

MINUTES
PUBLIC WORKS COMMITTEE
JANUARY 2, 2024

The Penn Township Public Works Committee convened on Tuesday, January 2, 2024, meeting at 6:25 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Lank, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the December 4, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner recommended setting the bond amount for Paramount Realty Proposed Wawa Food Market and Fueling Station Land Development Plan at \$801,333.23, and after final inspection of Self Storage Plus – 1049 Baltimore Street he recommends reducing the bond amount to \$0. The Committee recommended approving the amounts.

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
- SL23-07 – WAWA Food Market and Fueling Station
- SL23-08 – 1750 Youngs Road – Jason L & Diana E Shoe

CONSIDER WAIVER REQUEST REGARDING JASON I. & DIANA E. SHOE: The Committee received a request dated December 18, 2023, from Hanover Land Services, Inc. for a waiver to Section 509(a) Lots and Lot Sizes for the Jason L. & Diane E. Shoe Preliminary/Final Subdivision and Land Development Plan. Engineer Bortner reported that the current property is a thirty-acre farm, and the goal is to create a ten-acre and a twenty-acre lot. He does not anticipate any issues as long as it remains two lots. However, if there are any changes beyond that, they would need to

come before the board for further consideration. Commissioner Heiland stated that he would like to have a recommendation from the Planning Commission before reaching a decision.

CONSIDER WAIVER REQUESTS REGARDING MUSTANG POINTE: The Committee received a request, dated October 5, 2023, from James R. Holley & Associates, Inc., for waivers pertaining to the Mustang Pointe Subdivision and Land Development Plan. The requested waivers are for the following: Ordinance 815 – The International Fire Code; Section 503.2.1 Dimensions; Section 503.2.4 Turning Radius; and the Subdivision and Land Development Ordinance – Section 506.e Minimum Distance between the Centerlines of Intersections, Section 508 Blocks, and Section 509.a Lots and Lot Sizes. Commissioner Heiland questioned if they could grant relief from the International Fire Code. He also stated that the Fire Review Board was created for this situation. He has no issues approving as long as the solicitor has reviewed. He also stated that this matter had previously been reviewed by the Planning Commission a significant time ago.

DISCUSS ORDINANCE LIMITING PARKING FOR RECREATIONAL VEHICLES: Commissioner Elksnis reported that the Zoning Officer is currently working on an ordinance regulating the parking of recreational vehicles on the road. There have been complaints about these vehicles obstructing traffic flow and mobility. The proposed ordinance has been submitted to the solicitor for review. Zoning Officer Smith clarified that there will be a seventy-two-hour limit. The Committee will review once comments are received from the solicitor.

MS4 UPDATE: Township Engineer Bortner had nothing current to report.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension request for SL22-12 Holland Construction – 100 Blettner Avenue. The Committee recommended approving the request.

RECREATION: There was nothing to report.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
FEBRUARY 5, 2024

The Penn Township Public Works Committee convened on Monday, February 5, 2024, meeting at 7:12 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Ledley, Police Chief Hettinger, Fire Captain Wysocki, 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 January 2, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

DISCUSS 2006 FORD F250: Engineer Bortner expressed concern regarding the inspection of the 2006 Ford F250, noting significant rust damage to the bed rails and a leaking steering box. He mentioned efforts to find a cost-effective solution for replacing the bed rails, estimating repair costs at approximately \$3,250, including the inspection. The vehicle has accrued around 132,652 miles. The Committee emphasized the importance of establishing a schedule for the replacement of aging vehicles. Engineer Bortner indicated that he had previously drafted a long-term plan for vehicle replacement, which had been postponed. The Committee agreed to address the topic of vehicle replacement during the discussion of American Rescue Funds at the upcoming Finance Committee meeting.

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
- SL23-05 - Maitland Investment Corporation-630 Westminster Avenue
- SL23-06 – 50 Baugher Drive – Rita Martin
- SL23-07 – WAWA Food Market and Fueling Station
- SL23-08 – 1750 Youngs Road – Jason L & Diana E Shoe
- SL24-01 – 40/60 Bowman Road
- SL24-02 – 37 Industrial Drive – Yazoo Mills
- SL24-03 – Holland Construction – 100 Blettner Avenue

CONSIDER WAIVER REQUEST REGARDING JASON I. & DIANA E. SHOE: The Committee received a request dated December 18, 2023, from Hanover Land Services, Inc. for a waiver to Section

509(a) Lots and Lot Sizes for the Jason L. & Diana E. Shoe Preliminary/Final Subdivision and Land Development Plan. Mr. Kris Raubenstine from Hanover Land Services, Inc. was present to outline the request. The proposal involves subdividing the current property with the intention of retaining the existing home for visiting family while constructing a new residence on an adjacent parcel. Notably, the property is presently enrolled in the clean and green program, and the objective is to maintain this status. Consequently, each resulting parcel must meet the requirement of a minimum of ten acres. The Committee requested the subject to be added to the Board of Commissioners agenda.

CONSIDER WAIVER REQUEST REGARDING YAZOO MILLS: The Committee received a request, dated January 8, 2024, from D.C. Gohn Associates, Inc., representing Yazoo Mills. There was no one in attendance representing the request. Engineer Bortner informed the Committee that our ordinance mandates plans to be submitted in a 50/100 scale. However, there is a request to submit plans at a 60 scale. Engineer Bortner expressed no objections to this request. The Committee noted that this matter may warrant review during the next update of the Subdivision and Land Development Ordinance. The Committee requested to include the request on the agenda for the upcoming Board of Commissioners meeting.

MS4 UPDATE: Township Engineer Bortner reported that the official response from the DEP inspection has not been received yet, but all preliminary responses seem positive.

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

HANOVER SOCCER CLUB: Amy Redding, 230 Stock Street, representing the Hanover Soccer Club, expressed gratitude to the Committee for granting permission to use the fields at the Community Park for their soccer practices. She mentioned ongoing efforts to improve their fields and awaiting the NPDES permit for parking lot work. Ms.Redding requested to continue using the fields for two of their teams every other night, ensuring they would vacate the premises before dark. These teams are the U11 & U12 girls, and their season would run from mid-March through the first week of June, with no games scheduled on the weekend, and understands the fields are not reserved, but first come, first serve. She will forward a new certificate of insurance to the office.

DISCUSS PICKLEBALL COURTS: Several residents attended the meeting to discuss the potential installation of pickleball courts in the Township. Among those who spoke were Penny Gruver of 500 Beck Mill Road, and Angie Mowery of 1717 Beck Mill Road. Ms. Gruver urged the Committee to consider adding pickleball courts at the Community Park, noting the absence of public courts within Penn Township. Manager Ledley mentioned the need to research available grants for the project. In response to a query from the Committee, Ms. Gruver confirmed that they had contacted the York Adams County Tennis Association at South Western, but found limited availability and a fee for court usage. Commissioner Heiland shared his recent communication with West Manchester Borough, where the installation of two courts cost \$142,000 two years ago. Commissioner Elksnis pointed out that the 2016 long-term

comprehensive plan for the park did not include pickleball courts, expressing concern over the potential costs. The Committee agreed to conduct further research on grants and gather additional information before making any decisions. The Committee requested Engineer Bortner to gather estimated costs.

DISCUSS EASTER EGG HUNT: Manager Ledley announced that the Township's annual Easter Egg Hunt is scheduled for Saturday, March 23rd, at 10 a.m. Volunteers will be required to assist with stuffing eggs, and both the police and fire commissions will be present, as in the previous year. The Easter Bunny is also expected to make an appearance. Promotion for the event will be done through the newsletter, website, and Facebook page.

OTHER MATTERS: Commissioner Heiland raised a question regarding the status of work at Arbor Lane Park, noting the presence of a park closed sign. Engineer Bortner stated that while the basketball courts are accessible, efforts are underway by Public Works to remove tree stumps in the vicinity.

Manager Ledley reported that they are nearing the completion of filling the laborer position.

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
MARCH 4, 2024

The Penn Township Public Works Committee convened on Monday, March 4, 2024, meeting at 7:34 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township 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 February 5, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

YORK COUNTY PLANNING COMMISSION PRESENTATION OF THE EISENHOWER DRIVE/BROADWAY INTERSECTION ALTERNATIVE ANALYSIS: Chris Caba, York County Planning Commission, and Bo Smith of JMT were in attendance to present the alternatives for improvements for the intersection of Broadway and Eisenhower Drive. A handout was distributed to the Committee and the audience. They reported on the current operations and safety analysis and presented the following alternatives: Alternative 1 - dual northbound left turn lane, Alternative 1B - dual northbound left turn lanes (Westbound thru/right turn lane), Alternative 2 – two-lane roundabout, and Alternative 3 – quadrant intersection. They highlighted the Network Delay (Travel Time), Predicted safety, Estimated Construction Cost, and pros and cons of each alternative. The analysis offered three alternatives to address access to Flickinger Road.

Mr. Caba summarized that it is JMT's recommendation that alternative 1B has the lowest construction costs, offers some safety improvements with minor overall impacts to surrounding businesses and residences, while helping to reduce delays and queue lengths. After addressing the Committee's comments, Mr. Caba stated that the goal was to explore all options and to allocate funding appropriately. They are currently working on their 2025 transportation permit application; however, there is limited funding available. They are continuously working towards future projects, and this is the first step in addressing this issue. Mr. Smith reported that they accounted for future development projects in the area for the analysis.

Mr. Caba requested a letter of support from the Board of Commissioners to assist in getting this project included in the long-range plan for future funding through the TIP program. Engineer Bortner stated that he would need to know the Board's recommendations as he is the voting representative for the Township for the YAMPO board.

HOLLAND CONSTRUCTION-100 BLETTNER AVENUE BOND: Engineer Bortner reported that he received a bond estimate of \$656,057, from CS Davidson for Holland Construction – 100 Blettner Avenue. The Committee recommended approving the amount.

976 WILSON AVENUE EMERGENCY GENERATOR: Township Engineer Bortner reported that the emergency generator is scheduled for delivery tomorrow and asked the Committee if the old one should be placed on Municibid. The generator is not operational but could be used for spare parts; however, it will not be compatible with its replacement. The committee suggested selling the old unit for parts.

GUIDE RAIL PROJECT: Township Engineer Bortner reported that we've received our last easement and are ready to go to bid. He proposed a bid opening for April 10, with an award at the Board of Commissioners meeting on April 15, 2024. Included in this bid is Park Heights Boulevard, which requires installation of the F wall, Industrial Drive, Cooper Road, and Blettner Avenue. The Committee recommended moving forward.

BARNHART DRIVE STORM SEWER UPGRADE: Township Engineer Bortner reported that we have received the last necessary easement, and Monarch is currently in the process of building the structures, which are expected to be completed any day now. He proposed working on the Arbor Lane playground first, then moving onto Park Heights Boulevard, and finally Barnhart Drive.

CLOVER LANE DEED OF DEDICATION: Township Engineer Bortner reported that the final plan for WAWA was approved last month. As part of that plan, a small portion, 310 square feet of Clover Lane is proposed to be dedicated to the Township.

STONEWICKE PHASE I & II DEEDS OF DEDICATION: Township Engineer Bortner reported that Stonewicke LLC is proposing to dedicate Stonewicke Phases I & II. The solicitor has reviewed the proposal, and it should be presented to the Board in the next few months.

YORK COUNTY LOCAL BRIDGE INSPECTION PROGRAM 2024-2028: Township Engineer Bortner reported that we've received the agreement, and HRG is the County's engineer. The County utilizes State Liquid Fuel funds to conduct bridge inspections in the county. Penn Township has four bridges that fall under the program: Ridge Avenue, Blettner Avenue, Karen Lane, and Barnhart Drive. We have been requested to sign an agreement to participate in the program. Engineer Bortner reported that we've participated in the past. The Committee recommended approving the agreement.

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
- SL23-05 - Maitland Investment Corporation-630 Westminster Avenue
- SL23-06 – 50 Baugher Drive – Rita Martin

SL23-07 – WAWA Food Market and Fueling Station
SL23-08 – 1750 Youngs Road – Jason L & Diana E Shoe
SL24-01 – 40/60 Bowman Road
SL24-02 – 37 Industrial Drive – Yazoo Mills
SL24-03 – Holland Construction – 100 Blettner Avenue
SL24-04 – South Heights Manor, LP – 116 Onyx Drive

MS4 UPDATE: Township Engineer Bortner reported that the next plan of action will be to review the MCMs (Minimum Control Measures).

STORMWATER MANAGEMENT BMP RETROFIT PROJECTS: Township Engineer Bortner reported that there is a meeting scheduled with the York County Conservation District this week to review the concept plans for the ponds in Little Knoll and Lion Drive.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL22-10 934 Baltimore Street – Cody Bentzel, and SL22-11 Liberty Restoration and Construction, LLC. The Committee recommended approving the requests.

RECREATION - GRANDVIEW ESTATES, LITTLE KNOLL ESTATES, AND TIMBERLAND I PARKS: Commissioner Heiland reported that as part of the ARPA discussion, he has received an estimate of \$61,000 for just the equipment needed to complete the upgrades of the Township playgrounds. Labor and curbing would be an additional cost. Engineer Bortner stated that they are finishing work on the Arbor Lane playgrounds and hoping to resume work on the playgrounds after July.

Commissioner Elksnis encouraged everyone to visit the Arbor Lane playground as it has been greatly improved. He mentioned that the basketball courts will need to be relined in the future. Commissioner Heiland stated that Engineer Bortner received quotes to reline the courts and the Committee recommended that he move forward with having the work completed.

OTHER MATTERS: Commissioner Elksnis reminded all in attendance that the Annual Easter Egg Hunt will be held on Saturday, March 31, 2024. The Community Park is looking wonderful, and Engineer Bortner was asked to tape off the park and place the barricades on the Friday prior. Manager Ledley requested stakes to place the ribbon.

Commissioner Heiland stated that the subject of vehicle replacement should be placed on the agenda for next month. Engineer Bortner reported that he did email regarding suggested replacements. He stated he will add the subject under the Engineer's report.

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

The meeting was adjourned at 8:31 p.m.
Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
APRIL 1, 2024

The Penn Township Public Works Committee convened on Monday, April 1, 2024, meeting at 7:36 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township 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 March 4, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

GUIDE RAIL PROJECT: Township Engineer Bortner reported bid opening is April 10th, and hoping there will be a recommendation to award the bid at the April 15th Board of Commissioners meeting.

VEHICLE REPLACEMENT-FIVE YEAR PLAN: Engineer Bortner forwarded an email containing the 2018-2022 vehicle replacement plan, indicating that we are largely up to date. However, it was noted that the 2006 F250 pickup truck and the F350 with utility bed and crane are due for replacement. Commissioner Heiland proposed utilizing ARPA funds for the replacement of the previously mentioned vehicle.

Engineer Bortner highlighted that the F250 would not pass inspection due to the rusted-out truck bed. Commissioner Heiland suggested further discussion on this matter during the Finance meeting, specifically regarding the utilization of ARPA funding.

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

- SL17-10 – Mustang Pointe
- SL21-05 – Elsner Engineering Works
- SL22-01 – Water Street Four, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL24-02 – 37 Industrial Drive – Yazoo Mills
- SL24-03 – Holland Construction – 100 Blettner Avenue
- SL24-04 – South Heights Manor, LP – 116 Onyx Drive
- SL24-05 – LCBC Hanover – 1504 Broadway
- SL24-06 – Snyder's-Lance – 1401 York Street & York Street (Un-addressed)

Engineer Bortner reported that in 2018, LCBC undertook a parking lot expansion and submitted modification requests as part of that plan, which was completed within the designated five-year timeframe.

Their latest land development plan entails doubling the size of their building. This modification request closely resembles those made in 2018, with the exception that the DEP considers its stormwater management as a viable BMP (Best Management Practice). While their previous plan was approved, they are now resubmitting due to the new proposal. It's worth noting that there's a preference against requiring sidewalks and curbing on a PennDOT road.

Commissioner Heiland requested Engineer Bortner to forward the plan to the Committee members for review.

LCBC WAIVER REQUEST: The Committee received a request dated March 15, 2024, from RGS Associates for waivers to the following Zoning Ordinance: Article IV, Section 405 – Final Plan Scale, Article V, Section 505.C and 505.K.(1) – Existing Road Frontage and Sidewalk, Section 505.K – Curbs, Section 605 – Bufferyard along Arterial Street, Article III, Section 258-12 – Volume Controls, Sections 268-15.B(3) and 268-15.B(4)(a) - Additional Stormwater Management Design Standards. Engineer Bortner reported the Planning Commission will review the requests.

MS4 UPDATE: Township Engineer Bortner reported that the taskforce is meeting on Thursday and will review the MCM's, the year end is around the corner, June 30, 2024.

EXTENSION REQUESTS: Zoning Officer Smith reported that there are no extension requests for this month.

GAS PUMPS AND READER REPLACEMENT: Manager Ledley presented a quote of \$31,871 for the replacement of the card reader and the gas pumps. Zoning Officer Smith reported that the tank and pumps are in good condition, but parts are no longer available for the card reader. While the pumps may appear unsightly, they are structurally sound. Additionally, the pumps undergo inspection every three years, with the most recent inspection completed this year. Zoning Officer Smith stated that if the card reader were to fail, there would be a lead time of three to four weeks for replacement. Manager Ledley reported that the cost for the card reader alone amounts to \$11,546. She also mentioned experiencing difficulties with the buttons, leading to occasional failure in reading the card. Commissioner Elksnis expressed support for replacing the card reader and enhancing the appearance of the pumps. Commissioner Heiland recommended reaching out to our current supplier to obtain a quote from them as well.

RECREATION-HANOVER TROLLEY TRAIL UPDATE: Mr. Clay Black, a resident of Azalea Drive, attended the meeting to provide an update on the Hanover Trolley Trail. He mentioned that the trail commences in Hanover Borough at the parking lot located at Moul Field and extends through Cherry Tree. He expressed gratitude towards Engineer Bortner, the Public Works crews, and the Commissioners for their efforts in maintaining the trail within the Penn Township area, which starts from the Cherry Tree Court area crossing Wilson Avenue, Barnhart Drive, and ending at Gitts Run Road.

Mr. Black noted that the trail resumes approximately 5 miles later in Spring Grove, although the sections are currently not connected. York County has procured land with the aim of bridging these sections. They have already completed a segment of the trail on the east side of Spring Grove, starting from Martin Road and ending in West Manchester. A grand opening for this section is scheduled for April 26th.

Efforts are underway to construct a section of the trail extending from Gitts Run Road, crossing the road, and spanning about a mile. The goal is to have this portion completed by the end of the year. Additionally, restoration work on a portion of Oil Creek will be conducted in two phases, once completed, there are plans to extend the trail to Jacob's Mill by the conclusion of 2025.

GUTHRIE MEMORIAL LIBRARY – STORYTIME AT THE COMMUNITY PARK: Manger Ledley reported that the Guthrie Memorial Library will be holding Storytime at the Community Park on Tuesdays beginning June 11 through August 13 from 10 to 10:45 a.m. The Committee had no issues.

Commissioner Heiland provided an update that the work at the park at Arbor Lane has been completed. Engineer Bortner stated that the Basketball Court still needs to be lined.

OTHER MATTERS: Commissioner Heiland reported that the Homewood situation is being discussed with our solicitor and a public decision will be made.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: Mrs. Cynthia Bischoff from 3 Pond Road inquired about how they would be notified of the decision for Homewood. Commissioner Heiland explained that there would be some sort of announcement on the website and posted at the Municipal Office.

Commissioner Brown inquired if any action had been taken by the residents in the area. Mrs. Bischoff responded, stating that taking legal action on their part would be financially burdensome and could potentially span several years.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
MAY 6, 2024

The Penn Township Public Works Committee convened on Monday, May 6, 2024, meeting at 7:36 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Police Lieutenant Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Township Manager Ledley was absent with notice. The following items were discussed:

ANNOUNCEMENTS: There were none.

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

CITIZEN'S COMMENTS: There were none.

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BONDS: Township Engineer Bortner suggested setting the bond amount for South Heights Manor, LP at \$34,870.00, and the maintenance bonds for Stonewicke Ph 1 at \$264,544.63, and Stonewicke Ph 2 at \$111,958.05. The Committee recommended approving the amounts.

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

- SL17-10 – Mustang Pointe
- SL21-05 – Elsner Engineering Works
- SL22-01 – Water Street Four, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL24-02 – 37 Industrial Drive – Yazoo Mills
- SL24-03 – Holland Construction – 100 Blettner Avenue
- SL24-04 – South Heights Manor, LP – 116 Onyx Drive
- SL24-05 – LCBC Hanover – 1504 Broadway
- SL24-06 – Snyder's-Lance – 1401 York Street & York Street (Un-addressed)

Commissioner Brown stated that there are many questions regarding the plan for Snyder's-Lance and Kris Raubenstine, of Hanover Land Services, Inc. has been requested to have someone representing Snyder's-Lance attend an upcoming meeting to address the Committee's questions. Mr. Raubenstine reported that he already had submitted the request. He added that the intention of the subdivision is to put the building on its own lot.

LCBC WAIVER REQUEST: The Committee received a request dated March 15, 2024, from RGS Associates for waivers to the following Zoning Ordinance: Article IV, Section 405 – Final Plan Scale, Article V, Section 505.C and 505.K.(1) – Existing Road Frontage and Sidewalk, Section

505.K – Curbs, Section 605 – Bufferyard along Arterial Street, Article III, Section 258-12 – Volume Controls, Sections 268-15.B(3) and 268-15.B(4)(a) - Additional Stormwater Management Design Standards. Engineer Bortner reported the project includes expanding the church from 200 to 400 seats and increasing parking from 158 to 220 spaces. The Planning Commission provided favorable recommendations for all but the chain-link fence and was tied on the buffer yard along Broadway thus resulting in an unfavorable recommendation. Concerns were raised about increased traffic onto Broadway. Previously, the church managed traffic on Sundays with cones and an officer, which was flagged as unacceptable, and they were reminded not to repeat this practice. The Planning Commission's recommendations will be presented as seven separate motions to the Board of Commissioners, with a preference for individual discussions and votes on each waiver. The main unresolved issue was whether the church's proposed buffer yard changes, reducing from eight feet to five feet for headlight screening, were appropriate. The planning commission also discussed stormwater management, specifically the differences between detention and retention ponds and the implications for the site. The Planning Commission's final stance was to maintain the existing buffer while addressing specific concerns about stormwater facilities and ensuring compliance with the overall community standards.

SOUTH HEIGHTS MANOR, LP WAIVER REQUEST: The Committee received a request dated March 29, 2024, from Hanover Land Services, Inc. on behalf of South Heights Manor, LP requesting a waiver to Section 509(a)-Lots and Lot Sizes of the Subdivision and Land Development Ordinance. Mr. Kris Raubenstine, Hanover Land Services, Inc. reported the request involves the subdivision of a large, oddly shaped lot adjoining Onyx Drive and stretching towards Cooper Road. The subdivision aims to create Lot 51 along Onyx Drive and Lot 62, the remaining portion with river frontage along Cooper River. The waiver sought pertains to the lot width-to-depth ratio as the existing land configuration does not comply with ordinance requirements due to the natural shape of the property. Additionally, a small, triangular section of 0.02 acres from Mr. Danner's property will be added to Lot 62 to create a straight boundary line. The Planning Commission found the request straightforward and had no significant issues or questions, resulting in a favorable recommendation.

YAZOO MILLS WAIVER REQUEST: The Committee received a request dated April 8, 2024, from DC Gohn Associates on behalf of Yazoo Mills for a waiver to Section 306.B.3 – Side Slopes of the Stormwater Management Ordinance. Engineer Bortner reported the request focuses on proposals for rain gardens and bioretention basins with side slopes adjusted from the ordinance-required four-to-one to three-to-one, which would optimize surface area. Yazoo Mills plans to install fences around these facilities. The request is similar to past projects, such as Aqua Phoenix, involving retention ponds and rain gardens in a flood-prone area near Oil Creek. The primary concern addressed was preventing downstream flooding, a problem previously experienced in the neighborhood. The revised slope is intended to facilitate maintenance, with most basins in the township already using three-to-one slopes. The ordinance mandates fencing for open-top facilities to enhance safety, addressing potential risks associated with steeper slopes. The Planning Commission concluded that the proposed changes should not cause downstream issues and recommended adding this request to the meeting agenda for further discussion.

MS4 UPDATE: Township Engineer Bortner reported the MS4 task force meeting held last Thursday, the main focus was on the review of MCM (Minimum Control Measure) number three, which pertains to illicit discharge detection and elimination. This follows the review of MCM one and two from the previous month. A progress report on the three BMP (Best Management Practices) upgrades on the west side of town was submitted to the York County Stormwater Consortium. During the meeting, a question was raised about whether the MS4 ordinance includes prohibitions against residents leaving grass clippings in the road. It was clarified that while the Township prefers residents not to place yard waste in the road, such issues fall under code enforcement rather than the MS4 ordinance. The task force is also considering the broader implications of brush and limb collection and leaf collection as part of the MS4 initiatives.

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, SL24-02 37 Industrial Drive, SL24-03 Holland Construction – 100 Blettner Avenue. The Committee recommended approving the requests.

RECREATION-SOUTH WESTERN RECREATION COMMISSION SUMMER PROGRAM: Commissioner Heiland reported that an email was received from Jeff Mummer from Southwest informing us about significant changes to the funding structure for a school program. The School Board increased their contribution of \$12,000, to \$24,000 this year. However, they plan to introduce a \$50 fee per individual registering for the program to help offset the increased costs, but it's unclear whether the fee will be charged to parents directly for their children's participation. There is an ongoing discussion among school board members about the appropriate allocation of school versus township taxes for such programs. Currently, we contribute about \$3,000 annually, while the school board, other municipalities, PTOs, and fund drives cover the rest. Commissioner Heiland will try to obtain more information and keep the Committee up to date.

OTHER MATTERS: An email was received from the organizer of the Memorial Day parade requesting a headcount for participants. He has reserved one car and needs to know how many council members will be attending. Before leaving the meeting, all members need to confirm their participation so that a response can be sent promptly. It's noted that one member will participate in the parade but not with the Township. The goal is to ensure there is adequate car space for everyone involved.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: Mr. Kris Raubenstine, Hanover Land Services addressed the Committee. He spoke regarding the discussion of the requirement for fences around stormwater management facilities, with a particular focus on their aesthetic impact and necessity. Mr. Raubenstine expressed concerns about the visual appeal of large, mandatory fences, as an example in residential areas like the upcoming 55 and older Devner Landing Community. He highlighted the engineering challenges posed by designing these facilities to accommodate both small and significant storm events, resulting in large, shallow basins that are generally less than four feet deep. The Committee discussed the flexibility allowed by the ordinance, noting that while chain link or split rail fences are common, higher

quality, more aesthetically pleasing options like black aluminum fencing have been used successfully in other developments. The Committee stressed the importance of safety and liability concerns, particularly in preventing accidents involving children and animals. Mr. Raubenstine suggested the possibility of including specific language in development plans to mitigate the Township's liability, although concerns were raised about the practicality and enforceability of such measures. The Committee acknowledged the complexity of balancing safety, aesthetics, and regulatory requirements, noting that the DEP's BMP manual and the UCC code provide guidelines but leave room for local interpretation and flexibility. The discussion concluded with a consensus on the need for ongoing dialogue and consideration of all factors involved in stormwater management and fencing requirements.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
JUNE 3, 2024

The Penn Township Public Works Committee convened on Monday, June 3, 2024, meeting at 7:34 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. 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: Commissioner Heiland announced that there will be an executive session following tonight's meeting to discuss personnel and legal matters.

APPROVAL OF THE MINUTES: The minutes of the May 6, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Township Engineer Bortner suggested reducing the bond amount for Markets of Hanover from \$728,805 to \$65,450 and setting the bond amount for Snyder's-Lance at \$5,060. The Committee recommended approving the amounts.

36 NORTHVIEW DRIVE: Ms. Shadle, 36 Northview Drive attended to address ongoing concerns about her driveway and stormwater issues. Township Engineer Bortner stated he requested Snyder's Lance to verify if there are any easements or rights-of-way in the area, but no such records were found. He reported that the Township has a right-of-way for Northview Drive, but further development in that area occurred, therefore there was no dedication of land for the potential road where Ms. Shadle's driveway comes off. Therefore, the Township cannot spend money on property not owned by them. It was confirmed that Snyder's Lance owns the land, and they are responsible for maintaining the pipe and access drive. Mrs. Shadle shared a video demonstrating severe stormwater flooding her driveway and garage, causing sinkholes. She stated the water flows from Albright, down Grandview into Northview, affecting her property. Ms. Shadle stated that there are no storm drains between Albright and Northview on Grandview. She stated that she is having issues with sink holes on the edge of her property. Chairman Baile suggested to contact Snyder's Lance to check if the pipes on the property are not obstructed. Ms. Shadle mentioned that she spoke with Snyder's Lance, who acknowledged the issues and planned to run a camera through the pipes to investigate. The Committee suggested that Ms. Shadle consider making temporary modifications to her property, like berms, to mitigate immediate water damage and encouraged Ms. Shadle to document her property lines formally.

Mr. Larry Wildasin, Glenville, asked if the Township could notify Snyder's Lance that the situation has been investigated and the property is owned by Snyder's Lance. Engineer Bortner stated the representatives from Snyder's Lance will be in attendance Thursday evening for the Planning Commission meeting. Commissioner Heiland suggested sending a letter.

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

- SL17-10 – Mustang Pointe
- SL21-05 – Elsner Engineering Works
- SL22-01 – Water Street Four, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL24-02 – 37 Industrial Drive – Yazoo Mills
- SL24-03 – Holland Construction – 100 Blettner Avenue
- SL24-04 – South Heights Manor, LP – 116 Onyx Drive
- SL24-05 – LCBC Hanover – 1504 Broadway
- SL24-06 – Snyder’s-Lance – 1401 York Street & York Street (Un-addressed)

SHERIDAN PRESS WAIVER REQUEST: The Committee received a request dated April 15, 2024, from DC Gowen Associates on behalf of Sheridan Press for waivers to their land development plan. Township Engineer Bortner’s stated Sheridan Press’s requests are for plan scale, impact and top width, and side slopes.

SNYDER’S-LANCE WAIVER REQUEST: The Committee received a request dated May 21, 2024, from Hanover Land Services Incorporated on behalf of Snyder's Lance for waivers to their land development plan. Township Engineer Bortner reported they have requested waivers to not install curbs and sidewalks, in particular Grandview Road and York Street.

LCBC WAIVER REQUEST: The Committee received a request dated May 22, 2024, from RGS Associates on behalf of LCBC Church, Hanover, for waivers to their land development plan. Mr. Craig Smith with RGS Associates and Jim Stuckey with LCBC were in attendance to represent the amended requests. Mr. Smith provided a brief overview of the plan. The church plans to expand their sanctuary in the dark blue areas. It's going to go from about 200 seats to 400 seats. The parking lot is also going to be expanded to the north and to the west, and it's going to go from 150 parking spaces to about 250 parking spaces. He reported they have amended their original request for waiver of the screening requirements. Understanding the feedback from the Planning Commission, they moved that facility to the corner and underneath the parking lot. There is stormwater that's proposed already underneath the parking lot, so they moved that facility beside the other one, and they’re now providing the planting screen that's required, a 30-foot-wide buffer along Broadway. They are not going to provide screening in front of the building, due to sight lines for safety and to provide a clear sight triangle. There are also utilities that exist that go out to Broadway, and the church really needs visibility from a safety perspective entering the site and visibility of the signage and building. Additionally, he reported the second waiver request sought relief from fencing requirements around basins. Originally, there was a small basin in the northeast corner, but it has been replaced with an underground stormwater facility. There is now a small facility in the southwest corner where fencing is proposed. The proposal includes a four-foot aluminum fence instead of a chain-link fence. He stated the fencing cannot cross the berm, spillway, or fill slope of the basin due to

ordinance requirements, making it impossible to enclose the entire basin. Engineer Bortner reviewed the updates and noted that Arise Church is on the lower side of the facility, where fencing is not proposed, raising a concern about safety. The proposed solution is to place the fence on the fill slope enclosing the entire stormwater facility.

GAS PUMPS: Commissioner Heiland clarified that while there was no intention to replace the entire gas pump system, updates were necessary. Zoning Officer Smith reported he met with PWI, the company that initially installed the gas monitoring system. It was determined that the interior equipment does not need replacement, contrary to another company's proposal which required a complete overhaul. PWI's quote will focus solely on the card reader system, not necessitating new cards, and a separate quote for the gas pumps will follow. Officer Smith expects to receive these quotes by the end of the week, at which point decisions can be made regarding the extent of the updates and the choice of vendor. The interior components are still in good condition, although the pumps themselves, while described as "bulletproof," are outdated and not aesthetically pleasing. The critical update needed is the card reader system, which is obsolete and would be irreplaceable if it fails.

MS4 UPDATE: Township Engineer Bortner reported the MS4 task force met on May 30th, and continued to review the MCMs and make any updates that are required.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL-2210-934 Baltimore Street and SL-2211 Liberty Restoration and Construction. The Committee recommended approving the requests.

RECREATION: Commissioner Heiland reported there is one playground left to install, but still waiting for time to complete the project.

Commissioner Baile asked about the recent property damage at Kid's Kingdom. Police Chief Hettinger confirmed vandalism with no suspects identified. Commissioner Heiland suggested installing cameras with SD cards that could store footage for two to three days, providing a resource for any future requests or needs. Chief Hettinger committed to investigating these options and presenting findings at the next public safety meeting.

OTHER MATTERS: Township Engineer Bortner reported that under Subdivisions and Land Development plans, SL22-01, Water Street 4, Inc., resubmitted their plan.

Commissioner Brown asked if there was a resolution to the leaning dead tree on Grandview. Zoning Officer Smith reported that the citation has been filed.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: Ms. Shadle, 36 Northview Drive, inquired about staying informed regarding the surface water runoff issues. The Committee suggested attending future meetings and discussing the matter with Engineer Bortner. She requested a copy of the minutes for an upcoming Thursday meeting, and it was explained that minutes are posted online after approval. They were encouraged to attend the Planning Commission Meeting at 7 PM on Thursday.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
JULY 1, 2024

The Penn Township Public Works Committee convened on Monday, July 1, 2024, meeting at 8:06 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the June 3, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

SAFE YIELD STUDY-ERIC MAINS, HANOVER BOROUGH: Mr. Eric Mains, Borough of Hanover Engineer, began by expressing gratitude for the opportunity to present findings from a recent comprehensive field study on the Borough's water supply systems. Commissioned at the end of last year and completed over six months, the study aimed to update understanding since the last assessment in 2013. The main goal was to educate the community on the complexity of the water system, which serves approximately 45,000 people across Adams and York areas through 18,000 active water service accounts.

The water system primarily draws from sources including Shepherd-Myers Dam, Lawrence-Baker Shepherd (Long Arm), and Slagle Run, although the latter is not recognized by the DEP due to variability. The study focused on assessing the safe yield of the system under various scenarios, emphasizing the need to balance water extraction with environmental stewardship and regulatory requirements. Key tools included sophisticated computer models that simulated reservoir levels and analyzed data from multiple sources, ensuring accuracy and reliability. Results indicated a safe yield ranging conservatively from approximately 5 to 6 million gallons per day, with significant dependencies on weather patterns and operational efficiencies. Despite challenges like fluctuating gauge data accuracy post-Lake Marburg's creation, the study provided a robust framework for future water management decisions, including infrastructure improvements and potential expansion projects. He stated the study's role as a dynamic tool rather than a static guideline, encouraging ongoing monitoring and adaptation to changing conditions.

The presentation concluded with an emphasis on the Borough's proactive approach to water quality and sustainability, noting ongoing efforts to monitor and mitigate risks like PFAS contaminants. Community feedback and engagement were highlighted as essential for shaping future policies and ensuring long-term water resource resilience.

BONDS: Township Engineer Bortner suggested reducing the bond amount for LCBC – Hanover Land Development Plan be set at \$504,038.96 and reducing the bond amount for Stonewicke

Phase I from \$1,867,512.21 to \$77,495.00 and Stonewicke Phase II from \$732,560.90 to \$30,800.00 The Committee recommended approving the amounts.

SURPLUS OF PUBLIC WORKS EQUIPMENT: Township Engineer Bortner reported in a past meeting that the Model 125RCG natural gas generator had been replaced and needs to be advertised for sale, noting it will be listed as “for parts”. The 2006 Ford F-250, which includes a plow, will also be advertised for sale. Both items are to be sold as is, with the Ford F-250 not currently inspected.

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

- SL17-10 – Mustang Pointe
- SL21-05 – Elsner Engineering Works
- SL22-01 – Water Street Four, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL24-02 – 37 Industrial Drive – Yazoo Mills
- SL24-03 – Holland Construction – 100 Blettner Avenue
- SL24-04 – South Heights Manor, LP – 116 Onyx Drive
- SL24-05 – LCBC Hanover – 1504 Broadway
- SL24-06 – Snyder’s-Lance – 1401 York Street & York Street (Un-addressed)
- SL24-07 – Sheridan Press – 450 Fame Avenue & 15 Industrial Drive
- SL24-08 – Carroll County Christian Center, Inc. – 889 Baltimore St.

DEVENER LANDING WAIVER REQUEST: The Committee received a request dated May 31, 2024, from Hanover Land Services, Inc., on behalf of Devener Landing. Mr. Kris Raubenstine from Hanover Land Services presented four waiver requests for Devener Landing, a 55-plus community along Moulstown Road. The first two waivers concern curbing, and sidewalks along Moulstown Road, a state road where no curbing currently exists. They are seeking relief from these improvements while ensuring sidewalks and curbing are installed within the development itself. The second set of waivers addresses street centerline distances and block lengths, which deviate from ordinance requirements due to the development's layout. Questions were raised about sidewalk connections and future Township plans, with assurances that connectivity within the development will be maintained. Discussions confirmed that waivers do not prevent future sidewalk installations if desired by the township.

GAS PUMPS: Zoning Officer Smith provided an update on the quote received from PWI for replacing the existing system's tower at a cost of \$10,968.69, which includes retaining current computer systems and key cards. Chief Hettinger is overseeing the painting of gas pumps, with status pending. The discussion turned to Sourcewell, a service potentially offering a 10% savings on future purchases, prompting consideration of its benefits and fees. The urgency of replacing the system was emphasized due to its lack of available parts, prompting a decision to include it on the upcoming Board of Commissioners agenda for further action.

MS4 UPDATE: Township Assistant to the Engineer Garrett began by noting the start of a new permitting year, effective July 1st running through June 30th, 2025. He reported that the annual MS-4 status reports are due on September 30th, with Hanover Land Services, Inc. being responsible for preparing and submitting them to DEP. The next MS-4 task force meeting is scheduled for July 25th.

EXTENSION REQUESTS: Zoning Officer Smith submitted extension requests for SL24-05 LCBC Hanover, 1504 Broadway set to expire October 21, 2024. The Committee recommended approving the requests.

RECREATION: Commissioner Heiland reported he spoke with Public Works regarding the final park restoration. They indicated that work is expected to commence on the week of July 22nd. Upon completion of this park, all projects except for the last three will be finished. No additional equipment purchases are planned beyond this point, and any future expenditures will be considered during budget discussions. He reported based on our experience with previous projects, he recommends that the Committee consider setting a goal for one park for next year.

OTHER MATTERS: Township Engineer Bortner provided an update on the current status of our paver transportation issue. He explained that our current trailer is slightly underweight for carrying the paver, necessitating recertification to meet Gross Vehicle Weight (GVW) requirements. Township Secretary Sweeney submitted the necessary paperwork to PennDOT several weeks ago, but we are still awaiting a response. In the meantime, there is concern about the wear and tear on the paver and the inconvenience caused by driving it on public roads at slow speeds. The Committee recommended contacting an outside business for rental of a trailer to transport the paver. Discussions also included potential future actions, including possibly selling the current trailer and acquiring a suitable one to transport the paver more efficiently, especially before next year's paving season. Further updates will be provided to the Committee as developments unfold with PennDOT's response and trailer certification.

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

The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
AUGUST 5, 2024

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

ANNOUNCEMENTS: There were none.

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

CITIZEN'S COMMENTS: There were none.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OTHER MATTERS: There were none.

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

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

Respectfully submitted,
Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
SEPTEMBER 3, 2024

The Penn Township Public Works Committee convened on Tuesday, September 3, 2024, meeting at 6:18 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Police Chief Hettinger, Fire Captain Adams, Township Engineer Bortner, WWTP Superintendent Lank, Zoning Officer LeFevre, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the August 5, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

TOWNSHIP FLEET REPLACEMENT PRIORITIZATION: Township Engineer Bortner reported, he previously discussed the prioritization of the Township's fleet replacement. After meeting with WWTP Superintendent Lank, Assistant WWTP superintendent Kline and Public Works Supervisor Ortman, they reviewed the list of equipment slated for release and established a priority, excluding equipment that isn't immediately available. The updated list, which was emailed to the Committee, reflects the equipment believed to be most urgently needed.

Commissioner Heiland stated since the budgeted Oil Creek project won't proceed, there is consideration of reallocating those funds. However, it's unclear if a budget amendment would be required, similar to the one for the sewer fine screen. This will need to be confirmed. If the funds aren't used this year, they will roll over into next year's budget. This is something to consider moving forward.

2011 CAM TRAILER MV-41: Township Engineer Bortner reported the township has received the new title and registration card for the 2011 CAM trailer and is officially registered at 51,750 pounds, making it legal for hauling.

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

- SL17-10 - Mustang Pointe
- SL21-05 - Elsner Engineering Works
- SL22-01 - Water Street Four, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 - Liberty Restoration & Construction, LLC
- SL24-03 - Holland Construction – 100 Blettner Avenue
- SL24-05 - LCBC Hanover – 1504 Broadway
- SL24-07 - Sheridan Press – 450 Fame Avenue & 15 Industrial Avenue

SL24-08 - Carrol County Christian Center, Inc. 889 Baltimore Street
SL24-09 - Keel, LP – Spring Garden Street
SL24-10 - 1085 Fairview Drive – John M. & Lisa A. Diehl

Township Engineer Bortner reported LCBC and Sheridan Press are expected to be ready for approval this month. Two new plans have been submitted: Keel LP, which is seeking to expand their property on Spring Garden Street and has moved forward with the land development plan, and 1085 Fairview Drive, which involves an add-on and reverse subdivision. Additionally, Mustang Point submitted revised plans last week, addressing staff comments, though they still need to obtain permits from the York County Conservation District and DEP.

2025 PUBLIC WORKS BUDGET: Township Engineer Bortner reported he emailed the committee the worksheets for the Public Works Budget along with the proposed road program. Commissioner Heiland stated he would like to review the highway aid details. He added that we'll need to account for wage increases due to the ongoing contract negotiations with AFSCME. Currently, there's no increase included in the 2025 budget for them, so we'll need to add that in to avoid a significant shortfall.

MS4 UPDATE: MS4 Inspector Garrett reported the Public Works building is still addressing EPA violations, and actively working to keep them up to date. He is also working on the Stormwater Ordinance. He sent in an updated form along with photos, including one from Baltimore Street where a leak had occurred; grass is now growing in that area, so it's resolved. Additionally, Photos were taken of the digital sign and noted the inclusion of MS-4 information in the fall/winter newsletter.

STONEWICKE: 2009 ZONING MAP VS. 2015 FUTURE LAND USE MAP: Township Engineer Bortner reported after the August Board of Commissioners meeting, he reviewed the zone map and future land use map, focusing on the Stonewicke neighborhood. He noticed some issues raised during the meeting, including the fact that part of Wellspan is zoned residential. Depending on the timing of any corrections in that neighborhood, Wellspan's zoning might need to be considered. Additionally, if Lot 1 were zoned residential, as requested last month, we might want to rezone Willow Court, which is currently zoned shopping commercial, to residential as well. This would prevent spot zoning and create a more consistent zoning pattern.

EXTENSION REQUESTS: Zoning Officer LeFevre submitted extension requests for SL22-10-934 Baltimore Street-Cody Benzel and SL22-11 Liberty Restoration and Construction, LLC. The Committee recommended approving the requests.

RECREATION: Commissioner Heiland reported the final part of our equipment purchase has been completed, and it turned out very well. He thanked the crew who worked on it. There was positive feedback from someone who accidentally sent a message to Kate Klunk, and she redirected them to the correct people to express their thanks. The new equipment is already making a positive impact, creating a sense of community with many more people and families engaging in the area than we anticipated.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
OCTOBER 7, 2024

The Penn Township Public Works Committee convened on Tuesday, October 7, 2024, meeting at 7:23 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Berlingo, Brown, and Elksnis. Also present were Police Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Lank, Zoning Officer LeFevre, and Township Manager Sweeney. Commissioner Heiland was absent with notice. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the September 3, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

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

- SL17-10 - Mustang Pointe
- SL21-05 - Elsner Engineering Works
- SL22-01 - Water Street Four, LLC
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 - Liberty Restoration & Construction, LLC
- SL24-03 - Holland Construction – 100 Blettner Avenue
- SL24-08 - Carroll County Christian Center, Inc. 889 Baltimore Street
- SL24-09 - Keel, LP – Spring Garden Street
- SL24-10 - 1085 Fairview Drive – John M. & Lisa A. Diehl

Township Engineer Bortner reported this month that two Subdivision and Land Development Plans may be recommended for approval: SL-2409 for Keel on Spring Garden Street and SL-2410 for John M. and Lisa Diehl at 1085 Fairview Drive. No additional plans were filed this month.

2025 PUBLIC WORKS BUDGET: Township Engineer Bortner reported that the township received the estimated liquid fuels allocation of \$530,000 for next year, and it is down over \$10,000 compared to last year's \$541,000. This does not affect the budget, but the trend is of concern. Engineer Bortner stated that he previously discussed equipment replacement, and roofing. He stated last year about \$70,000 was budgeted for street light replacement throughout the township at the intersections, Met-Ed has yet to submit the design. This item may have to be carried over into next year. Commissioner Elksnis mentioned that the township has a meeting with AFSCME regarding contract negotiations, he is hopeful that a resolution can be reached regarding wages.

57 WINIFRED DRIVE WAIVER REQUEST: The Committee received a request date September 9, 2024, from William Proctor for a waiver to section 513a (Easements, Width and Location) of the Subdivision and Land Development Ordinance for an installed fence and accessory building. Mr. William Proctor, property owner, reported that the fence and shed were unintentionally installed over a sanitary sewer easement. He explained that he followed HOA guidelines but was unaware he needed to contact the township for permits and of the easement itself. The committee expressed concern, noting that they have never granted such waivers due to the potential risks and costs associated with structures placed within an easement. They advised Mr. Proctor that the fence and shed must be relocated to comply with township regulations and suggested contacting the zoning officer for assistance in obtaining a permit and determining proper placement. While Mr. Proctor acknowledged the mistake and expressed his desire to comply, he noted the significant cost of moving the fence but committed to taking the necessary steps to resolve the issue. The committee requested the request be placed on the Board's meeting agenda.

STONEWICKE V, LOT 1 MODIFICATION REQUEST: Township Engineer Bortner reported Jason Boyles of J.A. Myers Building Development, Inc., submitted a request for a modification to the approved final subdivision plan for Lot 1 of Stonewicke V (SL 21-000001) to retain the existing garage and gravel driveway, which were originally slated for demolition. The shed was used for storage during construction but now, with a potential buyer interested in the lot, the request seeks to keep the structure. Zoning Officer LeFevre had contacted legal counsel and was advised to submit a letter of zoning determination stating that it was a pre-existing nonconformity, because it was already too close to the rear setback line, and that as long as they never expand or modify the structure itself, that it can continue on as an existing nonconformity. The planning committee, however, recommended denying the request, as the final plan required the removal to meet zoning setbacks.

MS4 UPDATE: MS4 Inspector Garrett reported the MS4 annual report was submitted, September 26th, and our next MS4 task force meeting is scheduled for Friday, October 11, 2024, at 12 noon.

EXTENSION REQUESTS: Zoning Officer LeFevre reported no extension requests for this month.

RECREATION-LION'S CLUB OF HANOVER SERVICE PROJECT AT YOUNG'S WOODS: The committee received a request from the Lion's Club of Hanover regarding a service project at Young's Woods. The Lion's Club holds their annual chicken barbeque at the pavilions and would like to refurbish the picnic tables at the four pavilions and the benches throughout the park as a service project. The committee had no issues.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:49 p.m.
Respectfully submitted,
Donna M. Sweeney, Township Manager

MINUTES
PUBLIC WORKS COMMITTEE
November 4, 2024

The Penn Township Public Works Committee convened on Monday November 4, 2024, meeting at 7:55 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Heiland, Fanelli, Brown, and Elksnis. Also present were Police Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the October 7, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Township Engineer Bortner provided the Committee with a review of the current Subdivision and Land Development Plans. Sheridan Press submitted their final plan, and Engineer Bortner calculated the bond amount to be \$301,621.20. Current Plans are:

- SL17-10 – Mustang Pointe, J.A. Myers
- SL21-05 – Elsner Engineering Works
- SL22-01 – Water Street Four, LLC
- SL22-10 – 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction LLC
- SL24-03 – Holland Construction – 100 Blettner Avenue
- SL24-11 – 630 Westminster Avenue
- SL24-12 – 450 Fame Avenue and 15 Industrial Dr - Sheridan Press Final Plan
- SL24-13 – 7 Brew Coffee

2025 PUBLIC WORKS BUDGET: Township Engineer Bortner reviewed the purchases that will potentially be made for Public Works. Publican 408 is now requiring concrete finishers to be trained and certified. A white ford truck purchase for the Public Works Supervisor to replace his prior truck. Fifty percent of the truck purchase will be funded by the Sewer budget. Public Works is looking to replace the skid steer broom box (attachment) that was purchased in 2012. They are looking to replace the 1996 trailer they haul the rollers with that needs to be replaced. This current trailer and broom box would be posted on Municibid. In 2025 they are looking to order a tri-axel truck with a wing plow. Engineer Bortner is looking to purchase a brush chipper, funded by the recycling 902 grant. He is waiting to hear the status of the grant. Cardinal Drive playground equipment to be ordered to replace existing. The Public Works building is looking to purchase a copier for the facility. Commissioner Heiland said the long-distance telephone line on the budget can be removed.

MS4 UPDATE: MS4 Inspector Garrett is looking to replace some of the BMP Outfalls on some of the streets. Shawn was asked to test the water at the facility where a potential salt run off happened. He took the samples to the lab and is waiting for the results.

EXTENSION REQUESTS: Zoning Officer LeFevre reported the following extension requests:

- SL17-10 – Mustang Point
- SL22-01 – Water Street Four, LLC
- SL21-05 – Elsner Engineer Works, Inc
- SL24-03 – 100 Blettner Ave Holland Construction
- SL24-09 – Spring Garden St
- SL24-10 – 1085 Fairview Dr

RECREATION-LION’S CLUB OF HANOVER SERVICE PROJECT AT YOUNG’S WOODS: Township Manager Sweeney mentioned to the Commissioners that the Hanover Lions Club finished the picnic tables at Young’s Woods.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
December 2, 2024

The Penn Township Public Works Committee convened on Monday November 4, 2024, meeting at 7:33 p.m., following the Public Safety Committee Meeting. Present were Chairman Baile, Commissioners Heiland, Fanelli, Brown, and Elksnis. Also present were Police Chief Merwede, Fire Chief Clouser, EMA Coordinator Jeff Waltman, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the November 4, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ENGINEER'S REPORT: Township Engineer Bortner reviewed Campbells Snacks bond. Shawn did a final inspection of the BMP installed and is working correctly. Engineer Bortner recommends the bond to be released.

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

SL24-14 Yazoo Mills Final Plan

MS4 UPDATE: MS4 Inspector Garrett discussed an MS4 meeting that was held on November 14th, 2024. He will be meeting with the Thornbury Hunt Homeowners Association to discuss Stormwater in the development.

EXTENSION REQUESTS: Zoning Officer LeFevre reported the following extension requests:

SL22-10 934 Baltimore St

Zoning Officer LeFevre said there may be another extension request for SL22-11 Liberty Restoration and Construction, but it has not been received yet.

RECREATION-ORIGINAL COMMUNITY PARK PICKETS: Township Manager Sweeney asked how long the Township should store the original pickets. As of this year, only 1 has been given away. Engineer Bortner believes they can be disposed of in the dumpster. The Commissioners agreed that the pickets and bench plaques can be disposed of.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Laura Klinefelter
Township Secretary