electricity, and paving

projects. Proposed paving projects for 2024 include base repairs on sections of Beck Mill Road and Clover Lane, along with the paving of portions of Bankert Road, Fame Avenue, Hershey Heights, and the remaining portion of Wilson Avenue. The estimated total for Highway Aid in 2024 is around \$1,200,000.

In the Public Works budget, projected paving projects from the general fund comprise of portions of Beaver Creek Road, Barnhart Drive, Fame Avenue, Hershey Heights Road, Oak Hill Circle, Oak Hill Drive, Park Heights Boulevard, and Wilson Avenue. Blooming Grove Road and preliminary designs for Grandview Road are included. Engineer Bortner proposed hiring a consultant to commence the preliminary design. Although acknowledging the necessity to assess the intersection, Commissioner Elksnis expressed concern about potential outdated designs if the Township proceeded before the start to address this project. Engineer Bortner also expressed guidance next phase for Park Heights Boulevard to obtain a permit from DEP to realign the road. No conclusion was made on either matter. Engineer Bortner also reported increased costs for installing streetlights in developments, with developers reimbursing some of the expenses. Additionally, he included Capital Outlay costs for a tilt trailer/compact loader trailer, two flagger illumination stands, an articulating boom lift, and security cameras for the public works building. He incorporated the cost of replacing the forklift, which needs repair, and the cost of a Brush Chipper for which he hopes to apply for/receive a 902 grant for the purchase. He emphasized labor cost increases due to contractual obligations.

He provided updates on the Engineering budget. IT service expenses continue to rise. Engineer Bortner mentioned that travel and training expenses align with historical projections. However, due to the COVID pandemic in the past two years, travel and training have predominantly been conducted virtually in front of a computer. He expressed hope that in-person training would resume. Furthermore, he highlighted the maintenance issues with a 2014 interceptor, suggesting it be considered for replacement.

OTHER MATTERS: RENTAL OF COMMUNITY ROOM: Manager Ledley reported that there is an HOA interested in renting the Community Room on a regular basis. The rental fee is addressed in the fee schedule. Commissioner Heiland inquired if the proposed security cameras would cover the area. Chief Hettinger confirmed that they would. The Committee had no issues.

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

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
NOVEMBER 6, 2023

The Penn Township Public Works Committee convened on Monday, November 6, 2023, meeting at 7:23 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Berlingo, Black, Brown, and Elksnis. Also present were Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Heiland announced there will be an executive session held following the meeting to discuss a legal matter.

APPROVAL OF THE MINUTES: The minutes of the October 2, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner recommended reducing the performance bond for Stonewicke V in the amount of \$741,013.90 to \$238,461.30. The Committee recommended approving the amount.

HIGH POINTE SOUTH STREET LIGHTS: Township Engineer Bortner reported that a streetlight change authorization has been received from Met-Ed for the High Pointe South development. The plan includes the installation of one cobra head at the intersection of Grandview Road and Kortney Drive, as well as five acorn lights placed throughout the rest of the development of the Penn Township section.

1994 HYSTER H30XM FORKLIFT: Township Engineer Bortner reported that he placed an order for a new forklift last month and is now recommending the sale of the 1994 Hyster H30XM Forklift on Municibid. The new forklift will be appropriately weight-rated for dual usage in both Public Works and the Wastewater Treatment Plant, and the extended arms have already been ordered. The Committee had no objections to selling the existing unit once we take possession of the new forklift.

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
- SL22-07 – Carroll County Christian Center
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue

SL22-15 – WAWA Food Market & Fueling Station  
SL23-04 – 820 Hershey Heights Road – Small & Rinker  
SL23-05 - Maitland Investment Corporation-630 Westminster Avenue

Engineer Bortner provided an update indicating that WAWA is nearing final approval and stated that he received correspondence from Holland Construction containing several questions. It is possible that a formal filing for another Subdivision and Land Development Plan may be occurring this month.

Chairman Heiland inquired about the status of the fire appeals board that was created in relation to Mustang Pointe, emphasizing the need to ensure that board members are informed of its establishment. He directed Manager Ledley to follow up with Ms. McGowan and the members to move the process forward.

30 WINIFRED DRIVE WAIVER REQUEST: The Committee received a request dated October 25, 2023, from Daniel Westbrook of 30 Winifred Drive, seeking a waiver to Section 513a of the Penn Township Subdivision and Land Development Ordinance. The request pertains to the construction of a fence within a ten-foot storm sewer easement. Mr. Westbrook presented his case, explaining that the house was constructed last year. His proposal involves installing a fence three feet from the side property line within the storm sewer easement area. The easement extends halfway through the rear property line and contains two storm drains. Mr. Westbrook stated that the fence would be positioned one foot away from the storm drains, ensuring no interference, and could be relocated if access to the easement becomes necessary.

Chairman Heiland noted that historically, similar requests have been denied. Manager Ledley reported that the consideration of the grading to prevent obstruction of the storm drains. The Committee decided to add the request to the agenda of the November Board of Commissioners Meeting.

BRIGHTSPEED MODIFICATION OF PERMIT FEES REQUEST: The Committee received a request dated November 1, 2023, from Connect Holding, LLC, known as Brightspeed, seeking a modification to the permit fee for the Security/Performance bond requirements for the Hanover Wire Center modernization infrastructure project in Penn Township. Mr. John Mizerak, Government Affairs and Public Policy Director at Brightspeed, and Mr. Joe Centobene, Director of Engineering and Construction at Brightspeed, both of Carlisle, PA, presented this request. Mr. Mizerak provided an overview of Brightspeed and distributed handouts to the committee. He emphasized that Brightspeed owns and maintains the infrastructure within the Township and is currently modernizing it to provide fiber. The project involves both aerial and underground construction, with the majority of the disturbance occurring within the grass and soil in the street rights-of-way. Minimal cutting of the paved streets will be done solely for "potholing" to confirm the location of existing utilities, all of which are owned and maintained by Brightspeed. The company is requesting a modification of the fee for the security bond for the project. Currently handling thirty permits, they propose a security bond amount of \$255,000 for the infrastructure modernization and fiber build project. Commissioner Elksnis expressed concern about making an exception to the Street Opening requirements, citing past

negative experiences with other entities. Engineer Bortner stated that the street opening ordinance frowns upon the "boring" process due to potential damage to other utility infrastructure. Mr. Mizerak reported that the process is not lengthy, with the goal of completing it within a few weeks. Chairman Heiland emphasized that, as a municipality, this will not be the last request from a company undertaking a large project. He suggested that the Committee should reevaluate the ordinance for such requests. Chairman Heiland expressed his desire for legal insight into the request and instructed Manager Ledley to forward the proposal to the solicitor for review. The Committee recommended including the request on the Commissioners Meeting agenda for consideration.

DISCUSS AMENDING THE ZONING ORDINANCE TO REZONE AN AREA FROM SHOPPING/COMMERCIAL TO R-8 URBAN RESIDENTIAL: Zoning Officer Smith provided an update, noting that the solicitor has advised reposting and advertising a public hearing to ensure widespread awareness, he also presented the draft ordinance. He is currently posting notices on properties and reaching out to residents. Chairman Heiland mentioned that the Planning Commission has requested the Board of Commissioners to return the matter to them for review. This request stems from their initial unfavorable recommendation, as they have not yet received comments from the York County Planning Commission. The Committee stated that it is unnecessary for the Planning Commission to reconsider their recommendation.

MS4 UPDATE: Township Engineer Bortner reported there was a MS4 taskforce meeting held on October 27, 2023.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL17-10 Mustang Pointe, SL21-05 Elsner Engineer Works, Inc., and SL22-01 Water Street Four, LLC. The Committee recommended approving the requests.

RECREATION: ARBOR LANE BASKETBALL COURT REVITALIZATION: Township Engineer Bortner reported that Kevin Klunk is currently in the midst of basketball season. Mr. Klunk will contact Engineer Bortner when time permits.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
DECEMBER 4, 2023

The Penn Township Public Works Committee convened on Monday, December 4, 2023, meeting at 7:23 p.m., following the Public Safety Committee Meeting. Present were Vice Chairman Elksnis, Commissioners Berlingo, Black, and Brown. Chairman Heiland was in attendance via cell phone. Also present were Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the November 6, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner recommended setting the bond amount for Maitland Investment Corporation at \$36,717.45. The Committee recommended approving the amount.

MET-ED STREET LIGHTS: Township Engineer Bortner reported that the Borough of Hanover has LED streetlights, and they look nice. He stated that he contacted Met-Ed to inquire about the cost of converting Penn Township's streetlights to LED, and found that it would have a five-year payback, and he does not anticipate this to be cost effective at this time.

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
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL23-04 – 820 Hershey Heights Road – Small & Rinker
- SL23-05 - Maitland Investment Corporation-630 Westminster Avenue
- SL23-06 – 50 Baugher Drive – Rita Martin

MS4 UPDATE: Township Engineer Bortner reported that Engineering Assistant Shawn Garrett is in attendance to address any MS4 inspection questions, and there is a MS4 taskforce meeting next week, and we should receive our MS4 inspection results.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL22-10 934 Baltimore Street – Cody Bentzel, SL2-11 – Liberty Restoration and Construction LLC, and SL23-

05 – Maitland Investment Corporation – 630 Westminster Road. The Committee recommended approving the requests.

RECREATION: VIDEO SECURITY: Chairman Heiland reported that we have just installed security systems within our buildings, and he suggested placing offline cameras to have some type of footage data at our Community Parks. Chief Hettinger reported that he inquired about placing cameras within the parks, and they said it would be absolutely feasible to do so. He suggested having internet coverage so they could be alerted if some type of unapproved activity occurs. Chief Hettinger will get some quotes. Chairman Heiland requested the subject be added to the January Public Safety meeting agenda.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary