

MINUTES  
PUBLIC WORKS COMMITTEE  
JANUARY 6, 2025

The Penn Township Public Works Committee convened on Monday, January 6, 2025, meeting at 7:10pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Heiland, Fanelli, and Elksnis. Also present were Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer LeFevre, and Township Manager Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the December 2, 2024, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ENGINEER'S REPORT: Township Engineer Bortner reviewed Aquaphoenix Scientific, 860 Gitts Run Road and discussed they received the NOT from the York County Conservation District. He recommends that they can have their bond released.

High Pointe at ROJEN Farms Penn South Phase S4 project is starting to finish up. Township Engineer Bortner recommends a bond reduction to the amount of \$338,388.60.

High Pointe South PH S2-S3 is ready to dedicate the sewers and the streets to the Township. Per the SALDO they can dedicate the streets in April. The Solicitor is reviewing the deed of dedication.

Township Engineer Bortner said money was budgeted for the small span bridge inspections. He discussed doing a certain amount of bridge inspections each year so they can be on a rotation.

Township Engineer Bortner provided the Committee with a review of the current Subdivision and Land Development Plans.

SL21-05 Elsner Engineering Works

SL24-03 Holland Construction

Both are saying they will be submitting performance bonds and the Commissioners will potentially be on the table to review.

MS4 UPDATE: MS4 Inspector Garrett received an illicit discharge report from EMA Coordinator Jeff Waltman regarding an oil spill from an accident at the intersection of Carlisle and Eisenhower. Inspector Garrett said there is an MS4 Taskforce meeting scheduled for January 9, 2025.

EXTENSION REQUESTS: There were none.

RECREATION: The Committee reviewed dates to schedule the Easter Egg Hunt. Commissioner Heiland suggested a rain date be scheduled as well. The Committee choose to schedule the Easter Egg Hunt for April 5, 2025, with a rain date on April 6, 2025. Township Manager Sweeney is going to look at what time the egg hunt normally begins.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:21pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
February 3, 2025

The Penn Township Public Works Committee convened on Monday, February 3, 2025, meeting at 7:53pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Heiland, Fanelli, Arnold, and Elksnis. Also present were Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, And secretary Laura Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the January 6 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ENGINEER'S REPORT: Township Engineer Bortner reviewed Yazoo Mills Improvement Bond. He is recommending an amount of \$1,608,007.63.

Engineer Bortner said a Tri-axle dump truck was budgeted for 2025. He is working with many vendors for the purchase of the truck. He is waiting for a upfitter vendor to give him a quote. Once he receives that information he will update the Board with the prices.

MS4 UPDATE: MS4 Inspector Garrett reviewed the MS4 taskforce meeting that was held on January 9, 2025.

EXTENSION REQUESTS: Zoning Officer reviewed the following extension requests that will be extended until May, 19, 2025 :

- SL17-10 Mustang Pointe
- SL21-05 Elsner Engineer Works
- SL22-01 Water Street Four, LLC
- SL24-03 Holland Construction
- SL24-13 7 Brew Coffee
- SL24-14 Yazoo Mills

RECREATION: Manager Sweeney received an email from the York Libraries asking permission to use the Community Park at Kids Kingdom for their story time starting on Tuesday, June 10.

OTHER MATTERS: Boden Maus, an eagle Scout, is looking to do his Eagle Scout Project at the Community Park at Kids Kingdom. He would like to plant 8 trees around the flagpole to represent the different branches of the military and first responders. Benches will be added as well as a plaque explaining the meaning of the 8 trees and the project. Boden reviewed the different trees/bushes he could use. Commissioner Elksnis asked if he would like the current Shrubbery around the flagpole removed and Boden said yes. Commissioner Heiland asked what the timeline is for the project. Boden said he is looking to start in the spring, around April-May. Commissioner Heiland said Boden can let the Township know when he would like to start to ensure it doesn't conflict with another event. Boden asked the board if the flagpole was in good shape and Commissioner Baile said they can have someone look at it.

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

The meeting was adjourned at 8:11pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
March 3, 2025

The Penn Township Public Works Committee convened on Monday, March 3, 2025, meeting at 7:33pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Heiland, Fanelli, Arnold, and Elksnis. Also present were Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, And secretary Laura Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the February 3, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Jennifer Swartz, 4655 Grandview Rd, came to discuss the curbing in front of her home. There is a grass area outside the curb on the Beck Mill side. The grass gets dug up by the plow trucks and the fire trucks put ruts in it when there are accidents. She wanted to talk to the committee about what options she has to fix the situation. The Committee discussed the options of curbing and removing the grass. Jennifer asked if she could remove the grass and put millings down. Engineer Bortner said he does not suggest putting millings down because they will just end up on the road. He suggests not creating more impervious area by paving it. Commissioner Arnold asked if that section is her property per her deed. The committee would like to review this with the engineer and add this as an agenda item on the April Committee meeting.

ENGINEER'S REPORT: Township Engineer Bortner reviewed the Wawa site bond reduction. He is recommending reducing the bond amount of \$801,333.23 to \$129,498.62.

Engineer Bortner reviewed the potential items that can be placed on Municibid. There is a brush chipper and two leaf vacs that can be sold but were originally purchased with grant money. Eric needs to find out what process needs to happen to sell equipment that was purchased with grant money. There are also two trailers, a tailgate spreader, a cannon scanner, and a crane truck that can be sold. Commissioner Elksnis wanted to confirm that these items will not be needed if they are sold. Engineer Bortner confirmed that the equipment will not be needed any longer.

CONSIDER A REQUEST DATED FEBRUARY 18, 2025, FROM JAMES R HOLLEY & ASSOCIATES REQUESTING A WAIVER: James R. Holley & Associates is 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.

MS4 UPDATE: MS4 Inspector Garrett said there is a MS4 taskforce meeting on March 6, 2025. Inspections will start on the salt in the water by the public works building soon.

EXTENSION REQUESTS: Zoning Officer reviewed the following extension requests that will be extended until June, 19, 2025:

SL22-10 – 934 Baltimore Street- Cody Bentzel

SL22-11 – Liberty Restoration & Construction LLC

RECREATION: Manager Sweeney shared with the committee playground equipment options that can be purchased for the Cardinal Drive Playground. The total budget for the equipment is \$42,000.00 which includes \$12,000 for the site prep and labor. The committee reviewed the different equipment. This will be added to the April agenda so the committee can review the options further.

OTHER MATTERS: Commissioner Heiland reviewed the turning lane by Wawa and if that can be extended. It was discussed that any developers coming into Wendys will try to avoid getting a PennDOT permit and will not want to do improvements to the road unless they must.

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

The meeting was adjourned at 8:14pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
April 7, 2025

The Penn Township Public Works Committee convened on Monday, April 7, 2025, meeting at 7:33pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Heiland, Fanelli, Arnold, and Elksnis. Also present were Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Secretary Laura Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the March 3, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS:

ENGINEER'S REPORT:

- A. *4655 Grandview Road:* Engineer Bortner reviewed the existing curb at this property on the corner of Grandview and Beck Mill. The owner is looking for suggestions on how to fix the current curb issue. The property line is estimated to be 8 feet behind that curb. Engineer Bortner said in normal circumstances the property owner is responsible for curbs and sidewalks. The property owner Jennifer Shwartz spoke and clarified that she just wants to know what she can do to stop having to mow the grass section. The Commissioners are going to continue to review.
- B. *Consider Highland Views Security Requirements:* Engineer Bortner recommended \$44,892.64 as the security bond amount.
- C. *Consider CM Cooper Properties, LLC Security Requirements:* Engineer Bortner recommended \$64,720,70 as the bond amount.
- D. *Consider Hanover Terminal – 201 Center St Financial Security Reduction Request:* Engineer Bortner recommended reduction from \$219,223.13 to \$121,433.13.
- E. *High Pointe South Dedication:* Engineer Bortner said phase 1,2 3 are ready for dedication. Phase 4 will be submitted for dedication soon.

CONSIDER A REQUEST DATED MARCH 24, 2025, FROM COLUMBIA GAS FOR A WAIVER TO THE DEGRADATION FEE RELATED TO STREET OPENING PERMITS: The Commissioners reviewed the original reason why degradation fee was created due to utility companies ripping up roads after the Township paves them. Engineer Bortner reviewed the Columbia

Gas project on Narrow Rd. Potentially the calculation in the fee schedule will need changed from “foot” to “square foot”. Engineer Bortner went through other municipalities fee schedules to compare.

MS4 UPDATE: MS4 Inspector Garrett reviewed the results from the salt testing at the Public Works pond and the Township is within their limits. The MS4 task force had their monthly meeting.

EXTENSION REQUESTS:

RECREATION:

- A. *Maintenance of the landscaping around the walnut tree at Kids’ Kingdom:* Engineer Bortner reviewed walnut tree and the mulch around the tree. The line between the brown mulch and the grass is hard to maintain. Engineer Bortner spoke about potentially adding a textured edge around the mulch to keep the mulch in. Commissioner Heiland asked if a bench could also be added to that area.
- B. *Cardinal Drive Playground:* Commissioner Heiland showed equipment from a local company that has three options for playground equipment. Commissioner Arnold asked if there is equipment from the manufacturer locally that the Township can go look at.

OTHER MATTERS:

- A. *Consider Resolution for York County UCC Board of Appeals Membership Criteria:* Manager Sweeney reviewed the resolution that adopts criteria for the membership for the UCC Board of Appeals.
- B. *Consider 7 Brew Sign Waiver Request:* Commissioner Baile reviewed the waiver request for the extra square footage for their sign. Zoning Officer Lefevre said they want 114sqft of signage which puts them 40sqft over the allowance. The Commissioners reviewed the sign ordinance and trying to avoid “sign pollution”.

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

The meeting was adjourned at 7:57pm.

Respectfully submitted,

Laura Klinefelter, Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
May 5, 2025

The Penn Township Public Works Committee convened on Monday, May 6, 2025, meeting at 7:33pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Heiland, Fanelli, Arnold, and Elksnis. Also present were Chief Merwede, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Secretary Laura Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the April 7, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS:

ENGINEER'S REPORT:

- A. *4655 Grandview Road:* Engineer Bortner reviewed the existing curb at this property on the corner of Grandview and Beck Mill. The owner is looking for suggestions on how to fix the current curb issue. The Commissioners said that the homeowner can put curbing in, but the current resident does not want to pay for that. The Commissioners asked Engineer Bortner if the Township can put it in and have the resident pay the Township for the project. Bortner said that they could possibly do it in combination with another curbing project. They left that option open to the resident if she would like to pursue that.
- B. *Intersection Street Lights:* Med-ED has the lights at High Pointe almost all installed. The lights on Cody/Logan are installed.
- C. *Review Degradation Fees/Street Opening Permit:* The wrong units were used in the Fee Schedule for the pricing of the degradation fees. Instead of feet it needs to say square yards. A Fee Schedule resolution will need to be passed to correct.

Engineer Bortner said that the Township received the PennDOT permit to install the new sanitary sewer line on Black Rock Road. PennDOT said a detour needs to be in place. The Township is looking to start the project close to when school is out for the summer.

CONSIDER A REQUEST DATED APRIL 3, 2025, 115 ONXY DRIVE, REQUESTING A WAIVER TO ALLOW A FENCE TO BE INSTALLED IN AN EASEMENT: The planning commission reviewed this waiver request at their meeting on May 1, 2025 and gave an unfavorable

recommendation to the Board of Commissioners. Engineer Bortner said that there is a stormwater pipe underground in that easement.

CONSIDER A REQUEST FROM 15 IVY CIRCLE, REQUESTING A WAIVER TO ALLOW A FENCE TO BE INSTALLED IN AN EASEMENT: The planning commission reviewed this at their meeting on May 1, 2025, and gave a favorable recommendation to the Board of Commissioners. Commissioner Baile discussed the reason why the favorable recommendation was given. The right of way belongs to TC Energy and the gas line is decommissioned and no longer in use. TC Energy has given their permission for the fence to go in as long as they follow their guidelines. Sarah Leese, the owner of the property, spoke regarding the request. The Commissioners are going to review and have the solicitor review as well.

MS4 UPDATE: Shawn said the MS4 task force will be meeting on May 15<sup>th</sup>, 2025.

EXTENSION REQUESTS: The Zoning Officer reviewed the following extension requests that will be extended until August 18, 2025:

SL24-13 – 7 Brew Coffee

SL21-05 – Elsner Engineer Works

SL24-03 – Holland Construction – 100 Blettner Ave

SL17-10 – Mustang Pointe

SL22-01 – Water Street Four, LLC

SL24-14 – Yazoo Mills

RECREATION:

- A. *Maintenance of the landscaping around the walnut tree at Kids' Kingdom:* Engineer Bortner reviewed walnut tree and the mulch around the tree. Bortner priced out circle benches and they are around \$50 per inch. The commissioners discussed the idea of building the bench in house and what the cost would be for that or having straight benches instead. Engineer Bortner discussed putting a concrete edge to keep the mulch in as well.
- B. *Cardinal Drive Playground:* Engineer Bortner received references to look at equipment in Westminster to see if its durable. He has not gone to look at it yet. The Commissioners said they liked option 1 for the playground equipment.

OTHER MATTERS: None

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

The meeting was adjourned at 7:57pm.

Respectfully submitted,

Laura Klinefelter, Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
June 2, 2025

The Penn Township Public Works Committee convened on Monday, June 2, 2025, meeting at 7:34pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Fanelli, Arnold, and Elksnis, and Heiland via phone. Also present were Police Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Secretary Laura Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of May 5, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Ken Calogero, 4241 Grandview Rd – reported he believes an improper streetlight was installed. It was a Cobra model streetlight that is approved to be installed. He said in other areas the acorn lights are installed. He recommends the lumens be lowered or just remove the light. The light is projecting onto his property/home. Commissioner Baile said that the engineer is reviewing this. Engineer Bortner said he will reach out to Med-Ed to see if they have any insight on the situation and possible options to fix the brightness.

ENGINEER'S REPORT: Township Engineer Bortner recommended the following bond reductions for High Pointe at ROJEN Farms:

- Phase 1: Reduce bond from \$287,476.42 to \$41,377.60
- Phase 2: Reduce bond from \$468,704.13 to \$82,217.03
- Phase 3: Reduce bond from \$436,803.40 to \$190,646.50
- Phase 4: Reduce bond from \$338,388.60 to \$222,810.50

MS4 UPDATE: Shawn said the MS4 task force will be meeting on June 26<sup>th</sup>, 2025. The next outfall inspections start June 30th

EXTENSION REQUESTS: The Zoning Officer reviewed the following extension requests that will be extended until September 15, 2025:

- SL25-04 – James R.D. & Russell Langkam – 556 Pumping Station Rd
- SL22-10 – 934 Baltimore Street – Cody Bentzel

SL25-02 – Benjamin A. Myers Land Investor, LLC – Highland View  
SL25-03 – CM Cooper Properties, LLC – 595 & 597 McAllister St  
SL22-11 – Liberty Restoration & Construction

RECREATION:

- A. *Maintenance of the landscaping around the walnut tree at Kids' Kingdom:* Engineer Bortner reviewed walnut tree and the mulch around the tree. He received quotes for the curbing and benches and recommended moving forward with the 6-foot benches. The plagues are \$340. This would need to be in the 2026 budget.

OTHER MATTERS: There were none

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

The meeting was adjourned at 7:49pm.

Respectfully submitted,

Laura Klinefelter, Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
July 7, 2025

The Penn Township Public Works Committee convened on Monday, July 2, 2025, meeting at 7:57pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Fanelli, Arnold, Elksnis, and Heiland. Also present were Police Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Secretary Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of June 2, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none

ENGINEER'S REPORT:

- A. *Consider LCBC Hanover Bond Reduction*, Engineer Bortner is recommending the bond to be reduced from \$504,038.96 to \$79,842.95.
- B. *Review of Subdivision and Land Development Plans*, There were no plans formally filed this month.

MS4 UPDATE:

- A. *Hanover Land Services, Inc. FY2026 MS4 Consulting Services Proposal*, Manager Sweeney this is the annual contract and will be \$45,000 for the year.
- B. *Consider the York County Stormwater Consortium Intergovernmental Cooperation Agreement Amendment*, Manager Sweeney said the Township received an extension to move the resolutions expiration date into 2030.

EXTENSION REQUESTS: There were none

ZONING VEHICLES: Township Manager Sweeney suggested replacing the current F150 with the Police F150 and selling the current one on Municbid, along with the SUV that was currently replaced with a decommissioned Police interceptor.

RECREATION:

- A. *Maintenance of the landscaping around the walnut tree at Kids' Kingdom:* The curbing was completed last month, and three benches were ordered.
- B. *Date for 2026 Easter Egg Hunt,* Manager Sweeney said in preparation for the newsletter she would like to get dates on the calendar. She is proposing March 21<sup>st</sup>/22<sup>nd</sup> for the Easter Egg Hunt.

OTHER MATTERS: There were none

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

The meeting was adjourned at 8:05pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
August 4, 2025

The Penn Township Public Works Committee convened on Monday, August 4, 2025, meeting at 6:16pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Fanelli, Arnold, Elksnis, and Heiland. Also present were Police Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Lank, Manager Sweeney, and Secretary Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of July 7, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ENGINEER'S REPORT:

- A. *High Pointe-Penn South-Phase S4 Street Dedication:* Received Deeds of Dedication for the streets and sewer. PennDOT wants dedications by 09/01/25.
- B. *High Pointe-Penn South-Phase S4 Maintenance Bond Amount:* Part of the dedication, they need to get a Maintenance Bond with the Township. Engineer Bortner recommends \$139,930.09 to cover the maintenance bond requirements for High Pointe at ROJEN Farms Phase 4.
- C. *Review of Subdivision and Land Development Plans :* Engineer Bortner stated that 816 McAllister Street-HBH Management (SL25-05) formally filed on July 21, 2025.

MS4 UPDATE: MS4 Taskforce meeting is scheduled on August 7, 2025.

EXTENSION REQUESTS: The Township Engineer reviewed the following extension requests that will be extended until November 17, 2025:

- SL21-05 – Elsner Engineer Works, Inc.
- SL22-01 – Water Street Four, LLC.
- SL24-03 – Holland Construction – 100 Blettner Ave
- SL24-13 – 7 Brew Coffee

RECREATION: The three benches were received for the Community Park home of Kids Kingdom. The playground equipment for Cardinal Drive is still being manufactured and will be shipped shortly.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 6:21pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
September 2, 2025

The Penn Township Public Works Committee convened on Tuesday, September 2, 2025, meeting at 6:10pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Fanelli, Arnold, Elksnis, and Heiland. Also present were Police Chief Merwede, Deputy Fire Chief Wysocki, Township Engineer Bortner, WWTP Superintendent Lank, Manager Sweeney, and Secretary Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of August 4, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ENGINEER'S REPORT:

- A. *Review of Subdivision and Land Development Plans* : Engineer Bortner said SL25-06 – 700 Wilson Ave – Steven and Melissa Luckenbaugh was filed with the Township on August 18, 2025.

2026 PUBLIC WOKS BUDGET: Engineer Bortner said he has been reviewing the budget for 2026. Public Works is looking to do 4 bridge inspections and potentially start work on Beckmill Road. There is some maintenance like caulking that needs to be done at the Public Works building as well.

MS4 UPDATE: MS4 Taskforce meeting is scheduled on September 4,2025.

EXTENSION REQUESTS: Zoning Officer LeFevre reviewed the following extension request that will be extended until December 15, 2025:

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

RECREATION:

- A. Cardinal Drive Playground: Equipment has been received. October time frame public works will be installing.
- B. Benches were installed at Kids Kingdom.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 6:17pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
October 6, 2025

The Penn Township Public Works Committee convened on Monday, October 6, 2025, meeting at 7:36pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Fanelli, Arnold, Elksnis, and Heiland. Also present were Police Chief Merwede, Fire Chief Clouser, Deputy Fire Chief Wysocki, Township Engineer Bortner, WWTP Superintendent Lank, Manager Sweeney, and Secretary Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of September 2, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Bryan Buttry, 542 Black Rock Rd – Mr. Buttry lives next to a utility company who has recently installed an industrial size heater outside. The noise is extremely loud, and the resident is unsure what to do. Assistant Township Manager Klinefelter said that the code enforcement officer is working on it. TC Energy did a decibel test and the Township is waiting on the results.

BOROUGH OF HANOVER'S WATER POLICY AND PROJECT UPDATES: Eric Maines, Engineer for Hanover Borough, presented an update on a water policy. Resolution 1447 was developed to help maintain the growth and new project existing customers. It was asked if projects could potentially be rejected to the water needs. Mr. Maines said yes, there are some projects like a Datacenter that would need to be looked at to see if they could handle it. Chief Clouser asked if the cost of the fire hydrants for the new developments could be moved to the developer. Mr. Maines said he would need to research that. Mr. Maines gave a Borough update and said that the Public Safety building is currently being renovated. The Borough received LSA Funds to create a new meeting room at the Borough office.

ENGINEER'S REPORT:

- A. *Waiver Request to Section 611 : Improvements (curb and sidewalk) to Wilson Ave – Planning Recommends favorable*
- B. *Waiver Request to Section 509.A : Planning Recommended favorable Waiver of Section 306.b4 – not installing a chainlink fence around the stormwater facility was discussed. Kevin Barnes from GHI explained why some places need the*

*fence (shopping centers, high traffic areas). The Borough and the Township line runs through the middle. Willing to except a condition if the commercial property gets developed.*

*C. Review of Subdivision and Land Development Plans*

DISCUSS SALE OF EXCESS PUBLIC WORKS EQUIPMENT: Resolution to sell a 2006 F350 due to receiving a 2018 RAM. The Resolution will be added to BOC meeting.

2026 PUBLIC WORKS BUDGET: No new updates on the proposed budget. It was suggested to add 25% approximate health insurance increase.

MS4 UPDATE: 2024-2025 Outfall Inspections were submitted to DEP.

EXTENSION REQUESTS: Zoning Officer LeFevre reviewed the following extension request that will be extended until January 19, 2026:

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

RECREATION:

- A. Cardinal Drive Playground: The approximate date for installing the playground equipment is October 20, 2025.

OTHER MATTERS: York St/Grandview Rd/Wilson permit has been submitted and PennDOT is doing a review currently. The Township should receive something back from PennDOT by October 10<sup>th</sup>.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Holt– Mr. Holt asked if the Township is going to accept such a large increase from the Fire Commission. He also shared concerns about water use in the Borough costing Penn Township citizens money.

The meeting was adjourned at 8:30pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
November 3, 2025

The Penn Township Public Works Committee convened on Monday, November 3, 2025, meeting at 6:13pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Arnold, Elksnis, and Heiland. Also present were Police Chief Merwede, Fire Chief Clouser, Deputy Fire Chief Wysocki, Township Engineer Bortner, WWTP Superintendent Lank, WWTP Assistant Todd Kline, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of October 6, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS:

ENGINEER'S REPORT:

- A. *Eisenhower Drive Extension Project:* Engineer Bortner reviewed the project. PennDOT wants the Township to pass a resolution stating that the Township will cover 50% of the cost to update the manholes potentially for this project. Proposal needs to be submitted in 2026. There are three manholes in question.
- B. *Review of Subdivision and Land Development Plans: No new updates*

2026 PUBLIC WORKS BUDGET: Committee received an updated draft budget to review. Engineer Bortner noted that some projects are on the budget, but those projects may not be done in 2026.

MS4 UPDATE: No MS4 taskforce meetings scheduled at this time.

EXTENSION REQUESTS: Zoning Officer LeFevre reviewed the following extension request that will be extended until February 16, 2026:

- 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

RECREATION:

- A. Cardinal Drive Playground: The pad was finished up today and the holes were drilled to set the playground. The erection of the playground will start tomorrow, November 4<sup>th</sup>.

OTHER MATTERS:

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

The meeting was adjourned at 6:23pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
PUBLIC WORKS COMMITTEE  
December 1, 2025

The Penn Township Public Works Committee convened on Monday, December 1, 2025, meeting at 7:14pm, following the Public Safety meeting. Present were Chairman Baile, Commissioners Arnold, Elksnis, Fanelli, and Heiland. Also present were Police Chief Merwede, Fire Chief Clouser, Zoning Officer LeFevre, 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 November 3, 2025, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: *Boden Maus, John St, Eagle Scout Project* – Mr. Maus reviewed the project status with the Committee. The concrete went down in August and benches were put in. Grass seed was planted. His next step is the plaque and trees to be completed approximately June-July 2026.

ENGINEER'S REPORT:

- A. *700 Wilson Ave.*: Recommended Bond amount of 12,638.77
- B. *Review of Subdivision and Land Development Plans:*

CONSIDER A REQUEST DATED OCTOBER 22, 2025, FROM BURKENTINE BUILDERS REGARDING A MODIFICATION REQUEST TO A SWM BASIN FOR BROOKSIDE LAND DEVELOPMENT PLAN: Manager Sweeney said Burkentine was given the date and time of the meeting, but no representatives showed to discuss.

2026 PUBLIC WORKS BUDGET:

- A. Update on tri-axel truck: The tri-axel truck should be built by the end of the year but will not be billed until 2026. He is recommending it to be in the 2026 budget.

MS4 UPDATE: MS4 taskforce meeting scheduled on 12/04/25 at 1:00pm

EXTENSION REQUESTS: SL22-10 934 Baltimore St – Cody Bentzel, and SL22-11 Liberty Restoration. The Committee discussed extensions and how long we continue to extend. It was said that it's harder to deny than to keep extending.

RECREATION:

- A. Cardinal Drive Playground: Playground is erected and they are working on the playground surface. This project may get delayed due to winter weather.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:24pm.

Respectfully submitted,

Laura Klinefelter  
Township Secretary