

**MINUTES  
BOARD OF COMMISSIONERS' PUBLIC MEETING  
JANUARY 21, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, January 21, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Prieber, Goldsmith, Heilman, and Klunk. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Zoning Officer Menges, Township Engineer Bortner and Assistant to the Engineer Matt Swanner.

**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 Felix announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the December 17, 2012 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:**

Jim Kennedy, 17 Art Drive, Hanover, PA, representing the Center Village Condominium Association, stated that the association did not feel the offer of \$10,100 that was made for the right-of-way needed for the center street project was sufficient compensation. He stated that the association is not against the project but felt that the properties located along Center Street should be compensated \$65,000 rather than what was offered. Mr. Kennedy explained that the new road would impact the rear yards of several of the units because the pine trees that now provide buffer would have to be removed. He understood that \$65,000 would not be the final number settled upon. Mr. Kennedy stated that the Association has meet with Interstate Acquisition Services about the concerns of the Association. Manage Garvick stated that the Township contracted with Interstate Acquisition for the securing of the rights-of-way for the Center Street project and IAS would contact the Township once the counterproposal from the condo association was received in writing. If there were problems with settling with the other property owners, appropriate action would be taken at that time.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Prieber had nothing to report.

Personnel Committee - Commissioner Heilman

Commissioners Heilman/Goldsmith moved for the reappointment of Albert D. Sterner to a one-year term on the Penn Township Vacancy Board. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$2,659,648.79. Motion carried with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Heilman/Goldsmith moved to adopt Ordinance No. 748 amending the future compensation to be paid to the tax collector of Penn Township. Motion carried 5-0 on a roll call vote.

Commissioners Heilman/Goldsmith moved to approve an agreement with the York County Economic Alliance for services during the two-year period 2013-2014. The cost of these services is \$24,000 per year. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 800 authorizing the development of a regional economic development plan between McSherrystown Borough and Conewago Township in Adams County and Hanover Borough and Penn Township in York County. The cost of the study would be in the range of \$500. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Commissioners Goldsmith/Klunk moved to adopt Ordinance No. 749 accepting as a public road Wilson Avenue, from Carlisle Street to the Hanover Borough line. Motion carried 5-0 on a roll call vote.

Planning & Recreation Committee – Commissioner Klunk:

There were no additions or changes to the Zoning Officers Report.

Commissioners Klunk/Goldsmith moved to appoint Gannett Fleming as the joint municipal comprehensive plan consultant. They further moved to authorize the Township Manager to execute such documents as are necessary and appropriate for this plan. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to deny final plan P08-14, National Barn Company, for failure to comply with the requirements of the Township's Subdivision and Land Development Ordinance. The specific sections of non-compliance are: (S. 405e) failure to supply the signature and seal of the Registered Professional Engineer or surveyor responsible for the plan; (S. 405u) failure to provide a notarized statement that the applicant is the owner of the land to be developed and that the land development shown on the final plan is made with his or their free consent and that it is desired to record the same; (S. 405 2nd e) Failure to provide other State and County certificates as may be required; (S. 603) failure to indicate curbing along Industrial Drive tying into existing curb on L.T. Timber property; (S. 605) failure to indicate appropriate landscape and bufferyards; (S. 405 2<sup>nd</sup> d) Failure to post sufficient improvement bond to assure completion of all required improvements; and failure to comply with and address

comments submitted by the York County Planning Commission. Motion carried unanimously.

The following subdivision and land development plans were formally filed:

- P13-01 - Baresville Elementary School Additions & Renovations
- P13-02 - Glade Village
- P13-03 - Brookside Heights - Phase I

Commissioners Klunk/Goldsmith moved to approve the following subdivision and land development plan:

- P12-10 - The Marital Trust for the Benefit of Rita M. Neiderer
- Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on April 15, 2013:

- P04-25 - South Heights
  - P04-26 - Stonewicke
  - P06-23 - Brookside Avenue Townhouses
  - P07-27 - Sterling Brown
  - P08-20 - Park Hills Manor
  - P10-12 - York Village Apartments, LCL
- Motion carried unanimously.

Health & Sanitation - Commissioner Klunk

Commissioner Klunk noted that Ridge Avenue is now open, following the repair by H & H Contracting.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.


**NEW BUSINESS:** None.

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Goldsmith/Klunk moved for adjournment at approximately 7:18 P.M. Motion carried unanimously.

Respectively submitted,  
  
 Kristina J. Rodgers  
 Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
FEBRUARY 18, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, February 18, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Goldsmith, Heilman, and Klunk. Commissioner Prieber was absent with notice. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Zoning Officer Menges, Township Engineer Bortner and Assistant the Engineer Matt Swanner.

**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 Felix announced a personnel session was held on Wednesday, February 13, 2013. He also announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the January 21, 2012 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:** None.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Heilman

Commissioners Heilman/Goldsmith moved to approve a request dated January 14, 2013 from the Hanover Allied Veterans Council to conduct the Memorial Day parade on Monday, May 27, 2013. They further moved that all street closings and public safety considerations be coordinated through the Chief of Police. Motion carried unanimously.

Personnel Committee - Commissioner Heilman

Commissioners Heilman/Goldsmith moved to appoint David Quinn to the Penn Township Planning Commission, said term to expire May 2017. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount

of \$927,707.18. Motion carried with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Heilman/Goldsmith moved to approve a request dated January 11, 2013 from St. Joseph's Parish for a waiver of the permit fees associated with a yard sale being held on March 9, 2013. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated January 22, 2013 from the Hanover Exchange Club for a waiver of the permit fees to advertise the Home Builders Show and a Comedy and Magic Show. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Planning & Recreation Committee – Commissioner Klunk:

There were no additions or changes to the Zoning Officers Report.

Commissioners Klunk/Goldsmith moved to approve a request dated December 13, 2012 from Core Design Group for a waiver of the land development requirements for a concrete pad at 3130 Grandview Road owned by the Hanover Hospital with the stipulation that identified storm water problems on the site be remedied by inclusion on the building permit application for construction of the proposed concrete pad. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve a request dated December 28, 2012 from Center Point Engineering for three waivers to South Western School District's Baresville Elementary land development plan. These waivers include a waiver to Section 308 preliminary plan and Section 605 landscaping to the Penn Township Subdivision and Land Development Ordinance and Section 303 Volume Controls to the Penn Township Stormwater Management Ordinance. Motion carried unanimously.

The following subdivision and land development plans were formally filed:

P13-04 - Barrick Insurance -1401 Baltimore Street  
P13-05 - Aquaphoenix Scientific

Commissioners Klunk/Goldsmith moved to approve the following subdivision and land development plan:

P12-07 - MEM Automotive  
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on May 20, 2013:

P01-28-High Point @ Rojen Farms  
P03-30-Mustang Pointe  
Motion carried unanimously.

Health & Sanitation - Commissioner Klunk

Commissioners Klunk/Goldsmith moved to authorize the execution of Recycling Grant Agreement #902-085-2012. Motion carried unanimously.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

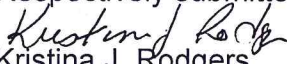
Commissioners Klunk/Goldsmith moved to appoint Guy W. Hettinger to the position of Police Lieutenant in the Penn Township Police Department effective February 19, 2013. They further moved to adopt Resolution No. 801 setting the rate of pay for the Police Lieutenant. Motion carried unanimously.

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Goldsmith/Klunk moved for adjournment at approximately 7:12 P.M. Motion carried unanimously.

Respectively submitted,  
  
Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MARCH 5, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a special session on Tuesday, March 5, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Goldsmith, Heilman, Prieber and Klunk. Also present were Township Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, and Highway Foreman Mahan.

**ANNOUNCEMENTS:**

Commissioner Felix announced a personnel session was held following the Finance Committee meeting on March 4, 2013.

**PERSONS TO BE HEARD CITIZENS COMMENTS:** None.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

**Public Safety Committee - Commissioner Prieber**

Commissioners Prieber/Heilman moved to approve a Letter of Intent with the PA Department of Community and Economic Development requesting a facilitator for fire and emergency services. Motion carried unanimously.

**Personnel Committee - Commissioner Heilman**

Commissioners Heilman/Goldsmith moved to appoint Henry Senatore to an unexpired term on the Penn Township Planning Commission, said term to expire May 2016. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to appoint Matthew Swanner to the position of interim zoning officer effective March 6, 2013. They further moved to adopt Resolution No. 805, setting the rate of pay for the interim zoning officer for 2013. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a Memorandum of Understanding dated March 5, 2013 with the Penn Township Patrolmen's Association. Motion carried unanimously.

**Finance Committee – Commissioner Heilman:**

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 803 authorizing the execution of a Letter of Amendment to the Center Street Reimbursement Agreement. Motion carried unanimously.

**Public Works Committee – Commissioner Goldsmith:**

Commissioners Goldsmith/Heilman moved to adopt Resolution No. 802 authorizing the

Minutes

filing of Declaration of Condemnation of Land by Eminent Domain for the Center Street project. Motion carried unanimously.

Planning & Recreation Committee – Commissioner Klunk had nothing to report.

Health & Sanitation - Commissioner Klunk

Commissioners Klunk/Goldsmith moved to adopt Resolution No. 804, revising the official sewage facilities plan by including the Glade Apartment land development plan. Motion carried unanimously.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None

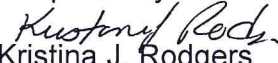
**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Goldsmith moved for adjournment at approximately 7:04 P.M. Motion carried unanimously.

Respectively submitted,

  
Kristina J. Rodgers  
Township Secretary



**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MARCH 18, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, March 18, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Prieber, Heilman, and Klunk. Commissioner Goldsmith was absent with notice. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Interim Zoning Officer Swanner, and Township Engineer Bortner.

**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 Felix announced an executive session was held immediately prior to this evening's meeting to discuss a personnel issue. He also announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the February 18, 2013 and March 5, 2013 meetings of the Board of Commissioners were approved as submitted.

**PRESENTATION OF RESOLUTION OF APPRECIATION:**

President Felix stated that the Township received notification that the Broker of Record, Edward J. O'Donnell, III, is retiring. Manager Garvick publicly read the following Resolution of Appreciation:

"WHEREAS, the Board of Commissioners of Penn Township, York County, recognizes the retirement of Edward J. O'Donnell, III; and

WHEREAS, in 1975 the Board of Commissioners recognized the need to appoint an agent for the purpose of obtaining and evaluating insurance quotes and policies and recommend changes to existing policies; and

WHEREAS, Mr. O'Donnell was appointed by the commissioners as the first Penn Township Broker of Record in January 1975 and faithfully served for a period of thirty eight years until his retirement in 2013; and

WHEREAS, during that period Mr. O'Donnell dutifully represented the Township in all matters regarding the administration, management and oversight of the Township's insurance policies; and

WHEREAS, on this occasion the Board of Commissioners deem it appropriate and fitting that Mr. O'Donnell be publicly recognized for his service.

NOW THEREFORE, Be it Resolved, that the members of the Board of Commissioners formally express its appreciation for those 38 years of service; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be attached to and become a part of the minutes of this meeting.

RESOLVED, this 18<sup>th</sup> day of March 2013".

Commissioners Heilman/Klunk moved to adopt the Resolution of Appreciation. Motion carried unanimously.

Manager Garvick stated that Mr. O'Donnell was not able to be present at the meeting but he would see that he received the Resolution.

**PERSONS TO BE HEARD CITIZENS COMMENTS:** None

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Prieber

Commissioners Prieber/Klunk moved to approve a request dated February 12, 2013 from the Hanover Heritage Association to conduct a 250<sup>th</sup> anniversary parade on Saturday, June 29, 2013. They further moved that all street closings and public safety considerations be coordinated through the Chief of Police. Motion carried unanimously.

Commissioner Prieber/Klunk moved to adopt Resolution No. 806, authorizing the disposition of municipal records. Motion carried unanimously.

Personnel Committee - Commissioner Heilman

Commissioner Heilman reported that a Letter of Retirement was received from Zoning Officer John C. Menges II. Manager Garvick stated that Mr. Menges has been the Township's Zoning Officer since April 3, 1989 and prior to that he served on the Penn Township Zoning Hearing Board.

Commissioners Heilman/Klunk moved to accept the Letter of Retirement of the Penn Township Zoning Officer John C. Menges II, effective April 30, 2013. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Klunk moved to approve Township warrants in the amount of \$1,462,850.73. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Heilman/Klunk moved to approve a request dated January 31, 2013 from the Hanover Eagles for a waiver of the permit fees to have a Family Fun Day on April 20, 2013. Motion carried unanimously.

Public Works Committee – Commissioner Klunk:

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

Planning & Recreation Committee – Commissioner Klunk:

Commissioners Klunk/Heilman moved to approve a request dated February 8, 2013 from GHI, Inc. for a waiver of the landscaping and buffer yard requirements for the Barrick & Associates Subdivision Plan. They further moved to approve a temporary waiver of the sidewalk requirements for the Barrick Associates land development plan. They further moved that the Penn Township Board of Commissioners may require that sidewalks be installed at some future date. Motion carried unanimously.

Commissioners Klunk/Prieber moved to adopt Resolution No. 807 authorizing the execution of the grant agreement signature page in conjunction with the Penn Township Community Park Pavilion Renovation Project. Motion carried unanimously.

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

The following subdivision and land development plans were formally filed:

P13 - 06 - Hickory Falls Family Entertainment Center

Commissioners Klunk/Prieber moved to approve the following subdivision and land development plans:

P13-01 - Baresville Elementary School Additions & Renovations  
P13-04 - Barrick Insurance, 1401 Baltimore Street  
Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve the following extension requests that will expire on June 17, 2013:

P09-10 - American Home Contractors LLC  
P12-12 - Breezewood Drive  
Motion carried unanimously.

Health & Sanitation - Commissioner Klunk had nothing to report.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None,

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Prieber moved for adjournment at approximately 7:10 P.M. Motion carried unanimously.

Respectively submitted,

  
Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
APRIL 15, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, April 15, 2013 at the Penn Township Municipal Building. Vice-President Heilman called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioner Heilman, Prieber, Goldsmith and Klunk. Commissioner Felix was absent with notice. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Interim Zoning Officer Swanner, and Township Engineer Bortner.

**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 Heilman announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the March 18, 2013 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:**                      None

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Prieber

Commissioners Prieber/Goldsmith moved to approve a request dated March 24, 2013 from the Visiting Nurses Association of Hanover and Spring Grove to conduct a 5K race on September 7, 2013. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to approve a request dated April 5, 2013 from the South Western School District to conduct a mini triathlon on May 18, 2013. Motion carried unanimously.

Personnel Committee - Commissioner Klunk had nothing to report.

Finance Committee – Commissioner Klunk:

Commissioners Klunk/Prieber moved to approve Township warrants in the amount of \$929,463.89. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Klunk/Prieber moved to approve a request dated January 31, 2013 from the Hanover Area Chamber of Commerce for a waiver of the sign permit fees to advertise the shuttle service for the Hanover Dutch Festival on July 27, 2013. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated March 13, 2013 from the South Western Dollars for Scholars for a waiver of the sign permit fees to advertise their Make-A-Difference week from April 22, 2013 through April 26, 2013. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated February 4, 2013 from the South Western High School Bands for a waiver of the permit fees associated with a spring marketplace community yard sale to be held on April 20, 2013. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated March 27, 2013 from the Hanover Lions Club for a waiver of the sign permit fee to advertise a chicken barbeque on May 18, 2013. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Planning & Recreation Committee – Commissioner Klunk:

Commissioners Klunk/Goldsmith moved to approve a request dated February 5, 2013 from Hanover Land Services for a waiver of minimum street widths for the South Heights Subdivision Plan. They further moved to approve a temporary waiver of the curb and sidewalk requirements for the South Heights Subdivision Plan along Westminster Road with the stipulation that the Penn Township Board of Commissioners may require that curb and sidewalks be installed at some future date. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve a request dated March 8, 2013 from Group Hanover, Inc., for a variance to the residential street light ordinance for the Brookside Heights final plan. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve two requests dated March 27, 2013 and March 28, 2013 from Group Hanover for a partial reduction to the landscaping/bufferyard requirements and a waiver of the environmental impact study for the Aquaphoenix land development plan. Motion carried unanimously.

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

The following subdivision and land development plans were formally filed:

P13-07 Charles E. Lehigh, Elizabeth M. Lehigh, Paul M. Lehigh and Samuel M. Lehigh

Commissioners Klunk/Goldsmith moved to approve the following subdivision and land development plans:

- P12-10 - The Marital Trust for the Benefit of Rita M. Neiderer
  - P13-01 - Baresville Elementary School Additions & Renovations
  - P13-06 - Hickory Falls Family Entertainment Center
- Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on July 15, 2013:

- P04-25 - South Heights
  - P04-26 - Stonewicke
  - P06-23 - Brookside Avenue Townhouses
  - P07-27 - Sterling Brown
  - P08-20 - Park Hills Manor
  - P10-12 - York Village Apartments
  - P13-02 - Glade Village
  - P13-03 - Brookside Heights - Phase I
- Motion carried unanimously.

Health & Sanitation - Commissioner Klunk had nothing to report.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None,

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Prieber/Klunk moved for adjournment at approximately 7:09 P.M. Motion carried unanimously.

Respectively submitted,  
*Kristina J. Rodgers*  
Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MAY 20, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, May 20, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Heilman, Prieber, Goldsmith and Klunk. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Interim Zoning Officer Swanner, and Township Engineer Bortner.

**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 Felix announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege. Brandon Miller, an Eagle Scout candidate, was present at the meeting.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the April 15, 2013 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:**

Joseph Tatela, 115 Lion Drive, expressed concern that he and his wife are being targeted by the police for comments he made as a representative of the Hanover Patriots Party when the Township had discussed police pension issues during a budget hearing held about two years ago. He stated that some of the problems might be legitimate but there have about a dozen incidents within the last two years that have caused him and his wife concern. As a result they have put their house up for sale. Commissioner Felix requested that Mr. Tatela and Chief Laughlin schedule a meeting to address Mr. Tatela's concerns.

Commissioner Felix presented Administrative Assistant Rodgers with a plaque certifying her successful completion of the Leadership Hanover training course.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Prieber had nothing to report.

Personnel Committee - Commissioner Heilman had nothing to report.



Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,293,957.59. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Heilman/Goldsmith moved to approve a request dated March 20, 2013 from the Jefferson Carnival, Inc. for a waiver of the sign permit fees to advertise the Jefferson Carnival from July 15, 2013 to July 20, 2013. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated May 1, 2013 from the Penn Township Lions Club for a waiver of the sign permit fee to advertise a chicken barbeque on June 15, 2013. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 808 appointing Rager, Leham & Houck, P.C. as Township auditor and setting the compensation for services rendered in 2013. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Planning & Recreation Committee – Commissioner Klunk:

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

The following subdivision and land development plans were formally filed:

P13-08 - Andrew Y. & Sharon L. Brough & Andrew Y. Brough & Allen Haar Trust

Commissioners Klunk/Goldsmith moved to approve the following subdivision and land development plans:

P13-07 - Charles Lehigh, Elizabeth M. Lehigh, Paul M. Lehigh and Samuel M. Lehigh

P13-08 - Andrew Y. & Sharon L. Brough & Andrew Y. Brough & Allen F. Haar Trust

Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on August 19, 2013:

P01-28 - High Point @ Rojen Farms

P03-30 - Mustang Pointe

P13-05 - Aquaphoenix Scientific

Motion carried unanimously.

Commissioner Klunk commended Township Engineer Bortner and the public works department on the job they did paving the driveways at Young's Woods.

Health & Sanitation - Commissioner Klunk

Commissioners Klunk/Goldsmith moved to award the refuse unit bid to Central Poly Corporation, Linden, NJ for a bid price of \$199.96 per 1000 units. Motion carried unanimously.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None,

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Goldsmith/Prieber moved for adjournment at approximately 7:19 P.M. Motion carried unanimously.

Respectively submitted,



Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JUNE 17, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, June 17, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Heilman, Prieber, Goldsmith and Klunk. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Interim Zoning Officer Swanner, and Township Engineer Bortner.

**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 Felix announced that an executive session was held following the Finance Committee meeting on June 3, 2013.

Commissioner Felix announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the May 20, 2013 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:**

Chuck Baumgardner, South Western School District Transportation Director, was present to thank the Board of Commissioners for the good working relationship that the District has with the Township's police, fire and public works departments. He stated that the police department has provided suggestions on how to improve their transportation issues and provides up to date road conditions during inclement weather. He stated that the fire department has provided help to get the buses around accident scenes to facilitate getting the children to and from school. He also stated that the public works department has provided information on the road conditions and has had the Township roads ready for travel when the busses are ready to pick up students. It has allowed the District to have school in session when other districts have closed.

Matthew Lynd, Penn Township Volunteer Emergency Services, was present to inform the commissioners about the intent of PTVES to spend \$150,000 to replace the chassis on one of the ambulances. He explained the maintenance costs on the two older ambulances, which is a

result of the increase in calls. He stated that the income generated from the calls is not covering the expenditures on the ambulance. He stated that there is nothing wrong with the current box and they can remove it and place it on the new chassis. The new chassis will have 4-wheel drive capability and will allow the ambulance to reach some of the steeper driveways in the Township and to be used during snow events without utilizing the brush truck. They are budgeting \$150,000 for the improvement but they anticipate it to be lower than the estimate. They can proceed in several ways such as paying cash or borrowing for the equipment. He stated that he believes the last ambulance purchases were cash purchases. He stated that they have gone with a smaller chassis, which is safer for the drivers, crew and passengers. The public safety committee will review at the next meeting.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

**Public Safety Committee - Commissioner Prieber**

Commissioners Prieber/Goldsmith moved to approve a request dated May 21, 2013 from the Hanover Area Council of Churches to conduct the annual Crop Walk on Sunday, October 20, 2013. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to approve a request dated May 11, 2013 from the Muscular Dystrophy Association to conduct a 5k walk on Saturday, October 5, 2013. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to approve a request dated May 30, 2013 from the Haiti Bible Mission to conduct a 5k walk on Saturday, September 28, 2013. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to adopt Resolution No. 812, adopting the York County 2013 Hazard Mitigation Plan. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to appoint Matthew Lynd as a student intern for the police department for the summer of 2013. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to approve a request dated June 10, 2013 from the Hanover Fire Department for the use of the Penn Township fire police and ambulance for the Liberty Day festivities. Motion carried unanimously.

**Personnel Committee - Commissioner Heilman**

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 813 setting the rate of pay for the part time code inspector. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 814 setting the rate of pay for the summer engineering intern. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,189,776.24. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Heilman/Goldsmith moved to approve a request dated April 17, 2013 from St. Joseph's Parish for a waiver of the permit fees associated with a yard sale being held on August 24, 2013. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated May 20, 2013 from Apostolic Ministries for a waiver of the municipal property tax for 2013. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution numbers 809, 810 and 811 eliminating contributions to the fire pension fund for 2011, 2012, and 2013. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Commissioners Goldsmith/Klunk moved to award the Clover Lane traffic signal equipment bid to Signal Control Products, Branchburg, NJ for a bid price of \$66,746. Motion carried unanimously.

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plan was formally filed:

P13-09 - Amish Markets at Hanover

There were no subdivision and land development plans submitted for approval.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on September 16, 2013:

P09-10 - American Home Contractors LLC

P12-12 - Breezewood Drive

Motion carried unanimously.

Health & Sanitation - Commissioner Klunk

Commissioners Klunk/Heilman moved that the purchase of the refuse units be readvertised and publicly rebid due to the low bidder, Central Poly withdrawing its bid and the

second bidder, All American Poly, not meeting the bid requirements. Motion carried unanimously.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Goldsmith/Klunk moved for adjournment at approximately 7:26 P.M. Motion carried unanimously.

Respectively submitted,

Jeffrey R. Garvick  
Township Manager

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JULY 15, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, July 15, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Heilman, Prieber and Klunk. Commissioner Goldsmith was absent with notice. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Interim Zoning Officer Swanner, and Township Engineer Bortner.

**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 Felix announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the June 17, 2013 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:** None

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Prieber

Commissioners Prieber/Klunk moved to approve a request dated June 25, 2013 from the Providence Community Church to conduct a 5K race on Saturday, August 24, 2013. Motion carried unanimously.

Personnel Committee - Commissioner Heilman

Commissioners Heilman/Klunk moved to authorize the Penn Township Civil Service Commission to conduct a Sergeant's promotional exam utilizing the firm of Stanard and Associates, Inc. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Klunk moved to approve Township warrants in the amount of \$1,023,675.33. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Heilman/Klunk moved to approve a request dated June 10, 2013 from Grace United Methodist Church for a waiver of the sign permit fees to advertise their revival being held August 12 through August 15, 2013. Motion carried unanimously.

Public Works Committee – Commissioner Klunk:

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

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plan was formally filed:

P13 - 10 - Whispering Run Phase 2A

There were no subdivision and land development plans submitted for approval.

Commissioners Klunk/Prieber moved to approve the following extension requests that will expire on October 21, 2013:

- P04 - 25 - South Heights
  - P04 - 26 - Stonewicke
  - P06 - 23 - Brookside Avenue Townhouses
  - P07 - 27 - Sterling Brown
  - P08 - 20 - Park Hills Manor
  - P10 - 12 - York Village Apartment, LCL
  - P13 - 02 - Glad Village
  - P13 - 03 - Brookside Heights - Phase I
- Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated June 7, 2013 from Group Hanover for a partial waiver of the landscaping and bufferyard requirements at the Amish Markets at Hanover. After some discussion about the possibility of outside sales, the motion carried unanimously.

Health & Sanitation - Commissioner Klunk

On Monday, July 15, 2013, the following bids were opened and publicly read aloud by Township Manager Jeffrey Garvick for refuse units:



<u>Bidder</u>	<u>Amount</u>
Central Poly Corporation 2400 Bedle Place P.O. Box 4097 Linden, NJ 07036	\$212 per 1000 units
All American Poly 40 Turner Place Piscataway, NJ 08854	\$205.55 per 1000 units
Dynapak Corporation 112 Helton Drive Lawrenceberg, TN 38464	\$235.40 per 1000 units
Waste Zero 8540 Colonnade Center Drive Suite 312 Raleigh, NC 27615	\$239.99 per 1000 units
Unipak Corporation P.O. Box 3000027 Brooklyn, NY 11230	No bid

Commissioners Klunk/Prieber moved to award the refuse unit bid to All American Poly, Piscataway, NJ for a bid price of \$205.55 per 1000 units. Motion carried unanimously.

Commissioners Klunk/Prieber moved to authorize the Township Manager to execute an assignment agreement with GHD to continue with engineering services previously provided by Commonwealth Engineering and Technology. Motion carried unanimously.

**MANAGERS REPORT:** The Manger noted that the Hanover Regional Economic meeting will be held on July 18, 2013.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Police Chief Laughlin reported that the police department was preparing to host a night out event on August 6, 2013 from 6:00 to 8:30 p.m. in conjunction with the National Night Out program. The event will be held at South Western School District and is free to the public. The department will be giving away bicycles that were donated by local merchants.

Commissioners Prieber/Klunk moved to approve participation by Township police and fire department personnel in the National Night Out event to be held on August 6, 2013 at the South

Western High School from 6 to 8:30PM. Motion carried unanimously.


**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Goldsmith/Klunk moved for adjournment at approximately 7:10 P.M. Motion carried unanimously.

Respectively submitted,

  
Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
AUGUST 19, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, August 19, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Heilman, Klunk and Goldsmith. Commissioner Prieber arrived at 7:02 p.m. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Interim Zoning Officer Swanner, and Township Engineer Bortner.

**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 Felix announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the July 15, 2013 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:**

Mike Baker, 1030 Friar Run, was present to express concern regarding the proposed Ordinance No. 750, and the right of the Township to enter onto a property to mow grass or cut weeds. He believes that the Township should consult with the Township Solicitor and International Property Maintenance Code Association about challenges to the Code. President Felix stated that the language in the IPMC is widely accepted and court tested. He went on to explain that the reason for the amendment is a possible conflict with language in an older ordinance that was never deleted or amended.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

**Public Safety Committee - Commissioner Prieber**

Commissioners Prieber/Goldsmith moved to approve a request dated July 26, 2013 from the Hanover Area Jaycees requesting permission to hold the annual Halloween parade on Thursday, October 31, 2013, with a rain date of Monday, November 4, 2013. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to set trick or treat for Tuesday, October 29, 2013 from 6:00 p.m. to 8:00 p.m. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to approve a request dated July 26, 2013 from the South Western School District to conduct a 5k run on October 5, 2013. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to approve a request dated August 1, 2013 from the South Western Band Boosters to conduct two band competitions on September 28, 2013 and October 26, 2013. Motion carried unanimously.

Personnel Committee - Commissioner Heilman had nothing to report.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,862,856.76. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor #60.

Public Works Committee – Commissioner Goldsmith:

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

Planning & Recreation Committee – Commissioner Klunk:

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

Commissioners Klunk/Goldsmith moved to adopt Resolution No. 815 authorizing the township manager to execute the PennDOT agreement for E-permitting. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to adopt Ordinance No. 750 amending the Property Maintenance Code and the Code of Penn Township. Motion carried unanimously on a roll call vote.

Commissioners Klunk/Goldsmith moved to approve a request dated June 28, 2013 from Hanover Land Services requesting a waiver of the land development requirements for 25 Barnhart Drive. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve a Memorandum of Understanding with Johnston and Associates for the construction of Breezewood Drive. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve a request dated August 6, 2013 from Jeff and Donna Becker for a temporary waiver of the sidewalk requirements at 132 Littleton Drive with the stipulation that the Penn Township Board of Commissioners may require that sidewalks be installed at some future date. Motion carried unanimously.

There were no plans submitted for formal filing.  
There were no subdivision and land development plans submitted for approval.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on November 18, 2013:

P01-28 - High Point @ Rojen Farms  
P03-30 - Mustang Pointe  
P13-05 - Aquaphoenix Scientific  
Motion carried unanimously.

Health & Sanitation - Commissioner Klunk had nothing to report.

**MANAGERS REPORT:**

**OLD BUSINESS:** None.

**NEW BUSINESS:** Commissioner Heilman reminded the Commissioners that the Finance Committee meeting would be held on August 28, 2013.

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Goldsmith/Klunk moved for adjournment at approximately 7:13 P.M. Motion carried unanimously.

Respectively submitted,



Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
SEPTEMBER 16, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, September 16, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Heilman, Klunk, Prieber and Goldsmith. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Zoning Officer Swanner, and Township Engineer Bortner.

**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 Felix announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the August 19, 2013 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS: None.**

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Prieber

Commissioners Prieber/Goldsmith moved to approve a request dated August 22, 2013 from the Hanover Public School District requesting permission to conduct the homecoming parade on October 4, 2013. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to approve a request dated August 20, 2013 from the Hanover Athletic Booster Club to conduct the third annual Hawk Hustle 5k on November 16, 2013. Motion carried unanimously.

Personnel Committee - Commissioner Heilman had nothing to report.

Finance Committee - Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,441,506.08. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Heilman/Goldsmith moved to approve a request dated August 22, 2013 from the Penn Township Lions Club requesting a waiver of the sign permit fee to advertise a chicken barbeque on September 14, 2013. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve the 2014 Minimum Municipal Obligations for the Penn Township Police Pension Plan, the Penn Township Firefighters Pension Plan and the Penn Township Non Uniformed Pension Plan. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated August 29, 2013 from the South Western School District for a waiver of the sign permit fee for a banner to advertise school bus driver vacancies. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 816 appointing and setting the rate of pay for the zoning officer for the remainder of 2013. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Commissioners Goldsmith/Klunk moved to adopt Ordinance No. 751 laying out and adopting as public roads portions of Beck Mill Road, Boulder Road and portions of Tyler Drive. Motion carried 5-0 on a roll call vote.

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plan was formally filed:

P13-11 - Pinebrook - Phase I

Commissioners Klunk/Goldsmith moved to approve the following subdivision and land development plans:

P13-02 - Glade Village

P13-10 - Whispering Run Phase 2A

Motion carried.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on December 16, 2013:

P09-10 - American Home Contractors LLC  
P12-12 - Breezewood Drive  
P13-09 - Amish Markets at Hanover  
Motion carried unanimously.

Health & Sanitation - Commissioner Klunk

Commissioners Klunk/Goldsmith moved to adopt Ordinance No. 752 approving the plan of construction of sanitary collection sewers within and to that portion of the Township consisting of Boulder Road and Tyler Drive. Motion carried 5-0 on a roll call vote.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** Questions from the press were received and answered.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Goldsmith moved for adjournment at approximately 7:09 P.M. Motion carried unanimously.

Respectively submitted,



Kristina J. Rodgers  
Township Secretary



**MINUTES**  
**BOARD OF COMMISSIONERS PUBLIC MEETING**  
**OCTOBER 21, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, October 21, 2013 at the Penn Township Municipal Building. Vice President Heilman called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Heilman, Klunk, Prieber and Goldsmith. Commissioner Felix was representing the Board of Commissioners at the meeting of the York County Rail Trail Authority, and therefore was absent with notice. Also present were Solicitor Tilley, Police Chief Laughlin, Zoning Officer Swanner, and Township Engineer Bortner. Manager Garvick was also in attendance at the meeting of the YCRTA.

**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 Heilman announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the September 16, 2013 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:** None.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Prieber had nothing to report.

Personnel Committee - Commissioner Prieber

Commissioner Prieber and Police Chief Laughlin announced the promotion of Dawn Gartrell from patrolman to probationary sergeant. They then presented her with a sergeant's badge.

Commissioners Prieber/Goldsmith moved to approve Resolution No. 817 setting the rate of pay for the Assistant to the Engineer. Motion carried unanimously.

Finance Committee – Commissioner Klunk:

Commissioners Klunk/Goldsmith moved to approve Township warrants in the amount of \$1,954,326.19. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor number #60.

Commissioners Klunk/Goldsmith moved to approve a request dated August 28, 2013 from the Hanover Area Jaycees for a waiver of the permit fees to advertise the Halloween Parade on October 31, 2013. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve a request dated September 4, 2013 from Grace United Methodist Church for a waiver of the sign permit fee to advertise the Christmas Bazaar on November 23, 2013. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve a request dated September 6, 2013 from St. Joseph's Parish for a waiver of the sign permit fee to advertise the Christmas Bazaar on November 9, 2013. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plans were formally filed: None.

Commissioners Klunk/Goldsmith moved to approve the following subdivision and land development plan:

P13 - 11 - Pinebrook - Phase I  
Motion carried.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on January 20, 2014:

P04 - 25 - South Heights  
P04 - 26 - Stonewicke  
P06 - 23 - Brookside Avenue Townhouses  
P07 - 27 - Sterling Brown  
P08 - 20 - Park Hills Manor  
P10 - 12 - York Village Apartments, LCL  
P13 - 03 - Brookside Heights - Phase I  
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve a request received September 3, 2013 from Steven Barrick for a variance to the sign ordinance for Barrick Insurance. Motion carried unanimously.

Health & Sanitation - Commissioner Klunk

Commissioners Klunk/Goldsmith moved to approve an Agreement of Sale with Hanover Borough for nutrient credits. Motion carried unanimously.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** Questions from the press were received and answered.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Goldsmith moved for adjournment at approximately 7:10 P.M. Motion carried unanimously.

Respectively submitted,



Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
NOVEMBER 18, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, November 18, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Heilman, Klunk, Prieber and Goldsmith. Also present were Solicitor Tilley, Township Manager Garvick Police Chief Laughlin, Zoning Officer Swanner, and Township Engineer Bortner.

**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 Felix announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the October 21, 2013 meeting of the Board of Commissioners were approved as submitted.

**AWARD PRESENTATION**

Chief Laughlin and Public Safety Chairman Prieber presented the police officer of the year award to Eric Zumbum.

**PERSONS TO BE HEARD CITIZENS COMMENTS:**

Commissioner Felix publicly recognized webelos scouts from First United Methodist Church Cub Pack 110, attending the meeting to qualify for citizenship merit badges. The commissioners provided the scouts with a brief explanation as to what the commissioners' duties entail and what local government provides the citizens.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

**Public Safety Committee - Commissioner Prieber**

Commissioners Prieber/Goldsmith moved to approve the Intergovernmental Cooperation Agreement with Hanover Borough regarding the shared services of the Fire Chief. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to approve the York County SPCA animal care and housing agreement for 2014. Motion carried unanimously.

Personnel Committee - Commissioner Heilman

Commissioner Heilman presented a Certificate of Appreciation, issued by the Pennsylvania State Association of Township Commissioners, to Commissioner Felix for his sixteen years of service as a member of the Penn Township Board of Commissioners.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,072,676.82. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor number #60.

Commissioners Heilman/Goldsmith moved to approve a request dated October 11, 2013 from the West Manheim Lions Club for a waiver of the sign permit fee to advertise their annual Christmas tree sale. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 818 authorizing the consolidation and elimination of certain bank accounts. Motion carried unanimously.

Commissioner Heilman gave the first reading of the 2014 budget. He stated that projected General Fund revenue is \$9,871,743 with projected expenses being \$10,419,119. Commissioner Heilman reported that the Highway Aid Fund is balanced with \$653,196 in revenues and expenditures and the Sewer Revenue Fund is balanced with \$6,832,188 in revenues and expenditures. The budget will be presented for public display on December 6, 2013.

Public Works Committee – Commissioner Goldsmith:

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

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plans were formally filed:

P13-12 - Belco Community Credit Union

P13-13 - Gateway Hanover - Lot 1C

P13-14 - South Hanover Shopping Center - Advance Auto Parts

P13-15 - High Pointe at Rojen Farms North Amendment to Final S/D Plan Due to NPDES

There were no subdivision and land development plans submitted for approval.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on February 17, 2014:

P01-28 - High Pointe @ Rojen Farms  
P03-30 - Mustang Pointe  
P13-05 - Aquaphoenix Scientific  
Motion carried unanimously.

Commissioner Klunk announced that the final Regional Economic Development Plan meeting would be held on Thursday, November 21, 2013 when the plan and recommendations will be presented.

Health & Sanitation - Commissioner Klunk

On Wednesday, November 13, 2013, the following bids were opened and publicly read aloud for the Main Line and Manhole Lining Project:

<u>Bidder</u>	<u>Amount</u>
Abel Recon P.O. Box 476 3925 Columbia Avenue Mountville, PA 17554	\$542,863.05
AM-Liner East, Inc. 601 Jack Enders Blvd Berryville, VA 22611	\$739,408.00
Lanzo Trenchless Technology North 28137 Groesbeck Highway Roseville, MI 48066	\$1,213,700.00

Commissioners Klunk/Heilman moved to award the sewer main line and manhole lining project to Abel Recon, Mountville, PA for a bid price of \$542,863.05. Motion carried unanimously.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** Questions from the press were received and answered.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Goldsmith/Prieber moved for adjournment at approximately 7:20 P.M. Motion carried unanimously.

Respectively submitted,



Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
DECEMBER 16, 2013**

**CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:**

The Penn Township Board of Commissioners met in a regular session on Monday, December 16, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Heilman, Klunk, and Prieber. Commissioner Goldsmith was absent with notice. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Zoning Officer Swanner, and Township Engineer Bortner.

**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 Felix announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal, personnel, and other issues involving attorney/client privilege.

**APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:**

The minutes of the November 18, 2013 meeting of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD CITIZENS COMMENTS:**

Bob Channel, Hanover Exchange Club, was present to request permission to utilize the Amish Markets of Hanover located along Broadway for the annual builders show. He stated that this is their major fundraiser and allows them to provide scholarships to students. He stated this is the only site available in the area for the builders show. Mr. Channel tried to address the concerns that he was made aware of. He stated that he would make sure that there were enough doors and exits and parking for the event would be offsite so the guests would be shuttled in. Manager Garvick reported on the building issues. The rear portion of the building being requested by the Exchange Club is designated as "warehouse" for storage and not for "mercantile" or sales. There are not enough exits for people to leave the building in case of emergency. The owner, Mr. Silbaugh, has submitted a second phase land development plan for the property but the off site improvements would need to be completed prior to the plan being approved. The rear part of the facility has not been inspected for fire code compliance. There are only 165 parking spaces for the Amish Markets and they were all occupied during there soft opening.



The Commissioners expressed concern that there would not be enough parking for the show since the Amish Markets will also be open during the same hours as the builders show. Mr. Channel stated that the Exchange Club has permission from Blue Dog Bookspan to park at their facility and shuttle guests to the builders show. The Commissioners stated that the building was not designed for the use as proposed by the Exchange Club and there are safety concerns with allowing this type of use. The Commissioners would consider other options if they were presented.

Commissioner Felix noted that Kaiden Miller was present to work on a Cub Scout Badge.

### **PUBLIC HEARING - 2014 BUDGET**

Commissioner Heilman stated that the 2014 budget has proposed a tax increase with a minimal increase in expenses for the year. The overall budget has increased less than one percent. The revenue has not increased in most areas, which has created the shortfall. The budget shows .15 mill tax increase to offset some of the declines in revenue in 2013.

There were no Penn Township residents at the meeting who wished to comment on the 2014 budget and the public hearing was closed.

Commissioners Heilman/Klunk moved to adopt Ordinance No. 753, the 2014 budget. Motion carried 3-1 on a roll call vote with Commissioner Prieber casting the dissenting vote.

Commissioners Heilman/Klunk moved to adopt Ordinance No. 754, setting the real estate tax rate for 2014 at 3.65 mills. Motion carried 3-1 on a roll call vote with Commissioner Prieber casting the dissenting vote.

Commissioners Heilman/Klunk moved that the Manager be authorized to balance all 2013 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

### **TOWNSHIP REPORTS - STANDING COMMITTEES:**

#### **Public Safety Committee - Commissioner Prieber:**

Commissioners Prieber/Klunk moved to adopt Ordinance No. 756 amending Section 127-7 speed limits established for Gitts Run Road. Motion carried 4-0 on a roll call vote.

Commissioners Prieber/Klunk moved to approve the Klugh Animal Control Service Agreement for 2014. Motion carried unanimously.

#### **Personnel Committee - Commissioner Heilman**

Commissioners Heilman/Klunk moved to appoint Douglas Stambaugh, GHI Inc., as the Township's Sewage Enforcement Officer. They further moved that Douglas

Barmoy and Reginald Baugher, Hanover Land Services, be appointed as the Township's alternate Sewage Enforcement Officers. Motion carried unanimously.

Commissioners Heilman/Klunk moved to adopt Resolution No. 819 appointing Jeffrey Garvick as the Township Treasurer effective January 1, 2014. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Klunk moved to approve Township warrants in the amount of \$1,493,864.79. Motion carried unanimously with Commission Klunk abstaining from warrants for vendor number 60.

Commissioners Heilman/Klunk moved to adopt the revised Minimum Municipal Obligation for the Penn Township Police Pension Plan. Motion carried unanimously.

Public Works Committee – Commissioner Prieber:

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

Commissioners Prieber/Klunk moved to ratify the execution of the CSXT PUC Stipulation Agreement by the Solicitor on behalf of Penn Township. Motion carried unanimously.

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plans were formally filed:

P13-16 - Whispering Run - Phase 2B - Final Plan

Commissioners Klunk/Prieber moved to approve the following subdivision and land development plans:

P13-03 - Brookside Heights - Phase I

P13-12 - Belco Community Credit Union

P13-13 - Gateway Hanover - Lot 1C

P13-15 - High Point at Rojen Farms North - Amendment to final S/D plan due to NPDES reapplication

Commissioners Klunk/Prieber moved to approve the following extension requests that will expire on March 17, 2014:

P09-10 - American Home Contractors LLC

P12-12 - Breezewood Drive

P13-09 - Amish Markets at Hanover

Motion carried unanimously.

Commissioners Klunk/Heilman moved to approve a request dated November 20, 2013 from Burkentine & Sons for a waiver of the residential lighting requirements for Pinebrook Phase I. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated October 30, 2013 for a waiver of the land development requirements for Hanover Borough for the construction of a pump station located at the Parr's Hill Reservoir. Motion carried.

Health & Sanitation - Commissioner Klunk had nothing to report.

**MANAGERS REPORT:** There were no additions/corrections to this report.

**OLD BUSINESS:** None.

**NEW BUSINESS:**


Commissioners Klunk/Prieber moved to adopt Ordinance No. 755 establishing the time and place of the regular meetings of the Board of Commissioners. Motion carried 4-0 on a roll call vote.

**CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:** None.

**QUESTIONS FROM PRESS:** Questions from the press were received and answered.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Prieber moved for adjournment at approximately 7:28 P.M. Motion carried unanimously.

Respectively submitted,  
  
Kristina J. Rodgers  
Township Secretary