

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
October 20, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, October 20, 2025. President Elksnis called the meeting to order at 7:00 p.m., with a roll call of members. Present were Commissioners Fanelli, Heiland, Arnold, and Elksnis, and Baile. Also present were Solicitor David Jones, Police Chief Merwede, WWTP Assistant Superintendent Kline, Township Engineer Bortner, Manager Sweeney, Assistant Township Manager Klinefelter, and Zoning Officer LeFevre.

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

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

ANNOUNCEMENTS:

Commissioner Elksnis announced there was an executive session held on Tuesday October 7, 2025, following the Health and Sanitation Committee meeting to discuss personnel matters. There will be an executive session this evening following the Board of Commissioners' meeting to discuss personnel matters. On Tuesday, October 21, there is a Finance Committee Budget Meeting beginning at 6:00pm. All November Committee meetings will be held, Monday November 3rd starting at 6:00pm

APPROVAL OF THE MINUTES:

The minutes for September 15, 2025, from the Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: *There was none*

PROCLAMATION – COMMISSIONER ELKSNIS (Kevin Smith, Founder, of Kindness Worldwide)

This proclamation recognizes Kindness Week Worldwide, observed November 8-15, 2025, in conjunction with World Kindness Day. It highlights the profound impact of kindness on personal wellbeing, community connection, and global harmony. The proclamation encourages individuals, families, schools, businesses, and organizations to embrace the theme "See the Good. Be the Good. Go the Extra Mile." This proclamation was handed to Kevin Smtih, Founder, of Kindness Worldwide.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioners Heiland/Arnold moved to adopt Ordinance No. 878, Amending Section 300-29 Parking Prohibited to include Bragg Street.

Commissioners Heiland/Arnold moved to adopt Ordinance No. 879, Establishing Regulations for Mobile Food Vending.

Commissioners Heiland/Arnold moved to approve the 2026 York County SPCA Agreement.

Personnel – Commissioner Heiland:

Commissioners Heiland had nothing to report.

Public Works & Recreation – Commissioner Baile:

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

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

Planning – Commissioner Baile:

Commissioners Baile/Fanelli moved to approve a request dated August 8, 2025, from GHI on behalf of Steven D. Jr. & Melissa Luckenbaugh for a waiver to section 509.A of the Penn Township Subdivision and Land Development Ordinance.

Commissioners Baile/Fanelli moved to deny a request dated August 8, 2025, from GHI on behalf of Steven D. Jr. & Melissa Luckenbaugh for a waiver to section 306.B.4 (chain link fence) of the Penn Township Stormwater Management Ordinance.

Commissioners Baile/Fanelli moved to approve a request dated August 8, 2025, from GHI on behalf of Steven D. Jr. & Melissa Luckenbaugh for a waiver to section 611 (sidewalks/curbs) of the Penn Township Subdivision and Land Development Ordinance.

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

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

SL 25-07 – 299 Wirt Avenue – Blanca Baraja

Commissioners Baile/Fanelli moved to approve the following Subdivision and Lane Development Plan for final approval.

SL25-05 – 816 McAllister Street – HBH Management Inc.

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$2,361,294.48. Motion carried.

Commissioners Arnold/Heiland moved to adopt the 2025 Amended Minimum Municipal Obligations for the Penn Township's Police Pension Plan in the amount of \$320,269.64, the 2026 Penn Township Firefighter's Pension Plan in the amount of \$298,898.03, and the Penn Township's Police Pension Plan in the amount of \$637,810.68. Motion Carried.

Commissioners Arnold/Heiland moved to approve a request dated September 17, 2025, from St. Joseph Catholic Church for a waiver of permit fees for their annual holiday bazaar to be held on Saturday, November 8, 2025. Motion Carried.

Commissioners Arnold/Heiland moved to un-table the previously tabled agenda item from September 20, 2025, concerning the consideration of utilizing the services of Enterprise Fleet Management.

Commissioner Arnold/Heiland moved to approve utilization of services of Enterprise Fleet Management. Motion Carried.

Health & Sanitation – Commissioner Fanelli:

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

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

QUESTIONS FROM THE PRESS: There were none.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Elksnis/Heiland moved for adjournment at approximately 7:17 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary