

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
December 15, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, December 15, 2025. President Elksnis called the meeting to order at 7:00 p.m., with a roll call of members. Present were Commissioners Arnold, Baile, Fanelli, Heiland, and Elksnis. Also present were Solicitor David Jones, Police Chief Merwede, WWTP Superintendent Lank, 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 December 2, 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. The Board of Commissioners Reorganization meeting will be held Monday, January 5th at 7:00pm, followed by the Public Safety and Public Works Committee Meetings.

APPROVAL OF THE MINUTES:

The minutes for November 17, 2025, from the Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

Jeff Speilman – Locust St – president of Hanover area volunteer fire. Mr. Speilman discussed the contribution the Hanover area volunteers have given to Hanover over the years and growing with the community. They provide many volunteers and effort towards SCUBA, fire police, firefighters, etc. Mr. Speilman appreciates the support that Penn Township has given.

PUBLIC HEARING –2026 BUDGET – ORDINANCE NO. 882

- A. Board of Commissioners: There were no comment
- B. Public Comment: There was no comment

C. Commissioner Elksnis closed the hearing.

BOARD ACTION

A. Commissioners Arnold/Heiland moved to adopt Ordinance NO. 882 – Adopting the 2026 Budget. Motion Carried 5-0 on a roll call vote.

SET REAL ESTATE TAX RATE FOR 2026:

Commissioners Arnold/Heiland moved to adopt Ordinance No. 883 – Setting Real Estate Tax Rate for 2026 at 4.40 mils. Motion carried 5-0 on a roll call vote.

BALANCE OF 2025 FUNDS:

Commissioner Arnold/Heiland moved to authorize the Township Manager to balance all 2025 funds by transferring surplus funds to those accounts showing deficits. Motion Carried.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland: None

Personnel – Commissioner Heiland:

Commissioners Heiland/Arnold moved to adopt Resolution No. 1062, appointing Troy Thomason to the Zoning Hearing Board for a term expiring January 2031. Motion Carried.

Commissioners Heiland/Baile moved for the appointment of Police Officer Ryan Becker from probationary patrol officer to regular status. Motion Carried.

Commissioners Heiland/Baile moved for the appointment of Sgt. Joe O’ Brien from probationary Sgt. to regular status. Motion Carried.

Commissioners Heiland/Baile moved to accept the resignation of Lenny Rice from the Planning Commission effective December 12, 2025. Motion Carried.

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 set the Improvement Bond amount for 700 Wilson Ave – Steven D. Jr & Melissa S. Luckenbaugh for the amount of \$12,638.77. Motion Carried.

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

The following Subdivision and Land Development Plan was submitted for formal filing:

SL 25-09 – 127 Hickory Lane – Wellspring Wesleyan Church

Commissioners Baile/Heiland moved to approve the following Subdivision and Land Development plan for final approval. Motion Carried:

SL25-06 – 700 Wilson Avenue – Steven and Melissa Luckenbaugh

Commissioners Baile/Heiland moved to approve the following Subdivision and Land Development Plan extension requests to expire March 16, 2026. Motion Carried

SL22-10 – 934 Baltimore Street – Cody Bentzel

SL22-11 – Liberty Restoration and Construction LLC

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$1,225,569.72. Motion carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1063, setting the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2026. Motion Carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1064, setting Fees for Permits and Provided Services for 2026. Motion Carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1065, reducing the Fireman's pension contribution for 2026. Motion Carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1066, reducing the Police Pension Contribution for 2026. Motion Carried.

Health & Sanitation – Commissioner Fanelli:

Commissioners Fanelli/Arnold moved to approve writing off a sewer utility account due to a bankruptcy filing in the amount of \$1,746.10. Motion Carried.

OLD BUSINESS: There was none.

NEW BUSINESS:

Commissioners Elksnis/Heiland moved to adopt Ordinance No. 884, establishing the time and place of the regular meeting of the Board of Commissioners. Motion Carried 5-0 on a roll call vote.

Commissioners Elksnis/Heiland moved to approve the designation of Salzmänn Hughes as the Township Solicitor starting January 1, 2026. Motion Carried.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

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 7:24 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary