

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JANUARY 20, 2025**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, January 20, 2025. President Elksnis called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Baile, Fanelli, Heiland, and Elksnis. Also present were Solicitor Sabol, Police Chief Merwede, Township Engineer Bortner, WWTP Superintendent Lank, Manager Sweeney, 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 Tuesday January 7, 2025, following the Health & Sanitation Committee Meeting to discuss personnel matters. Commissioner Elksnis also announced there will be an executive session this evening following the meeting to consult with the solicitor on legal and personnel matters.

RESIGNATION OF THE PLANNING COMMITTEE:

Commissioners Elksnis/Heiland moved to accept the resignation of Ron Arnold from the Planning Commission effective January 12, 2025. Motion carried.

APPOINTMENT TO THE BOARD OF COMMISSIONERS:

Commissioners Elksnis/Heiland moved to nominate Ron Arnold to the Board of Commissioners effective immediately. Motion carried unanimously on a roll call vote.

Notary Donna Sweeney administered the Oath of Office to Commissioner Ron Arnold.

Commissioner Elksnis announced that Commissioner Ron Arnold has been appointed as Chair of the Finance Committee and will also serve on the Police & Fire Pension Board and the Planning Commission. Commissioner Matthew Baile has been designated as the alternate member for the South Western Recreation Committee.

APPROVAL OF THE MINUTES:

The minutes of December 16, 2024, the Board of Commissioners meetings were approved as submitted.

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

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioners Heiland had nothing to report.

Personnel – Commissioner Heiland:

Commissioners Heiland/Fanelli moved to appoint Jennifer Mosier Weaver to the Penn Township Planning Commission, said term to expire May 2026. 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/Heiland moved to accept the final inspection of Aquaphoenix Scientific, 860 Gitts Run Road, thus releasing the bond in the amount of \$9,926.97. Motion carried.

Commissioners Baile/Heiland moved to reduce the performance bond for High Pointe at ROJEN Farms Penn South Phase S4 from \$520,319.80 to \$338,388.60. 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:

SL24-15 60 Radio Road – Joann Neiderer

There were no Subdivision and Land Development Plans submitted for approval.

There were no Subdivision and Land Development Plans submitted for and extension.

Finance – Commissioner Heiland:

Commissioners Heiland/Fanielli moved to approve Township warrants in the amount of \$1,873,502.97. Motion carried.

Commissioners Heiland/Fanelli moved to adopt Resolution No. 1046, reducing the Police Pension contribution for 2025. Motion carried.

Health & Sanitation – Commissioner Fanelli:

Commissioner Fanelli had nothing to report.

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS: There were 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 7:09 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
February 17, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, February 17, 2025. President Elksnis called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Baile, Fanelli, Heiland, Arnold, and Elksnis. Also present were Solicitor Sabol, Police Chief Merwede, Township Engineer Bortner, WWTP Superintendent Lank, 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 Tuesday February 4, 2025, following the Health & Sanitation Committee Meeting to discuss personnel matters. Commissioner Elksnis also announced there will be an executive session this evening following the meeting to consult with the solicitor on legal and personnel matters.

APPROVAL OF THE MINUTES:

The minutes of January 20, 2025, from the Board of Commissioners meetings were approved as submitted.

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

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioners Heiland/Baile moved to approve a request dated January 20, 2025, from Hanover Allied Veterans to conduct the Annual Memorial Day Parade on May 26, 2025. Motion Carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Fanelli moved to adopt Resolution No. 1047, appointing Travis C. Shearer Police Lieutenant for the Penn Township Department and setting the rate of pay for the remainder of 2025. Motion Carried.

Commissioner Heiland/Arnold moved to approve the promotion of Travis J. Berwager from Patrol Officer to Sergeant for the Penn Township Police Department. Motion Carried.

Commissioner Heiland/Fanelli moved for the appointment of Clayton Black to the Vacancy Board, said term to expire December 31, 2025. Motion Carried.

Commissioner Heiland/Fanelli moved to adopt Resolution No. 1048, confirming Donna Sweeney as Treasurer and Laura Klinefelter as Township Secretary and appointing Ronald Arnold, Finance Chairman as Assistant Secretary. 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/Arnold moved to set the improvement bond amount of \$1,608,007.63 for the Yazoo Mills land development plan. Motion Carried.

Commissioners Baile/Heiland moved to approve a settlement agreement with Homewood at Plum Creek. Motion carried with 4 ayes, Commissioner Fanelli abstaining.

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

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

SL25-01 Youngs Road – Rebert Family Farm

Commissioners Baile/Fanelli moved to approve the following Subdivision and Land Development Plan. Motion Carried:

SL24-15 Joann Neiderer – 60 Radio Road.

Commissioners Baile/Arnold moved to approve the following Subdivision and Land Development Plan extension requests to expire May 16, 2025. Motion Carried:

SL17-10 Mustang Point
SL21-05 Elsner Engineer Works, Inc.
SL22-01 Water Street Four, LLC
SL24-03 Holland Construction – 100 Blettner Ave
SL24-13 7 Brew Coffee
SL24-14 Yazoo Mills

Finance – Commissioner Heiland:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$2,507,258.18. Motion carried.

Commissioners Arnold/Heiland moved to authorize the write-off of the outstanding sewer debt in the amount of \$1,655.30 for a resident protected under Chapter 7 Bankruptcy. Motion Carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1049, 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.

Commissioners Arnold/Heiland moved to approve a request dated January 20, 2025, from the Exchange Club of Hanover for a waiver of permit fees for the Annual Builders Home and Garden Show to be held on March 7-9, 2025. Motion Carried.

Commissioners Arnold/Heiland moved to approve a request dated January 20, 2025, from the Exchange Club of Hanover for a waiver of permit fees for their evening of Comedy and Magic to be held on May 16, 2025. Motion Carried.

Health & Sanitation – Commissioner Fanelli:

Commissioners Fanelli/Heiland moved to authorize the advertisement of the 2026-2030 Refuse Bid. Motion Carried.

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: There were 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 7:12 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
March 17, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, March 17, 2025. President Elksnis called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Baile, Fanelli, Heiland, Arnold, and Elksnis. Also present were Solicitor Sabol, Police Chief Merwede, Township Engineer Bortner, WWTP Superintendent Lank, 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 Tuesday March 4, 2025, following the Health & Sanitation Committee Meeting to discuss personnel matters. Commissioner Elksnis also announced there will be an executive session this evening following the meeting to consult with the solicitor on legal and personnel matters.

APPROVAL OF THE MINUTES:

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

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

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioners Heiland/Baile moved to adopt Ordinance 872, Amending Section 127-11, prohibiting a left turn from Black Rock Road onto Route 94, Baltimore Street. Motion Carried 5-0 on a roll call vote.

Personnel – Commissioner Heiland:

Commissioners Heiland/Fanelli moved to accept the resignation of Dennis Penn from the Zoning Hearing Board, effective February 20, 2025. Motion Carried.

Commissioners Heiland/Fanelli moved to authorize the Civil Service Commission to prepare an eligibility list for the position of Fire Captain. 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 reduce the site bond for Wawa from \$801,333.23 to \$129,498.62. Motion Carried.

Commissioners Baile/Fanelli moved to approve a request dated February 18, 2025, from James R. Holley & Associates, Inc., requesting a waiver to the SALDO Section 605 and the Stormwater Management Ordinance Section 306.B.3 (slopes) for the Mustang Pointe Preliminary Subdivision Plan. Motion Carried.

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

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

- SL25-02 – 1185 Westminster Ave – Highland Views
- SL25-03 – 595 & 597 McAllister Street – CM Cooper Properties, LLC
- SL25-04 – 556 Pumping Station Road – James RD Langkam & Russell Langkam

Commissioners Baile/Fanelli moved to approve the following Subdivision and Land Development Plan. Motion Carried:

- SL25-01 Youngs Road – Rebert Family Farm

Commissioners Baile/Fanelli moved to approve the following Subdivision and Land Development Plan extension requests to expire May 19, 2025. Motion Carried:

- SL22-10 – 934 Baltimore Steet – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$1,268,104.80. Motion carried.

Commissioners Arnold/Heiland moved to adopt Resolution 1050, authorizing the disposition of Municipal records. Motion Carried.

Commissioners Arnold/Heiland moved to approve a request received February 26, 2025, from the Hanover Lions Club requesting a waiver of fees for their annual Chicken Barbeque to be held on Saturday, May 10, 2025. Motion Carried.

Commissioners Arnold/Heiland moved to award the contract for Pre-Mixed Bituminous Concrete for the period of April 1, 2025 to March 31, 2026, to York Materials Group LLC, 950 Smile Way, York PA 17404 at the following bid price as quoted. Motion Carried:

FOB Plant

Pre-mixed Bituminous Stock Pile Material	\$120.00 per ton
9.5 mm Superpave Surface Course	\$ 72.15 per ton
19 mm Superpave Surface Course	\$ 65.40 per ton
25 mm Superpave Base Course	\$ 62.35 per ton

FOB JOB

9.5 mm Superpave Surface Course	\$ 79.45 per ton
25 mm Superpave Base Course	\$ 69.65 per ton

Commissioners Arnold/Heiland moved to award the contract for Crushed Stone for the period of April 1, 2025, to March 31, 2026, to Vulcan Construction Materials, LP, 875 Oxford Avenue, Hanover, PA 17331 at the following bid price as quoted. Motion Carried:

Delivery only in full truck load quantities to job locations as specified at time of delivery in Penn Township \$ 4.45 per ton

Screenings (AASHTO #10)	\$ 17.50 per ton
PA 2A Stone & RC Stone	\$ 11.25 per ton
Sand & Crushed Stone Anti-Skid Type 2	\$ 15.90 per ton
1B Stone (AASHTO #8) & HE6 Stone (AASHTO #9)	\$ 19.50 per ton
2B Stone (AASHTO #57)	\$ 15.60 per ton
All Other Stone Including 4" Ballast (AASHTO #1)	\$ 15.60 per ton
Rip-Rap	

Commissioners Arnold/Heiland moved to award the contract for Petroleum Products for the period of April 1, 2025, to March 31, 2026, at the following price as quoted. Motion Carried:

Mid-Atlantic Cooperative Solutions d/b/a Aero Energy, 230 Lincoln Way East, New Oxford, PA 17350

Regular Lead-Free Minimum 87 Octane Gasoline, Exclusive of Tax	\$ 2.34 per gallon
Diesel Oil No. 2, Straight Run	\$ 2.97 per gallon

PPC Lubricants Inc., 305 Micro Drive, Jonestown, PA 17038

#5-20 Motor Oil Universal, Multi-grade in 55-gallon drums	\$ 7.97 per gallon
#15-40 Motor Oil Universal, Multi-grade in 55-gallon drums	\$10.53 per gallon
#10-20 Hydraulic Oil/Low Foaming Action in 55-gallon drums	\$ 9.34 per gallon

Commissioners Arnold/Heiland moved to award the contract for Traffic Line Painting for the period of April 1, 2025, to March 31, 2026, to Alpha Space Control, LLC, 1580 Gabler Road, Chambersburg, PA, 17201, at the following price as quoted. Motion Carried.

Center Traffic Line Painting -- Two four-inch Yellow Lines	\$ 0.15 per linear foot
Edge Line Painting – One Four-inch White Line Solid or Dashed	\$0.075 per linear foot

Commissioners Arnold/Heiland moved to award the contract for Snow and Ice Rock Salt for the period of April 1, 2025, to May 31, 2026, to Riverside Construction Materials, 355 Newbold Rd, Fairless Hills, PA 19030, in bulk at the following bid price as quoted. Motion Carried:

Delivery before July 01, 2025	\$79.63 per ton
Delivery before October 1, 2025	\$79.63 per ton
Delivery after October 1, 2025	\$79.63 per ton

Commissioners Arnold/Heiland moved to award the contract for Street milling for the period of April 1, 2025, to March 31, 2026 to Kinsley Construction, LLC, 1100 E. Princess St, York, PA 17403, for the bid price of \$2.10 per square yard. Motion Carried.

Commissioners Arnold/Heiland moved to award the contract for Sodium Hypochlorite 12% in drums for the period of April 1, 2025, to March 31, 2026, to Univar Solutions USA, Inc., 200 Dean Sievers Place, Morrisville, PA 19067, for \$.3900 per pound.

Commissioners Arnold/Heiland moved to award the contract for Liquid Polyaluminum Chloride for the period of April 1, 2025, to March 31, 2026, to USALCO Baltimore Plant, LLC., 2601 Cannery Avenue, Baltimore, MD 21226, for the bid price of \$2.64 per gallon.

Health & Sanitation – Commissioner Fanelli: There was none

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS: There were 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 7:19 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
April 21, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, April 21, 2025. President Elksnis called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Baile, Fanelli, Heiland, Arnold, and Elksnis. Also present were Solicitor Sabol, Police Chief Merwede, Township Engineer Bortner, WWTP Superintendent Lank, 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 Monday April 7, 2025, following the Public Works Committee Meeting to discuss personnel matters. Commissioner Elksnis also announced there will be an executive session this evening following the meeting to consult with the solicitor on legal and personnel matters.

APPROVAL OF THE MINUTES:

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

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

PROCLAMATION – APRIL 2025 RECOGNIZED AS “PA 811 SAFE DIGGING MONTH”

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

There was none

Personnel – Commissioner Heiland:

Commissioners Heiland/Arnold moved to approve a Memorandum of Understanding with the American Federation of State, County, and Municipal Employees, AFSCME, Council 13, AFL-CIO, Local 2624, regarding the option of a high visibility safety jacket offered under the Collective Bargaining Agreement that has a term from January 1, 2025 through December 31, 2029. 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.

Commissioners Baile/Heiland moved to deny the waiver request dated March 24, 2025, from Columbia Gas of Pennsylvania requesting a waiver of the degradation fees. Motion Carried.

Commissioners Baile/Fanelli moved to adopt Resolution 1051, authorizing the sale of excess Public Works Equipment. Motion Carried.

Commissioners Baile/Heiland moved to adopt Resolution 1052, accepting the deed of dedications of certain streets, sanitary sewers and Pump Station Lot No. U-1 in High Pointe at Rojen Farms Penn South, S1, S2, & S3. Motion Carried.

Planning – Commissioner Baile:

Commissioners Baile/Heiland moved to establish a bond amount for Highland Views at \$44,892.65. Motion Carried.

Commissioners Baile/Arnold moved to establish the site bond amount for CM Cooper Properties, LLC, at \$64,720.70. Motion Carried.

Commissioners Baile/Arnold moved to reduce the bond for Hanover Terminal, Inc-201 Center Street from \$219,223.13 to \$121,433.13. Motion Carried.

Commissioners Baile/Arnold moved to adopt Resolution 1053, regarding the membership criteria for the York County UCC Board of Appeals. Motion Carried.

Commissioners Baile/Arnold moved to deny a request dated March 11, 2025, from 7 Brew Coffee requesting a waiver to the sign ordinance, seeking an additional 39.77 sqft. Motion Carried.

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

Commissioners Baile/Arnold moved to approve the following Subdivision and Land Development Plan. Motion Carried:

SL24-14 – 37 Industrial Drive- Yazoo Mills

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$2,377,532.59. Motion carried.

Commissioners Arnold/Heiland moved to approve a request received March 19, 2025, from the Hanover Area Jaycees requesting a waiver of fees for their annual Rock on the Hill to be held on June 7, 2025. Motion Carried.

Commissioners Arnold/Heiland moved to approve the appointment of Saxton and Stump Lawyers and Consultants as Township Solicitor, effective April 1, 2025, through December 31, 2025, pursuant to the terms of agreement. Motion Carried.

Health & Sanitation – Commissioner Fanelli:

On Wednesday March 19, 2025, the following bids were opened and publicly read aloud by Township Manager Sweeney for the refuse/recycling collection bid:

Bidder	Year	Quarterly Bid Amount – Per Unit		
		35 Gallon Tote	65 Gallon Tote	95 Gallon Tote
Republic Services 3730 Sandhurst Drive York, PA 17406	2026	\$101.85	\$104.85	\$104.85
	2027	\$108.96	\$112.17	\$112.17
	2028	\$116.58	\$120.00	\$120.00
	2029	\$124.74	\$128.40	\$128.40
	2030	\$133.47	\$137.37	\$137.37
ESC Management Good’s Disposal Services 4361 Oregon Pike Ephrata, PA 17522	2026	\$80.97	\$80.97	\$80.97
	2027	\$86.64	\$86.64	\$86.64
	2028	\$90.97	\$90.97	\$90.97
	2029	\$95.52	\$95.52	\$95.52
	2030	\$100.30	\$100.30	\$100.30
Penn Waste PO Box 3066 York, PA 17402	2026	\$87.00	\$87.00	\$87.00
	2027	\$91.35	\$91.35	\$91.35
	2028	\$95.92	\$95.92	\$95.92
	2029	\$100.71	\$100.71	\$100.71
	2030	\$105.75	\$105.75	\$105.75
Anthracite Waste Srvc 109 Firemans Road Frackville, PA 17931	2026	\$80.25	\$89.25	\$91.50
	2027	\$80.25	\$89.25	\$91.50
	2028	\$81.00	\$90.00	\$93.00
	2029	\$81.00	\$90.00	\$93.00
	2030	\$84.00	\$93.00	\$95.25

Commissioners Fanelli/Baile moved to award the refuse/recycling collection bid to Anthracite Waste Services, LLC., 109 Firemans Road, Frackville, PA 17931, for a bid price of: Motion Carried.

OLD BUSINESS: There was none.

NEW BUSINESS:

Commissioners Elksnis/Heiland moved to adopt Resolution 1051 – Supporting the Pennsylvania Commission and York County Commission for the United States Semi Quincentennial, “America250PA”. Motion Carried.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS: There were 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 7:12 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
May 19, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, May 19, 2025. President Elksnis called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Baile, Fanelli, Heiland, Arnold, and Elksnis. Also present were Solicitor Sabol, Police Lieutenant Shearer, Township Engineer Bortner, WWTP Superintendent Lank, 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 Tuesday, May 6, 2025, following the Health & Sanitation Committee meeting to discuss personnel matters. He also noted there will be an executive session this evening following the meeting to consult with the solicitor on legal and personnel matters. Commissioner Elksnis stated that there are current openings on both the Planning Commission and Zoning Hearing Board. He also provided an update on the trash contract and the process that led to its approval, clarifying that pay as you throw trash bags were no longer an option. Anthracite Waste, Inc./Penn Township, will continue to handle brush/limb collection, Christmas Tree disposal, large item pick up, and metal pick up, etc. Commissioner Heiland said that the recycling will be a single stream system, which means cardboard can now be recycled in the totes.

APPROVAL OF THE MINUTES:

The minutes for April 21, 2025, from the Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

Megan Rineman, 640 Frederick Street – Megan said to think about the senior population who do not accumulate much trash, can they get a senior discount. She said that the agenda was more visible when Commissioner Heiland posted the information on other Facebook pages.

John Reading, 9 Fair Ave: Senior/Single population do not have a lot of trash, and the price is just not worth it for him. He does not believe the residents should be forced to sign up for the trash and be able to choose another option.

Susan Johnson, 18 Lexington Drive: She currently lives near her father, and they share bags. She often does not put a bag out and may only put out 3 bags a year. She discussed how

the Penn Township billing is in the 1950's and the bill is outdated and only have the option to pay by check and put it in the mail.

Dave Miller, 370 Clover Lane: Dave is a senior, and 20% of the Penn Township population is Senior/Single. He said that Penn Township said they cannot force a hauler to bid, but we are forcing the Penn Township residents to sign up for the trash. He discussed being in Penn Township when recycling started, and now it seems there is no incentive to recycle with the new toter system.

Rob Gunnarsson, 48 Cardinal Drive: He said being forced into a service is unnecessary. He said this is a free service. Solicitor Sabol said that the First Class Township Code gives the Township the authority to regulate trash, recycling and to establish a fee or to be in a contract that may establish a fee.

Edith Geiselman, 17 Ann Street – She said that sending an email out to the residents would be nice to notify them when meetings are. Commissioner Elksnis said that all agendas and meeting dates are posted on the Township website.

Brian Fink – Speaking for his parents who live in the Township. He said he hopes there is an option for snowbirds. Commissioner Elksnis said there is an option to opt out for a quarter for snowbirds.

Heidi Lombardi, 213 Westminster Ave: She asked how Penn Township can make it mandatory if they don't produce trash. Solicitor Sabol said that Penn Township is allowed per the First-Class Township Code by establishing a contract with a hauler who will establish a fee.

PROCLAMATION – May 2025 Recognized as” Motorcycle Safety Awareness Month”

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Personnel – Commissioner Heiland:

Commissioners Heiland/Fanelli moved to appoint Ronnie Bull to the Penn Township Planning Commission, said term to expire May 2029. 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:

There were no bonds to be reduced

Commissioners Baile/Fanelli moved to deny a request from 115 Onyx Drive, requesting a waiver to allow a fence to be installed in an easement. Motion Carried.

Commissioners Baile/Arnold moved to approve a request from 15 Ivy Circle, requesting a waiver to allow a fence to be installed in an easement. Motion Failed by 3-2, with Commissioners Elksnis, Fanelli, and Heiland casting the dissenting votes.

Commissioners Baile/Arnold moved to approve the following Subdivision and Land Development Plan extension requests to expire August 18, 2025. Motion Carried.

- SL17-10 – Mustang Pointe
- SL21-05 – Elsner Engineer Works
- SL22-01 – Water Street Four, LLC.
- SL24-03 – Holland Construction – 100 Blettner Ave
- SL24-13 – 1160 Carlisle Street – 7 Brew Coffee

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$1,089,463.84. Motion carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1055, amending the fee schedule, updating the degradation calculation fee. Motion Carried.

Commissioners Arnold/Heiland moved to approve a request from the Friends of Codorus State Park requesting a waiver of fees for their Experience Codorus Outdoors event to be held June 7 & 8, 2025. Motion Carried.

Commissioners Arnold/Heiland moved to approve a request dated April 15, 2025, from South Western High School requesting a waiver of fees for their yard sale event held Saturday, May 10, 2025. Motion Carried.

Commissioners Arnold/Heiland moved to approve a request dated April 28, 2025, from St. Joseph Catholic Church requesting a waiver of fees for their annual yard sale to be held on June 21, 2025. Motion Carried.

Commissioners Arnold/Heiland moved to approve the following bids of surplus Public Works equipment. Motion Carried.

- a. 1994 Mastertrack Trailer – Bid Amount of \$2,350.00 by John Hovenstine, 6421 State Route 61, Shamokin, PA 17872
- b. 1997 Pero Trailer – Bid amount of \$2,000.00 by David Searles, 349 Overlook Blvd, Shamokin, PA 17872.
- c. 2012 84-inch Bobcat Broom Box – Bid amount \$1,050.00 by Philip Baer, 3617 Schuman Road, Glen Rock, PA 17327.

- d. 2016 Canon Image PROGRAF 785 MFP M40 – Bid amount of \$500.00 by Andrew Adams, 8475 Old 22, Bethel, PA 19507.
- e. Flink VCT11 PAR Spreader – Bid amount of \$300.00 by Luciano Porchetta, 2201 South Clinton Ave Apt. 2, South Plainfield, NJ 07080.

Health & Sanitation – Commissioner Fanelli:

Commissioner Fanelli had nothing to report.

OLD BUSINESS: There was none.

NEW BUSINESS: Commissioner Heiland wanted to remind the residents of the Memorial Day Parade.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

Sara Leese, 15 Ivy Circle- Looking for clarification as to why TC Energy is allowing the fence, but the Township is not. Commissioners suggested for her to speak with TC Energy about purchasing the easement from them.

Sharon Narushoff, 11 Willow Court – Discussed that Hanover Borough passed a noise ordinance including motorcycles and wants Penn Township to see it because the noise from the vehicles is getting too loud. Commissioner Heiland said it has been looked at before. Commissioner Elksnis told her to come to the next Safety Committee and bring a copy of the ordinance

Heidi Lombardi, 213 Westminster Ave – She said there is a lot of truck traffic, and they shake her house when they drive. It was stated this road is a state road and PennDOT handles the road. She said she is enjoying the Police Department setting up the speed enforcement on Westminster Avenue.

Darlyne Wasowicz, 48 Lexington Drive – She has been a resident for 3 ½ years. She believes that the Communication from the Township is not good to the residents.

Cailey Calia, 203 Morningstar Ct – Happy about the manholes being fixed on Breezewood Drive and Center Street.

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 7:54 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
June 16, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, May 19, 2025. President Elksnis called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Baile, Fanelli, Heiland, Arnold, and Elksnis. Also present were Solicitor Sabol, Police Chief Merwede, WWTP Superintendent Lank, 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 Tuesday, June 3, 2025, following the Health & Sanitation Committee meeting to discuss personnel matters. He also noted there will be an executive session this evening following the meeting to consult with the solicitor on legal and personnel matters.

APPROVAL OF THE MINUTES:

The minutes for May 19, 2025, from the Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Personnel – Commissioner Heiland:

Commissioners Heiland/Arnold moved to appoint Police Officer Waltersdorff from probationary patrol officer to regular status effective June 20, 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.

Commissioners Baile/Heiland moved to adopt Ordinance No. 873, adopting as public roads portions of Beck Mill Rd, Cornell Dr, Tyler Dr, and Winifred Dr. Motion carried unanimously on a roll call vote.

Planning – Commissioner Baile:

Commissioners Baile/Fanelli moved to reduce the Improvement Bonds for High Pointe as follows:

- a. Phase 1: Reduce from \$287,476.42 to \$41,377.60
- b. Phase 2: Reduce from \$468,407.13 to \$82,217.03
- c. Phase 3: Reduce from \$436,803.40 to \$190,646.50
- d. Phase 4: Reduce from \$338,388.60 to \$222, 810.50

Commissioners Baile/Fanelli moved to approve the following Subdivision and Land Development Plans. Motion Carried

- SL25-02 – Highland Views
- SL25-03 – CM Cooper Properties, LLC

Commissioners Baile/Fanelli moved to approve the following Subdivision and Land Development Plan extension requests to expire September 19, 2025. Motion Carried.

- SL22-10 – 934 Baltimore St – Cody Bentzel
- SL22-11 – Liberty Restoration and Construction, LLC
- SL25-02 – Benjamin A. Myers Land Investor, LLC – Highland Views
- SL25-04 – James R.D. & Russell Langkam – 556 Pumping Station Rd

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$1,355,388.24. Motion carried.

Health & Sanitation – Commissioner Fanelli:

Commissioners Fanelli/Heiland moved to adopt Ordinance No. 874, adopting certain sanitary sewer facilities to that portion of Penn Township consisting of High Pointe at Rojen Farms, Section 1,2,3. Motion carried unanimously on a roll call vote.

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: There were 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 7:09 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
July 21, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, July 21, 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 via phone. Also present were Solicitor Sabol, 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 Tuesday, June 3, 2025, following the Health & Sanitation Committee meeting to discuss personnel matters. He also noted there will be an executive session this evening following the meeting to consult with the solicitor on legal and personnel matters.

APPROVAL OF THE MINUTES:

The minutes for June 16, 2025, from the Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: Sharon Dubbs 884 Baltimore St – The property was having problems in March 2025 with the sewer and had a plumber come out several times. The sewer lateral was broken and was replaced by the Penn Township Sewer Department. Ms. Dubbs states that after the pipe was replaced, she is now getting water into her basement. She believes that a stormwater pipe was hit. WWTP Superintendent Lank and Engineer Bortner are going to look into the situation.

PUBLIC HEARING- RENAMING PORTIONS OF BREEZEWOOD DRIVE AND AMNING THE ZONING MAP OF PENN TOWNSHIP

Township Solicitor Sabol discussed the reason why a portion of Breezewood Drive is being renamed. This renaming will be better for the first responders and delivery services.

BOARD ACTION – ORDINANCE No. 2025-875

Commissioners Elksnis/Heiland moved to adopt Ordinance No. 2025-875, renaming Certain Portions of Breezewood Drive and Hall Drive to better Facilitate Emergency and Delivery Services and Amending the Zoning Map of Penn Township. Motion carried 5-0 on a roll call vote.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Personnel – Commissioner Heiland:

Commissioners Heiland/Fanelli moved to authorize the Civil Service Commission to develop a joint Firefighter eligibility list for Hanover Area Fire and Rescue with the Borough of Hanover. Motion Carried.

Commissioners Heiland/ Fanelli moved to appoint Heidi Lombardi-Finn to the Penn Township Planning Commission, said term to expire May 2026. Motion Carried.

Commissioners Heiland/ Fanelli moved to appoint Anthony Phillips to the position of Fire Captain. Motion Carried.

Public Works & Recreation – Commissioner Fanelli:

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.

Commissioners Fanelli/Heiland moved to approve the Hanover Land Services, Inc. FY 2026 MS4 Consulting Services Proposal in the amount of \$45,000. Motion Carried.

Commissioners Baile/Heiland moved to adopt Resolution No. 1056, York County Stormwater Consortium Intergovernmental Cooperation Agreement Amendment. Motion Carried.

Planning – Commissioner Arnold:

Commissioners Arnold/Fanelli moved to reduce the performance bond for LCBC Hanover from \$504,038.96 to \$79,842.95. Motion Carried.

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

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

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

Commissioners Arnold/Fanelli moved to approve the following Subdivision and Land Development Plans. Motion Carried.

SL17-10 – Mustang Pointe

SL25-04 – 556 Pumping Station Road – James R.D. Langkam and Russell Langkam

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$1,720,527.64. Motion carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1057 – authorizing the sale of excess Zoning equipment. Motion Carried.

Health & Sanitation – Commissioner Fanelli:

Nothing to report

OLD BUSINESS: There was none.

NEW BUSINESS:

Commissioners Elksnis/Heiland moved to approve the Township Manager to send a letter of support for the Borough of Hanover for a Multimodal Transportation Fund Grant to repair and pave High Street from Maple Street to Eisenhower Drive. Motion Carried.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: There were 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 7:27 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
August 18, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, August 18, 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 Sabol, 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 Monday, August 4, 2025, following the Health & Sanitation Committee meeting to discuss personnel matters. He also noted there will be an executive session this evening following the meeting to discuss personnel matters.

APPROVAL OF THE MINUTES:

The minutes for July 21, 2025, from the Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioners Heiland/Arnold moved to approve the Hanover Public School District Homecoming Parade to be held on Friday, October 10, 2025. Motion Carried.

Commissioners Heiland/Arnold moved to approve setting the date for trick-or-treat for Tuesday, October 28, 2025, from 6pm to 8pm. Motion Carried.

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.

Commissioners Baile/Fanelli moved to adopt Resolution No. 1058 accepting the Deed of Dedication of Tracts of Land for High Pointe South Phase IV. Motion Carried.

Commissioners Baile/Heiland moved to adopt Ordinance No. 876 adopting public roads portions of Kortney Drive, Winifred Drive, and Garden Lane within High Pointe at Rojen Farms, Section IV. Motion carried 5-0 on a roll call vote.

Planning – Commissioner Baile:

Commissioners Baile/Fanelli moved to set the maintenance bond for High Pointe at ROJEN Farms-Penn South Phase S4 in the amount of \$139,930.90. Motion Carried.

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

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

SL25-06 – 700 Wilson Ave - Luckenbaugh

There were no Subdivision and Land Development Plans for final approval.

Commissioners Baile/Fanelli moved to approve the following Subdivision and Land Development Plan extension requests to expire November 17, 2025. Motion Carried.

SL21-05 – Elsner Engineer Works, Inc.

SL22-01 – Water Street Four, LLC.

SL24-03 – Holland Construction – 100 Blettner Ave

SL24-13 – 7 Brew Coffee

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$1,404,652.53. Motion carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1059 – LSA Category 4 Grant Request. Motion Carried.

Commissioners Arnold/Heiland moved to adopt Resolution No. 1060 – LSA State Wide Grant Request. Motion Carried.

Commissioners Arnold/Heiland moved to approve a request dated July 15, 2025, from the Exchange Club of Hanover for a waiver of permit fees for their Annual Chili Cook Off to be held on Sunday, August 31, 2025. Motion Carried.

Commissioners Arnold/Heiland moved to deny a request dated July 18, 2025, from Hanover Logistics requesting a waiver of sewer permit fees. Motion Carried.

Commissioners Arnold/Heiland moved to approve the following bids of surplus Zoning/Police equipment. Motion Carried:

- a. 2013 Ford F150 Truck – Bid Amount of \$8,100.00, Stuart Witkowski, 117 Covered Bridge, Elizabethtown, PA 17022
- b. 2013 Ford Taurus – Bid amount of \$6,501.01, LeeAnn Price, 215 Hickory Hollow Lane, Port Matilda, PA 16870
- c. 2014 Ford Explorer – Bid amount of \$ 2,250.00, Jeremy Canestri, 9 Greyledge Road, Clinton, CT 064313

Health & Sanitation – Commissioner Fanelli:

Commissioners Fanelli/Heiland moved to adopt Ordinance No. 877 adopting certain sewer facilities as public sewer facilities to that portion of Penn Township consisting of High Pointe at Rojen Farms. Motion Carried 5-0 with a roll-call vote.

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: *Sharon Narushoff, 11 Willow Ct:* Ms. Narushoff asked the Commissioners if in the remaining board meetings will the Solicitor be present. The Commissioners said the Solicitor is at every Board of Commissioners meeting.

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 7:11 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
September 15, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, September 15, 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 Sabol, 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 happy one year anniversary to the numerous management members present. There was an executive session held Tuesday, September 2, 2025, following the Health & Sanitation Committee meeting to discuss personnel matters. He also noted there will be an executive session this evening following the meeting to discuss personnel matters.

APPROVAL OF THE MINUTES:

The minutes for August 18, 2025, from the Board of Commissioners meetings were approved as submitted.

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

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioners Heiland/Arnold moved to approve the 2026 Klugh Animal Control Contract Agreement. Motion Carried.

Commissioners Heiland/Arnold moved to approve the Hanover Jaycees Halloween Parade for Thursday, October 30, 2025. Motion Carried.

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:

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

There were no Subdivision and Land Development Plans submitted for formal filing:

There were no Subdivision and Land Development Plans for final approval.

Commissioners Baile/Fanelli moved to approve the following Subdivision and Land Development Plan extension requests to expire December 15, 2025. Motion Carried.

SL22-10 – 934 Baltimore Street – Cody Bentzel

SL22-11 – Liberty Restoration & Construction LLC

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$1,390,819.95. Motion carried.

Commissioners Arnold/Heiland moved to adopt the 2026 Minimum Municipal Obligations for the Penn Township’s Non-Uniform Pension Plan in the amount of \$230,602.67, the Township’s Firefighter’s Pension Plan in the amount of \$226,395.03, and the Penn Township’s Police Pension Plan in the amount of \$278,611.43. Motion Carried.

Commissioners Arnold/Heiland moved to approve the advertisement of the Request for Proposal for Legal Services. Motion Carried.

Commissioners Arnold/Heiland moved to approve participation in the Enterprise Fleet Management program. Discussion was opened. Motion failed 0-5.

Dalton Haymaker from Enterprise Fleet Management was in attendance to answer any questions. The Commissioners asked at what level they must participate. Can the Township change the number of vehicles each year. Dalton said Enterprise will recommend a certain number of vehicles each year to help get the most equity, but it is completely up to the Township how they would like to proceed. It was explained that there is a portal for

management to use and input information for each vehicle. There is another service that can be purchased separately that tracks vehicles and harsh driving.

Commissioner Arnold/Heiland moved to table the participation in the Enterprise Fleet Management Program. Motion Carried.

Health & Sanitation – Commissioner Fanelli:

Commissioners Fanelli/Baile moved to approve a utility refund in the amount of \$1,456 for the property located at 986 Baltimore Street, due to a billing error. Motion Carried.

Commissioners Fanelli/Baile moved to approve the Synagro 3-year extension contract for Sludge disposal. Motion Carried.

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

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

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
November 17, 2025

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, November 17, 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 November 4, 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 Wednesday, November 19, there is a Finance Committee Budget Meeting beginning at 6:00pm.

Commissioner Elksnis also announced information regarding the public hearing. The current Zoning Ordinance was adopted in 2004, and since then the community's needs and development patterns, have significantly evolved. Township staff worked on the new Zoning Ordinance for more than two years and it was also reviewed by the York County Planning Commission and the Penn Township Planning Commission. Notification was sent to the residents who were affected and the surrounding properties.

APPROVAL OF THE MINUTES:

The minutes for October 20, 2025, from the Board of Commissioners meetings were approved as submitted.

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

PUBLIC HEARING – AMENDING THE PENN TOWNSHIP ZONING ORDINANCE, ZONING MAP, AND ORDINANCE OF DEFINITIONS

A. Township Staff Review and Comments: There were none.

B. Board of Commissioners: Commissioner Heiland thanked the Township staff and Planning Commission for all their work on the Ordinances.

C. Public Comment:

Julie Shadle, 36 Northview Dr: Ms. Shadle said she does not want residential zoning for more homes behind her house.

James Nunn, 1241 Grandview Rd: Mr. Nunn has been a resident since 1999. He said the houses were cheaper in York, but he moved to Hanover because it is a nice area.

Jeff Dillinger, 77 Radio Rd: Mr. Dillinger stated that his property is changing from the Residential zone to the Commercial zone and he is afraid he will be unable to sell his house. Mr. Dillinger asked why the zoning changed and how will it benefit him. Zoning Officer LeFevre stated that the Township is trying to remove the prior spot zoning that occurred. Solicitor Jones stated that at times, individuals can get more money from selling a commercial lot than a residential lot.

Darren Brusio, 49 Northview Dr: Mr. Brusio stated he is worried about his quality of life. When the solar panels were installed near his property, residents were told there would be buffering and currently there is hardly any buffering, and the solar panels are an eye sore.

Eugene Buhr, 31 Radio Rd: Mr. Buhr asked if something was to happen to their home, are they able to rebuild. Solicitor Jones advised they would need a variance from the Zoning Hearing Board if over 75% of the building is destroyed.

Brenda Storm, 1685 Beech Ln: Ms. Storm expressed her concern for the traffic on Broadway and Moulstown due to the zoning change. Solicitor Jones explained the reasoning for a zoning ordinance.

Donna Becker, 132 Littleton Dr: Ms. Becker lives by Campbell's and is worried about more building that can be done around her.

Jemie Paul, 102 Stonewicke Dr: Ms. Paul asked if the JA Myers (Lot 1) has any plans. The Commissioners stated that no plans have been received.

Dennis Hunter, 109 Quartz Ridge Rd: Mr. Hunter asked if the empty shopping lot will be Commercial.

Terry Napier, 4 Alabaster Run: Ms. Napier asked where Churches are permitted and was told in all Zones.

Casey Doyon, 114 Arwco Dr: Ms. Doyon discussed the accidents in the intersection by Claire's and all the noise from the trucks using their jake break. The resident stated she does not want to see the industrial use increase.

Jeff Miller, 516 Frederick St: Mr. Miller explained that he did not like that the draft Zoning Ordinance was not readily available online and residents could only see it at the Township building. Solicitor Jones said that the Township does have the ability to put draft ordinances on their website.

Eugene Buhr, 31 Radio Rd: Mr. Buhr asked what else was being changed in regards to zones.

Brad Finch, 513 Frederick St: Mr. Finch said the availability of the ordinance was not fair.

Robert Hacker, 65 Test Rd: Mr. Hacker asked if there were any talks with the other municipalities like Hanover Borough to ensure the flow of the zoning from one municipality to another.

Charles Suhr, Solicitor for Campbell's Soup Co.: Solicitor Suhr said that his client, Campbell's was not aware of the zoning change. Campbell's is requesting the Board of Commissioners to pause on voting, so the company has time to review the zoning changes.

Julie Shadle, 36 Northview Dr: Ms. Shadle asked about the workers that were out surveying boundary lines and if this was the Township. The Township was not out surveying, and they are not aware of why the land was being surveyed.

Jeff Dillinger, 77 Radio Rd: Mr. Dillinger wanted clarification regarding the vote on the Zoning Ordinance.

Brenda Storm, 1685 Beech Ln: Ms. Storm asked about the changes to her area. Zoning Officer LeFevre stated that the setbacks are changing and it will be less than it is currently. Ms. Storm asked if there are changes happening to the church behind her.

John Dowell, 1275 Grandview Rd: Mr. Dowell said that he does not want to lose the view from his property and requested no more industrial/commercial building.

D. Commissioner Elksnis closed the hearing.

BOARD ACTION

- A. Commissioners Elksnis/Heiland moved to adopt Ordinance NO. 880 – Adopting the Zoning Ordinance and Zoning Map. Roll Call Vote 5-0. Motion Carried.
- B. Commissioners Elksnis/Heiland moved to adopt Ordinance No. 881 – Adopting the Ordinance of Definitions. Roll Call Vote 5-0. Motion Carried.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Heiland:

Commissioners Heiland/Fanelli moved to approve a letter to the Penn Township Patrolman's Association showing support for the Shop with a Cop event. Motion Carried.

Commissioners Heiland/Fanelli moved to approve the Hanover Area Fire and Rescue Commission Budget for 2026 with a contribution from Penn Township not to exceed \$1,065,000.00 for the budget and \$5,000.00 for the EMA contribution. Motion Carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Fanelli moved to adopt Resolution No. 1061, Authorizing the participation with other Political Subdivisions as a member of the Intergovernmental Insurance Cooperative (IIC). 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:

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 25-08 – Footer Street – Benjamin A Myers Land Investor LLC

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

SL21-05 – Elsner Engineer Works, Inc

SL22-01 – Water Street Four, LLC.

SL24-03 – Holland Construction – 100 Blettner Ave

SL24-13 – 7 Brew Coffee

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

Finance – Commissioner Arnold:

Commissioners Arnold/Heiland moved to approve Township warrants in the amount of \$1,704,635.78. Motion carried.

Commissioners Arnold/Heiland moved to approve a request dated October 17, 2025, from the Knights of Columbus requesting a waiver of permit fees for their Christmas Banner. Motion Carried.

Manager Sweeney presented the first reading of the 2026 Budget. She reported that the General Fund is balanced, with \$17,165,224 in both revenue and expenditures. The Highway Aid Fund also maintains balance, with \$1,461,000 in revenue and expenditure. Similarly, the Sewer Fund is balanced, showing \$8,618,336 in both revenue and expenditures. The budget is scheduled for public display on December 1, 2025.

Health & Sanitation – Commissioner Fanelli:

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: Megan Rineman, 640 Frederick St: Ms. Rineman asked if the Food Truck Ordinance passed. The Commissioners said it was adopted last month. Ms. Rineman asked what the PennDOT agreement was. The Commissioners explained that it is an agreement for the Eisenhower extension project that PennDOT may reimburse a portion of the cost that the Township accrues.

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 8:25 p.m. Motion carried.

Respectfully submitted,

Laura Klinefelter,
Township Secretary

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 Salzmann 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