

MINUTES
PENN TOWNSHIP PUBLIC WORKS COMMITTEE
MAY 4, 2026

The Penn Township Public Works Committee convened on Monday, May 4, 2026, at 7:22 PM, following the Public Safety Committee meeting. Present were Chairman Baile, Commissioners Arnold, Elksnis, Heiland, and Rice. Also present were Police Chief Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS:

There were none.

APPROVAL OF THE MINUTES:

The minutes of the April 6, 2026, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS:

There were none.

ENGINEER'S REPORT:

Township Engineer Bortner presented the following items:

A. Fairway Estates Improvement Bond: Engineer Bortner reported that Fairway Estates is nearing completion of their plan. The improvement bond was calculated at \$60,834.61. The plan, originally submitted with four lots, has been revised to three lots.

B. Mustang Pointe Phase 1 Improvement Bond: Engineer Bortner reported that Mustang Pointe has submitted their Phase 1 plan for 46 building lots. The improvement bond for Phase 1 is \$2,576,506.35. It was noted that the developer is working with the borough and the water authority and appears to be moving forward after a period of slower activity. The development will access from Bauman Road, looping to Wagner Drive.

C. South Heights Manor, LP - Lot 51 Bond: Engineer Bortner reported that South Heights Manor was a lot subdivided off Cooper Road on which a home has since been constructed. A final inspection for bond release was completed on April 22nd, and all improvements were found to be satisfactory. The committee was advised that the bond may be released.

D. 1998 Mack Dump Truck: The Public Works Director reported that the 1998 Mack dump truck has been listed on Municibid and should be ready for award at the next Board of Commissioners meeting. The new tri-axle replacement truck is nearing

completion; the remaining issue involves a mismatch between the plow hitch and the plow, which the manufacturer expects to resolve this week. The chassis has been at the upfitter for over a year and the plow has been on-site for at least six months. The committee expressed hope that the truck will be delivered to the township imminently.

E. Review of Subdivision and Land Development Plans: Engineer Bortner reported that several plans are coming before the planning commission this month and appear close to approval. These include: Devener Landing (SL 22-01 / Water Street 4), a 55-and-over residential community of 118 lots with private streets designed to township standards, where the developer recently received their PennDOT permit; Fairway Estates (three lots); an outdoor storage facility at 9 Industrial Drive; and Mustang Pointe Phase 1 (46 lots). It was noted that Devener Landing has been in process for approximately four and a half years and the change from a preliminary-final plan to a preliminary plan allows the developer to advance without submitting bonding and bridge designs at this stage.

HANOVER TROLLEY TRAIL MOU:

The Public Works Director reported that York County Parks has proposed a Memorandum of Understanding under which York County Parks would assume maintenance responsibility for the Hanover Trolley Trail. A meeting was held with York County representatives, and a draft MOU was received.

Under the proposed MOU, Penn Township's responsibilities would include: notifying York County Parks at least 15 days in advance of any planned events on the trail; providing emergency response services on the trail through local law enforcement; and supplying a designated area where York County Parks staff may park equipment when performing maintenance. York County Parks would otherwise assume all maintenance responsibilities for the trail.

Discussion was held regarding a provision in the MOU related to security and safety responsibilities. One committee member recalled language assigning broad security and safety responsibilities to Penn Township and expressed concern about that wording. After reviewing the MOU, it was noted that the applicable language refers to engaging local law enforcement to provide emergency response services on the trail, and that routine patrol of parking lots would only apply if a parking lot were located within Penn Township, which is not currently the case and is not anticipated.

It was noted that York County Parks may be assuming maintenance of the full trail because the trail is nearing completion of its connection from Hanover to York, at which point a county-wide management approach would be appropriate. The committee expressed general support for York County Parks taking over maintenance.

MS4 UPDATE:

Engineering Assistant Garrett reported that the MS4 task force meeting was held on April 30th with full staff attendance. Following the meeting, staff conducted field visits to Boundary Avenue and Mimosa Drive in response to resident complaints about

neighbors dumping grass clippings and leaves into the creek. During those visits, staff also identified a pipe discharging stormwater directly into the creek from a nearby property. The discharge is causing erosion at the creek bank and contributing to downstream flooding. Township Staff is investigating the source of the pipe and will follow up with the property owner. It is anticipated the resident will voluntarily correct the issue once notified.

EXTENSION REQUESTS:

Zoning Officer LeFevre reported the following extension requests:

SL 24-03 – 100 Blattner Avenue – Applicant is waiting for a tenant.

SL 25-08 – Footer Street – Benjamin A. Myers Land Investor – Applicant is awaiting plan review approval.

SL 22-01 – Water Street 4 (Devener Landing) – Applicant was awaiting PennDOT approval. Engineer Bortner noted that the PennDOT permit was received within the last week or two.

SL 24-13 – 7 Brew Coffee – The PennDOT Highway Occupancy Permit has been approved. The extension remains active while the applicant awaits receipt of the recorded plan.

RECREATION:

A. 2027 Capital Projects: The Public Works Director presented a review of the 2018 Penn Township Community Park and Young's Woods Park Master Plan Report as a basis for identifying potential 2027 capital projects. The presentation focused on the Community Park portion of the plan, though an equivalent plan component exists for Young's Woods.

The 2018 plan organized recommended improvements into modules. The Director highlighted several potential projects for committee consideration:

Module B improvements at the Community Park include pavilion renovation, including ceiling installation to address birds nesting in the rafters, and the addition of seamless gutters and stormwater management at the pavilions. The Director noted that all prices in the plan are based on 2016-2017 estimates and should be roughly doubled to reflect current costs, particularly if contracted out.

Module C includes basketball courts, and Module D includes a picnic node and horseshoe and bocce ball courts.

Township Engineer Bortner obtained quotes for prefabricated pavilion kits available through Co-Stars cooperative purchasing. One model is estimated at \$15,000 for the

pavilion, \$4,000 to install, and \$5,000 for the concrete pad, for a total of approximately \$25,000. A polygon pavilion is available at approximately \$25,000, and a rigid-ply rafter kit is available at approximately \$11,000. Township Engineer Bortner noted that Public Works staff has the capacity to install approximately two pavilions per year comfortably.

Neighborhood Park equipment upgrades were also discussed. Two parks remain on the list for playground equipment replacement: Little Knoll Estates and Forest Circle. Little Knoll Estates was identified as the higher priority. Based on the Cardinal Drive project as a reference point, neighborhood park equipment upgrades are estimated at approximately \$15,000 for site preparation and installation, plus the cost of the equipment.

Discussion was also held regarding the Community Parks walking trail section of the master plan, including the cost and feasibility of installing walking trails. Trails were estimated at over \$300,000 in 2016 dollars, with current contracted costs likely exceeding \$600,000 due to permitting requirements, including a potential NPDES permit for disturbance over one acre. The committee discussed the option of paved versus unpaved trails, referencing West Manheim Township's experience with an unpaved trail system.

A question was raised about whether sponsorship or grant funding from community organizations or charitable foundations could offset capital costs. The Director noted that the Wareheim Foundation has previously supported park improvements and that DCNR grants may be available depending on the scope of the project. The committee expressed interest in exploring those funding options further.

The committee directed staff to continue developing options for 2027 capital projects and to bring additional information to a future meeting.

OTHER MATTERS:

There were none.

CITIZENS' QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

There were none.

ADJOURNMENT:

The meeting was adjourned at 8:05 PM.

Respectfully submitted,

Laura Klinefelter, Township Secretary