

MINUTES
PUBLIC WORKS COMMITTEE
FEBRUARY 2, 2026

The Penn Township Public Works Committee convened on Monday, February 2, 2026, meeting at 7:22pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Arnold, Elksnis, Heiland, and Rice. Also present were Police Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of January 5, 2026, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ENGINEER'S REPORT:

- A. The Sheridan Press, Inc. Bond Reduction: Engineer Bortner is recommending a reduction from \$304,621.20 to \$18,268.33.
- B. Traffic Engineering Services Proposal: Two proposals were received from Grove Miller Engineering, Inc regarding evaluating the traffic signals on Baltimore Street and the Grandview/Colonial Intersection. Engineer Bortner is recommended the second proposal dated January 27, 2026, in the amount of \$19,0000.00. This proposal includes the five intersections on Baltimore Street and the Intersection at Grandview/Colonial.
- C. Sale of the 2007 Case 721E Wheel Loader: Engineer Bortner confirmed that the Public Works department has received the new wheel loader and is recommending the Township sell the 2007-wheel loader they currently have on Municibid.
- D. Seven Brew Co-Application Agreement for a Highway Occupancy Permit for Enclosed Surface Stormwater Drainage Facilities: Engineer Bortner said there is currently no new updates on this. The Township is waiting for the feedback from the Solicitor regarding a development agreement.
- E. Review of Subdivision and Land Development Plans: No new plans came in for formal filing.

DISCUSS A PETITION TO VACATE ALLEY RECEIVED NOVEMBER 26, 2026, FROM BARLEY SNYDER: Joseph Erb from Barley and Snyder presented the petition to the Committee that references an alley that runs behind the rear of York Street. The owner who took lead on the petition is Matthew Robinson, 966 York Street. They are requesting the Township to vacate this alley as a public alley or vacate interest so the surrounding property owners can make this a private alley. The surrounding properties want to fix the alley and possibly put a gate up so that only they can access it. This would make each property owner responsible for a part of the road up to the middle.

CONSIDER A REQUEST DATED OCTOBER 22, 2025, FROM BURKENTINE BUILDERS REGARDING A MODIFICATION REQUEST TO A SWM BASIN FOR BROOKSIDE LAND DEVELOPMENT PLAN: Matt Flickinger from Burkentine reviewed the request and said that Burkentine is looking for relief from the type of fence that is required around the basin. Mr. Flickinger stated there is little to no standing water in the basement. Burkentine is requesting to be allowed to put up a 48-inch chain link fence instead of a 6ft vinyl fence. The Committee reminded Mr. Flickinger of the minimum height requirement for the fence per the Ordinance. The Committee discussed different types of fencing options and requested Burkentine supply the Township with suitable fencing options that they can review.

MS4 UPDATE: MS4 taskforce meeting scheduled on 1/22/26 at 1:00pm

EXTENSION REQUESTS: Zoning Officer LeFevre reviewed the following extension requests that will be extended until May 18, 2026:

- SL22-01 – Watter Street Four, LLC.
- SL24-03 – Holland Construction – 100 Blettner Ave
- SL24-13 – 7 Brew Coffee
- SL25-08 – Footer Street – Benjamin A. Myers Land Investor, LLC.

Zoning Officer LeFevre stated that the Township received a request dated January 29, 2026, from K&W Engineers formally requesting to withdraw the open Subdivision/Land Development plan, SL21-05, Elsner Engineer Works, Inc.

RECREATION:

- A. Story Time at Community Park: Township Manager Sweeney stated the Township received a request from Kelly Horner, Youth Services Manager at the Guthrie Memorial Library. She is requesting to have Story Time at Penn Township

Community Park again. It would be on Tuesdays from June 8th-August 11th at 10:00am.

OTHER MATTERS: Commissioner Elksnis wanted to thank Engineer Bortner and the entire Public Works Department for the great job they did during the snowstorm.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:44pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary