

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JANUARY 5, 2026**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met for the purpose of reorganization on January 6, 2026. District Magistrate Jeffrey Sneeringer called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Elksnis, Baile, Commissioners-Elect , Heiland, Arnold and Rice. Also present were Township Manager Sweeney, Assistant Township Manager Klinefelter, Police Chief Merwede, Fire Chief Clousher, Township Engineer Bortner, WWTP Superintendent Lank, 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.

**ADMINISTRATION OF OATHS OF OFFICE TO COMMISSIONERS:**

District Magistrate Sneeringer administered the oaths of office to Commissioners-Elect Justin Heiland, Ron Arnold, and Lenny Rice.

**ELECTION OF OFFICERS:**

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

Commissioners Elksnis/Rice moved to nominate Justin Heiland for the office of Vice-President of the Penn Township Board of Commissioners. The motion carried unanimously.

**ANNOUNCEMENTS:**

Commissioner Elksnis announced there was an executive session held on December 15, 2025, following the Board of Commissioners meeting to discuss personnel matters. He also announced that an executive session will be held following the Public Works Committee Meeting this evening to discuss personnel matters.

**COMMITTEE APPOINTMENTS:**

Commissioner Elksnis read the committee appointments for 2024-2025 as follows:

Finance

Chairman: Justin Heiland

Co-Chairman: Ron Arnold

Personnel Chairman: Mark Elksnis  
Co-Chairman: Justin Heiland

Public Works Chairman: Matthew Baile  
Co-Chairman: Mark Elksnis

South Western Liaison Committee: Representative: Matthew Baile  
Alternate: Mark Elksnis

## **APPOINTMENT OF TOWNSHIP OFFICIALS:**

Commissioners Heiland/Elksnis moved for the appointment of Donna Sweeney as Township Manager for a two-year term effective January 1, 2026. Motion carried.

Commissioners Heiland/Elksnis moved for the appointment of Salzmann Hughes, P.C. Attorneys at Law as Township Solicitor for a two-year term effective January 1, 2026. Motion carried.

Commissioners Heiland/Elksnis moved for the appointment of Eric J. Bortner as Township Engineer for a two-year term effective January 1, 2026. Motion carried.

Commissioners Heiland/Elksnis moved for the appointment of Steven Hartlaub as Township Broker of Record for a two-year term effective January 1, 2026. Motion carried.

Commissioners Heiland/Arnold moved to adopt Resolution No. 1067 appointing Donna Sweeney as Township Treasurer, Laura Klinefelter as Township Secretary, and Justin Heiland as Assistant Township Secretary.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Heiland:**

Commissioner Heiland had nothing to report.

**Personnel – Commissioner Heiland:**

Commissioners Heiland/Baile moved for the appointment of Clayton Black to a one-year term on the Penn Township Vacancy Board. Motion carried.

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

Commissioners Heiland/Baile moved for the appointment of Ron Arnold and Lenny Rice to the Penn Township Planning Commission, said term to expire December 31, 2027. Motion Carried.

Commissioners Heiland/Arnold moved to adopt Resolution No. 1068, appointing Ronald Fanelli to the Zoning Hearing Board for a term expiring January 2030. Motion Carried.

**Public Works & Recreation – Commissioner Baile:**

Commissioner Baile had nothing to report.

**Planning – Commissioner Baile:**

Commissioner Baile had nothing to report.

**Finance – Commissioner Heiland:**

Commissioners Heiland/Rice moved to adopt Resolution No. 1068, appointing Donna Sweeney as the voting delegate and Laura Klinefelter as the alternate delegate to represent Penn Township on the York County Tax Collection Committee. Motion carried.

**Health & Sanitation – Commissioner Arnold:**

Commissioner Arnold had nothing to report.

**OLD BUSINESS:** There was none.

**NEW BUSINESS:** There was none.

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

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Elksnis/Heiland moved for adjournment at approximately 7:11 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,  
Township Secretary