

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JANUARY 16, 2017**

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

The Penn Township Board of Commissioners met in a regular session on Monday, January 16, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Township Engineer Bortner, Zoning Officer Swanner, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the December 19, 2016 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

There were no citizens to be heard. Commissioner Heilman introduced Brody Goulden, a boy scout from St. Joseph's Catholic Church. He is in the ninth grade at South Western High School.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Health & Sanitation – Commissioner Van de Castle:**

Commissioner Van de Castle had nothing to report.

**Public Safety – Commissioner Felix:**

Commissioner Felix wished Commissioner Klunk a Happy Birthday.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to appoint Phillip Heilman to a one year term as Penn Township's representative to the Hanover Area Fire & Rescue Commission, said term to expire December 31, 2017. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to appoint Joseph Klunk to a two year term as Penn Township's representative to the Hanover Area Fire & Rescue Commission, said term to expire December 31, 2018. Motion carried unanimously.

Commissioners Brown/Klunk moved for the appointment of Police Officer Juliann Celich from probationary patrol officer to regular status, effective February 1, 2017. Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$2,436,281.07. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 887, appointing the York Adams Tax Bureau as Local Services Tax Collector. Motion carried unanimously.

Public Works – Commissioner Klunk:

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

Planning & Recreation:

Commissioners Klunk/Van de Castle moved to approve a request dated January 4, 2017 from Site Design Concepts to rescind a waiver of preliminary plan requirements for the Wellspan Properties, Inc. land development plan. Motion carried unanimously.

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

Commissioners Klunk/Van de Castle moved to approve the following subdivision and land development plan:

SL16-04 – Ruby A. Bentzel  
Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the following extension requests:

P04-25 – South Heights, to expire April 17, 2017

P16-07 – Proposed Medical Office Facility, to expire March 20, 2017.  
P16-12 – Meadow Springs, LLC., to expire April 17, 2017.  
P16-13 – TrueNorth Wellness Services, to expire June 19, 2017.  
Motion carried unanimously.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSON’S TO BE HEARD – CITIZEN’S COMMENTS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at approximately 7:08 P.M.

Respectfully submitted,  
*Angela M. Hallett*  
Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
FEBRUARY 20, 2017**

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

The Penn Township Board of Commissioners met in a regular session on Monday, February 20, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Township Engineer Bortner, Zoning Officer Swanner, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the January 16, 2017 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

Harold and Marie Welk, 1146 Baltimore Street addressed the Board concerning a tree that fell on the property at 1140 Baltimore Street on September 12, 2016. Mr. Welk said the neighbors got together and cleared the alleyway being blocked by the tree. He said the tree is precariously perched on an outbuilding and looks like it could fall at any moment. Is there anything the Township can do about it? Zoning Officer Swanner said, when the tree first came down, an initial violation was sent to the lien holder on the property. After that a citation was issued and there has been no response as of today. He explained that the property is already condemned for the water being shut off.

Commissioner Felix asked if we should move forward with correcting the problem and putting a lien on the property, since the Township could be liable for the safety issue. Solicitor Tilley said the Township is not liable for any safety issues, but the Property Maintenance Code does give the Township the right to take corrective action

where there's a public safety risk. He advised Zoning Officer Swanner to contact the lien holder and let them know they have ten days to correct the situation or the Township will do it for them and the property will go to sheriff's sale and the Township lien will then take precedent over the mortgage. Manager Rodgers asked if we need to bill the lien holder for the tree removal and give them thirty days to pay prior to putting a lien on the property. Solicitor Tilley confirmed she is correct. Zoning Officer Swanner asked if the Township is liable for any damage done to the building the tree is resting on. Solicitor Tilley said the contractor performing the work will be responsible for that. Zoning Officer Swanner said he will send a letter tomorrow and he will contact Mr. Welk when he has an update.

### **TOWNSHIP REPORTS – STANDING COMMITTEES:**

#### **Public Safety – Commissioner Felix:**

Commissioners Felix/Van de Castle moved to approve a request dated January 9, 2017 from Hanover Allied Veterans to conduct the annual Memorial Day parade on May 29, 2017. Motion carried unanimously.

#### **Personnel – Commissioner Brown:**

Commissioners Brown/Klunk moved to adopt Resolution No. 888, appointing Frederick W. Stine to a term as an alternate member on the Zoning Hearing Board, said term to expire March 2020. Motion carried unanimously.

Commissioners Brown/Klunk moved to enact the Penn Township Harassment Policy. Motion carried unanimously.

#### **Finance – Commissioner Brown:**

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,408,485.78. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated January 15, 2017 from St. Joseph Parrish for a waiver of the permit fees associated with their annual yard sale, to be held March 4, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated January 26, 2017 from Hanover Area Chamber of Commerce for a waiver of the permit fees associated with the annual Dutch Festival, to be held July 29, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated January 30, 2017 from the Hanover Exchange Club for a waiver of the permit fees associated with two fundraisers; the Hanover Builders Home & Garden Show, to be held March 9-11,

2017 and the Evening of Comedy & Magic, to be held April 14, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 889, providing a schedule of fees for permits and services. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated February 15, 2017 from York County Youth Aid Panel for a waiver of rental fees for use of the Community Room in 2017. Motion carried unanimously.

Health & Sanitation – Commissioner Van de Castle:

Commissioners Van de Castle/Felix moved to approve Change Order No. 2 from 4-M Construction to change the substantial completion date to May 19, 2017 for the Mullertown Pumping Station Upgrade Project. Motion carried unanimously.

Public Works – Commissioner Klunk:

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

Commissioners Klunk/Van de Castle moved to approve an agreement with MetEd for the installation of fourteen LED street lights. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Van de Castle moved to appoint Engineer Bortner as an alternate member of the YAMPO Association. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to set the bond amount for TrueNorth Wellness Services at \$100,953.60. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to accept the final inspection of the Martins Ridge improvements thus reducing the bond amount to \$0.00. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to accept the final inspection of the High Pointe North improvements thus reducing the bound amount to \$0.00. Motion carried unanimously.

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

Commissioners Klunk/Van de Castle moved to approve the following subdivision and land development plan:

P16-13 – TrueNorth Wellness Services  
Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the following extension requests, to expire May 15, 2017:

P01-28 – High Pointe @ Rojen Farms  
P03-30 – Mustang Pointe  
P16-06 – Brookside Heights, Phase 3  
Motion carried unanimously.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

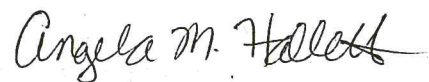
**PERSON'S TO BE HEARD – CITIZEN'S COMMENTS:**

Garrett Trout, CEO of TrueNorth Wellness Services, thanked the Board and Township Staff for helping him through the land development process. He said he was new to the process and Township Staff did an excellent job explaining things. Commissioner Heilman thanked him for his comments.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at approximately 7:19 P.M.

Respectfully submitted,



Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MARCH 6, 2017**

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

The Penn Township Board of Commissioners met in a special session on Monday, March 6, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Police Lieutenant Hettinger, and Township Secretary Hallett.

**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 read the announcement of the executive session held following the Board of Commissioners public meeting on February 20, 2017.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:**

There were no citizens to be heard.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Felix:**

Commissioner Felix had nothing to report.

**Public Works – Commissioner Klunk:**

Commissioner Klunk had nothing to report.

**Planning & Recreation – Commissioner Klunk:**

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

Commissioners Klunk/Van de Castle moved to approve the following subdivision and land development plan:

P16-12 – Meadow Springs, LLC



Motion carried unanimously.

Health & Sanitation – Commissioner Van de Castle:

Commissioner Van de Castle had nothing to report.

Finance – Commissioner Brown:

Commissioner Brown had nothing to report.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to approve the termination of Matthew W. Swanner, effective February 24, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve the Employee Agreement Release with Matthew W. Swanner. Motion carried unanimously.

Commissioners Brown/Klunk moved to appoint Shawn D. Garrett and Kristina J. Rodgers as Interim Zoning Officers, effective February 22, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to authorize the Township Manager to advertise for the position of Zoning Officer. Motion carried unanimously.

**OTHER BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN’S COMMENTS:** None.

**QUESTIONS FROM THE PRESS FOR THE COMMISSIONERS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at approximately 7:04 P.M.

Respectfully submitted,

*Angela M. Hallett*  
Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MARCH 20, 2017**

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

The Penn Township Board of Commissioners met in a regular session on March 20, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Caste. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Township Engineer Bortner, interim Zoning Officer Garrett, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the February 20, 2017 Board of Commissioners meeting were approved as submitted.

**PERSON'S TO BE HEARD/CITIZEN'S COMMENTS:**

Solicitor Tilley introduced Drake Pew. Mr. Pew is a senior at Dallastown Area High School and is being mentored by Solicitor Tilley. He is interested in becoming a lawyer and has been featured prominently in the newspaper because he is a four-sport athlete; playing football, soccer, lacrosse, wrestling.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Health & Sanitation – Commissioner Van de Castle:**

Commissioner Van de Castle had nothing to report.

**Public Safety – Commissioner Felix:**

Commissioners Felix/Brown moved to adopt Resolution No. 890, the disposition of Municipal records. Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,250,518.89. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated February 13, 2017 from South Western High School Bands for a waiver of the permit fees for their annual Spring Market Place Yard Sale to be held April 15, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated March 1, 2017 from the Hanover Lions Club for a waiver of the sign permit fee to advertise a Chicken Bar B Cue to be held May 20, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to award the #5-20 motor oil in 55 gallon drums joint bid to Petro Choice of Riddelsburg, PA for a bid price of \$4.73 per gallon. Motion carried unanimously.

Commissioners Brown/Klunk moved to award the #15-40 motor oil in 55 gallon drums joint bid to PPC Lubricants of Jonestown, PA for a bid price of \$6.85 per gallon. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved for the appointment of Travis C. Shearer from probationary Sergeant to Sergeant, effective April 1, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 891, setting the rate of pay for the interim Zoning Officer from March 6, 2017 through June 2, 2017. Motion carried unanimously.

Commissioners Brown/Klunk, with heavy hearts, moved to accept the resignation of Jan Cromer from the position of Fire Chief, effective March 31, 2017.

Commissioner Van de Castle thanked Chief Cromer for his service and offered his appreciation.

Motion carried on a 4-1 vote with Commissioner Heilman casting the dissenting vote.

Public Works – Commissioner Klunk:

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

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Thornbury Hunt from \$699,399 to \$283,917.77. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Van de Castle moved to appoint Jeffrey Garvick as representative to the Hanover Trolley Trail Operations Committee. 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:

- SL17-01 – Proposed Medical Office Facility
- SL17-02 – D&R Bean
- SL17-03 – Samuel M. & Karen G. Lehigh

Commissioners Klunk/Van de Castle moved to approve the following subdivision and land development plans:

- SL17-01 – Proposed Medical Office Facility
  - SL17 -02 – D&R Bean
- Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the following extension request, to expire June 19, 2017:

- P15-14 – Hanover Storage, LLC
- Motion carried unanimously.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSON'S TO BE HEARD/CITIZEN'S COMMENTS:**

Jeff Lobach, Attorney with Barley Snyder Attorneys at Law, thanked the Board for their quick action on approving the Wellspan preliminary plan. Attorney Lobach asked if Wellspan could make a short presentation and get some feedback from the Board.

Commissioner Heilman said they could present but that doesn't mean any action would be taken this evening.

Chris Schwab, TRG, said when Wellspan submitted to Penn DOT they proposed milling Baltimore Street down four inches and replacing it with two inches of overlay. Right now it's an eight inch wearing course and there are steep shoulders. Penn DOT said they would like the eight inches to remain. He said there will be less impact to property owners if they are able to mill it down. They do not need permission from the Township but they would like the Township's support in their request to Penn DOT's District Executive.

Commissioner Klunk said he is not prepared to make a decision on this tonight and the matter should be discussed at the Public Works Committee meeting on April 6, 2017. Solicitor Tilley said the Township Engineer will need to review the request and have an opportunity to share his comments with the Board.

Commissioner Heilman congratulated Mr. Garrett on his appointment to the position of interim Zoning Officer.

Commissioner Heilman thanked Fire Chief Cromer for the incredible job he has done for both Penn Township and Hanover Borough in managing both fire departments. He said Chief Cromer is owed a great deal of gratitude for his years of service and all he has done for the Township and the Community. He congratulated Chief Cromer on his retirement.

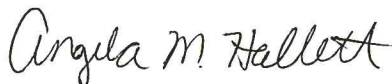
**QUESTIONS FROM THE PRESS FOR THE COMMISSIONERS:**

Questions from the press were asked and answered.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at 7:16 p.m.

Respectfully submitted,



Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
APRIL 17, 2017**

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

The Penn Township Board of Commissioners met in a regular session on April 17, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, and Klunk. Commissioner Van de Castle was absent with notice. Also present were Solicitor Tilley, Township Manager Rodgers, Police Lieutenant Hettinger, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the March 20, 2017 Board of Commissioners meeting were approved as submitted.

**PERSON'S TO BE HEARD/CITIZEN'S COMMENTS:** None.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Health & Sanitation – Commissioner Felix:

Commissioner Felix had nothing to report

Public Safety – Commissioner Felix:

Commissioners Felix/Klunk moved to authorize the execution of an MOU with the Hanover School District. Motion carried unanimously.

Commissioner Felix presented a Resolution of Appreciation to former Fire Chief Jan Cromer, in honor of his years of service with the Penn Township Fire Department, Hanover Borough Fire Department and Parkville Volunteer Fire Company. State Representative Kate Klunk was unable to attend the meeting, but wished to present Mr. Cromer with a citation for his years of service; Commissioner Felix presented this along with a citation from Senator Richard Alloway.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$973,342.70. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated March 6, 2017 from the Jefferson Carnival for a waiver of the sign permit fee to advertise their annual carnival, to be held July 17<sup>th</sup> through July 22<sup>nd</sup>, 2017. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to appoint Justin Heiland to a term on the Penn Township Planning Commission, said term to expire May, 2021. Motion carried unanimously.

Public Works – Commissioner Klunk:

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

Commissioners Klunk/Brown moved to adopt Resolution No. 892, approving the installation of adaptive traffic signal control technology. Motion carried unanimously.

Commissioners Klunk/Brown moved to ratify an agreement with MetEd for the installation of fourteen LED street lights at a cost of \$2,240. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Brown moved to set the bond amount for Hanover Storage, LLC at \$180,152.50. Motion carried unanimously.

Commissioners Klunk/Brown moved to approve a request dated March 20, 2017 from South Western School District for a waiver of land development requirements for the installation of turf on the football field. They further moved that all Township Staff reviews need to be completed prior to the issuing of a building permit. The Township will need the approved York County Conservation District plan prior to approval. Motion carried unanimously.

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

The following subdivision and land development plans was formally filed:

SL17-04 – High Pointe at Rojen Farms – South Section  
Phase IIB and IIC  
SL17-05 – Morningstar – Rice Lot Addition

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

SL17-03 – Samuel M. and Karen G. Lehigh  
Motion carried unanimously.

Commissioners Klunk/Brown moved to approve the following extension request, to expire July 17, 2017:

P04-25 – South Heights  
Motion carried unanimously.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSON'S TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

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

Respectfully submitted,



Angela M. Hallett  
Township Secretary



**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MAY 15, 2017**

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

The Penn Township Board of Commissioners met in a regular session on May 15, 2017 at the Penn Township Municipal Building. Vice President Klunk called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Klunk, and Van de Castle. Commissioner Heilman was absent with notice. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Township Engineer Bortner, and Interim Zoning Officer Garrett.

**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 Klunk announced that after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the April 17, 2017 Board of Commissioners meeting were approved as submitted.

**PERSON'S TO BE HEARD/CITIZEN'S COMMENTS:** None.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Health & Sanitation – Commissioner Van de Castle:**

Commissioner Van de Castle had nothing to report

**Public Safety – Commissioner Felix:**

Commissioners Felix/Brown moved to approve an extension of the Mobile Data Computer service agreement with York County Department of Emergency Services. Motion carried unanimously.

Commissioners Felix/Brown moved to appoint Michael Bolinsky as a member of the Penn Township Fire Police. Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Felix moved to approve Township warrants in the amount of \$761,468.99. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve a request dated April 24, 2017 from Friends of Codorus for a waiver of the sign permit fee to advertise Codorus Blast. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Felix moved to adopt Resolution No. 893, setting the rate of pay for a summer employee. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioners Van de Castle/Brown moved to approve the installation of additional MetEd street lights for a price of \$22,788.22. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to award a contract for the Joint Zoning Ordinance to Environmental Planning & Design, LLC of Pittsburgh, PA for a quoted price of \$40,030. Motion carried unanimously.

Planning & Recreation – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to accept the final inspection of the Conagra improvements thus reducing the bond to \$0. Motion carried unanimously.

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

The following subdivision and land development plans was formally filed:

- SL17-06 – High Pointe at Rojen Farms- Revised Parcel B
- SL17-07 – South Western School District and York Adams  
Community Tennis Association
- SL17-08 – Proposed Medical Office Facility
- SL17-09 – Final Subdivision Plan - Snyder's-Lance Inc.

Commissioners Van de Castle/Felix moved to approve the following subdivision and land development plans:

- P15-14 – Hanover Storage, LLC
  - SL17-04 – High Pointe at Rojen Farms – South Section – Phase II B and II C
  - SL17-05 – Morningstar-Rice Lot Addition
  - SL17-06 – High Pointe at Rojen Farm – Revised Parcel B
- Motion carried unanimously.

Commissioners Van de Castle/Felix moved to approve the following extension requests, to expire August 21, 2017:

- P01-28 – High Pointe @ Rojen Farms
  - P03-30 – Mustang Pointe
  - P16-06 Brookside Heights – Phase 3
- Motion carried unanimously.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSON’S TO BE HEARD/CITIZEN’S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Felix/Brown moved for adjournment at approximately 7:08 p.m. Motion carried unanimously.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JUNE 19, 2017**

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

The Penn Township Board of Commissioners met in a regular session on June 19, 2017 at the Penn Township Municipal Building. Vice President Klunk called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Klunk, and Van de Castle. Commissioner Heilman was absent with notice. Also present were Solicitor Tilley, Police Chief Laughlin, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett.

**PLEDGE OF ALLEGIANCE:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Klunk announced that after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the May 15, 2017 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Health & Sanitation – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to accept a professional engineering services proposal, dated May 25, 2017 from GHD, for headworks analysis. They further moved to authorize the Township Manager to execute the documents. Motion carried unanimously.

Commissioners Van de Castle/Felix moved to accept a professional engineering services proposal, dated May 25, 2017 from GHD, for ultraviolet disinfection system upgrade design. They further moved to authorize the Township Manager to execute the documents. Motion carried unanimously.

Commissioners Van de Castle/Felix moved to approve Change Order No. 3 from 4-M Construction, in the amount of \$3,000, for the Mullertown pumping station upgrade project. They further moved to authorize the Township Manger to execute the documents. Motion carried unanimously.

Public Safety – Commissioner Felix:

Commissioners Felix/Brown moved to appoint Amanda Lancaster as a member of the Penn Township Fire Police. Motion carried unanimously.

Commissioners Felix/Brown moved to appoint Hollis Harrell, Jr. as a member of the Penn Township Fire Police. Motion carried unanimously.

Commissioners Felix/Brown moved to approve a request dated June 2, 2017 from the Borough of Hanover for use of the Penn Township Fire Police during the annual fireworks display to be held July 4, 2017. Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Van de Castle moved to approve Township warrants in the amount of \$1,050,633.45. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve Resolution No. 894, appointing Smith Elliott Kearns & Company, LLC as the Township auditor for audit year ending in 2017. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve a request dated May 23, 2017 from South Western High School Bands for a waiver of all permit fees for their mattress sale, to be held June 24, 2017. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Van de Castle moved to appoint Michael Brown as an alternate representative to the Hanover Area Fire & Rescue Commission. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to ratify the appointment of Tony Clouser to the position of Fire Chief of the Hanover Area Fire & Rescue Commission for Hanover Borough and Penn Township. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to extend Resolution No. 891, setting the rate of pay for the Interim Zoning Officer. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve sexual harassment training for all Township employees, scheduled for July 12, 2017. Motion carried unanimously.

Commissioners Brown/Van de Castle moved for the appointment of Paul Mullin as legal counsel for intermunicipal sewer agreements with West Manheim Township. They further authorized the Township Manager to execute the documents. Motion carried unanimously.

Public Works - Commissioner Van de Castle:

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

Planning & Recreation – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to set the bond amount for South Western School District & York Adams Tennis Association at \$42,000. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to accept the final inspection of the South Hanover Automotive improvements, thus reducing the bond amount to \$0. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to accept the final inspection of the Saint Joseph Catholic Church improvements, thus reducing the bond amount to \$0. Motion carried unanimously.

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

The following subdivision and land development plan was formally filed:

SL17-11 – 401 Moulstown Road

Commissioners Van de Castle/Brown moved to approve the following subdivision and land development plans:

SL17-07 – South Western School District & York Adams Tennis Association

SL17-09 – Final Subdivision Plan – Snyders-Lance, Inc.

Motion carried unanimously.

There were no extension requests.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Van de Castle/Felix moved for adjournment at approximately 7:07 p.m. Motion carried unanimously.

Respectfully submitted,

*Angela M. Hallett*  
Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JULY 17, 2017**

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

The Penn Township Board of Commissioners met in a regular session on July 17, 2017 at the Penn Township Municipal Building. Vice President Klunk called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk and Van de Castle. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Police Lieutenant Hettinger, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett.

**PLEDGE OF ALLEGIANCE:**

All in attendance stood for the Pledge of Allegiance to the flag, which was followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Klunk announced that after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the June 19, 2017 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:**

Mike Winkler, 14 Boulder Road, was present to discuss renting the Township ball fields. He asked the Board to consider setting up a Recreation Committee to handle the renting of the fields. He believes Township residents would be willing to volunteer for the Committee. Commissioner Klunk advised Mr. Winkler that the Master Plan Committee has not made their recommendation yet and nothing will be considered until then.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Health & Sanitation Committee – Commissioner Van de Castle:**

Commissioner Van de Castle had nothing to report.



Public Safety – Commissioner Felix:

Commissioners Felix/Van de Castle moved to approve a request dated June 26, 2017 from the Pleasant Hill Volunteer Fire Company for use of the Penn Township Fire Police during their annual firefighter's carnival to be held July 24<sup>th</sup> thru July 29<sup>th</sup>, 2017. Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Heilman moved to approve Township warrants in the amount of \$1,442,514.44. Motion carried unanimously.

Commissioners Brown/Heilman moved to approve a request dated May 22, 2017 from Grace United Methodist Church for a waiver of all sign permit fees to advertise their revival. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Heilman moved for the appointment of Police Officer Derrick Malec from probationary patrol officer to regular status, effective August 1, 2017. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioners Van de Castle/Felix moved to approve a request dated June 7, 2017 from Lehigh's Greenhouse for modification of the sign permit requirements. They are allowed a thirty-two square foot sign with the stipulation that no other signs, permanent or temporary, are to be placed on the property. Motion carried unanimously.

Planning & Recreation – Commissioner Van de Castle:

Commissioners Van de Castle/Felix moved to set the bond amount for Wellsplan at \$1,394,403.45. Motion carried unanimously.

Commissioners Van de Castle/Felix moved to approve a request dated May 24, 2017 from GHI for waivers to Section 605 and Section 404 of the Penn Township Subdivision and Land Development Ordinance for the 401 Moulstown Road plan. Motion carried unanimously.

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

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

There were no subdivision and land development plans for approval.

Commissioners Van de Castle/Felix moved to approve the following extension request, to expire October 16, 2017:

P04-25 – South Heights  
Motion carried unanimously.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Van de Castle moved for adjournment at approximately 7:11 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
AUGUST 21, 2017**

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

The Penn Township Board of Commissioners met in a regular session on August 21, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Solicitor Tilley, Township Manger Rodgers, Police Chief Laughlin, Police Lieutenant Hettinger, Fire Chief Clouser, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

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

The minutes of the July 17, 2017 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Felix:**

Commissioners Felix/Van de Castle moved to authorize the execution of a Memorandum of Understanding with the South Western School District. Motion carried unanimously.

Commissioners Felix/Van de Castle moved to approve a request dated July 31, 2017 from the Hanover Area Jaycees requesting permission to hold the Halloween Parade on October 26, 2017, with a rain date of October 30, 2017. Motion carried unanimously.

Commissioners Felix/Van de Castle moved to set Trick or Treat night for October 24, 2017 from 6:00 p.m. to 8:00 p.m. Motion carried unanimously.

Commissioners Felix/Van de Castle moved to approve the Klugh Animal Control Services agreement for 2018. Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$968,897.52. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated July 2, 2017 from Saint Joseph Parrish requesting a waiver of fees for their yard sale to be held August 26, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a proposal dated August 14, 2017 from PNC bank to borrow up to two million dollars. They further moved to authorize the Township Manager and Bond Counsel to advertise the appropriate ordinance and notices, provided they are advertised in the Hanover Evening Sun. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a waiver of the filing fees for the reverse subdivision plan at Friar Run and Little John Court. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioner Brown had nothing to report.

Public Works – Commissioner Klunk:

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

Commissioners Klunk/Van de Castle moved to adopt Ordinance No. 799, an intergovernmental agreement for the implementation of the York County Regional Chesapeake Bay Pollutant Reduction Plan. Motion carried 5-0 on a roll call vote.

Commissioners Klunk/Van de Castle moved to authorize the Township Manager to execute an agreement with MetEd to transfer the fifteen Whispering Run Home Owner's Association lights to Penn Township. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Van de Castle moved to set the bond amount for 401 Moulstown Road at \$132,873.40. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to accept the final inspection of the Breezewood Drive Project, this reducing the bond amount to \$0. Motion carried unanimously.

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

Commissioners Klunk/Van de Castle moved to approve the following extension requests that will expire on November 20, 2017:

- P01-28 – High Pointe @ Rojen Farms
  - P16-06 – Brookside Heights – Phase 3
  - SL17-08 – Proposed Medical Office Facility
  - SL17-10 – Mustang Pointe
- Motion carried unanimously.

Health & Sanitation – Commissioner Van de Castle:

On Wednesday, July 19, 2017 the following bids were opened and publicly read aloud by Township Manager Rodgers for the refuse/recycling collection bid:

<u>Bidder</u>	<u>Amount</u>	<u>Year</u>
Republic Services	\$2.35 per bag	2018
3730 Sandhurst Drive	\$2.40 per bag	2019
York, PA 17406	\$2.45 per bag	2020
Penn Waste, Inc.	\$2.25 per bag	2018
P.O. Box 3066	\$2.25 per bag	2019
York, PA 17402	\$2.25 per bag	2020

Commissioners Van de Castle/Felix moved to award the refuse/recycling collection bid to Penn Waste, Inc., York, PA, for a bid price of \$2.25 per bag for the years 2018, 2019 and 2020. Motion carried unanimously.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSON'S TO BE HEARD/CITIZEN'S COMMENTS:**

Joel Washok with Penn Waste thanked the Board for the opportunity to work with Penn Township.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to discuss Commissioners Van de Castle/Brown moved for adjournment at approximately 7:10 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS MEETING  
SEPTEMBER 18, 2017**

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

The Penn Township Board of Commissioners met in a regular session on September 18, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

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

The minutes of the August 21, 2017 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Health & Sanitation – Commissioner Van de Castle:

Commissioner Van de Castle had nothing to report.

Public Safety – Commissioner Felix:

Commissioners Felix/Klunk moved to appoint Christopher Oberlin as a member of the Penn Township Fire Police. Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,058,481.25. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated August 15, 2017 from Grace United Methodist Church for a waiver of sign permit fees to advertise their annual Christmas Bazaar to be held on November 18, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated September 13, 2017 from Randy Brady for a waiver of sign permit fees to advertise the Mason Brady 5K/Biathlon to be held September 30, 2017. Commissioner Brown asked that Mr. Brady be informed to submit his request timelier next year. Manager Rodgers will take care of it. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt the 2018 Minimum Municipal Obligations for the Penn Township non-uniform pension plan in the amount of \$178,024.29, the Penn Township firefighter's pension plan in the amount of \$200,075.72, and the Penn Township police pension plan in the amount of \$724,448.65. Commissioner Heilman asked if the Township will be able to make the MMO payments if there is no State budget. Manager Rodgers said the 2017 state aid payment should be released September 28, 2017 and the last time there was no State budget state aid and highway aid payments were not delayed. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 895, authorizing the consolidation and elimination of certain bank accounts. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Ordinance No. 800, authorizing the incurrence of non-electoral debt by issuance of a general obligation note, series 2017, in the principal amount not to exceed \$2,000,000 for the purpose of paying the costs of a capital project and paying all costs and expenses of issuance of the note. The motion carried 5-0 on a roll call vote.

Commissioners Brown/Klunk moved to adopt Resolution No. 896, authorizing the consolidation and elimination of certain bank accounts. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioner Brown had nothing to report.

Public Works – Commissioner Klunk:

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



Commissioners Klunk/Van de Castle moved to approve a modification of signage requirements for the Lives Changed By Christ Church located at 1504 Broadway. The Lives Changed By Christ Church will be allowed one 16 square foot sign, as allowed by the Ordinance, at the entrance of the property. They will be allowed one sign that does not exceed 44.4 square feet on the front of the building near the main entrance. No other signage will be permitted. Commissioner Brown said there is a sign in the middle of the vacant field right now. Interim Zoning Officer Garrett said that is a temporary sign. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve an agreement with Met-Ed for the installation of fourteen street lights. They further moved to authorize the Township Manager to execute the agreement. Commissioner Klunk said we don't know when the lights will be put in. Motion carried unanimously.

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Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Brown moved to defer action until October 16, 2017 on a request dated August 10, 2017 from Burkentine & Sons Builders for a waiver of the residential lighting requirements for Meadow Springs because Scott Barnhart was unable to attend tonight's meeting due to a family illness. Motion carried unanimously

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

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

SL17-11 – 401 Moulstown Road  
Motion carried unanimously.

The following subdivision and land development plan was formally filed:

SL17-13 – Burkentine Plaza Units 7 & 8

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There were no extension requests.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at approximately 7:14 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS MEETING  
OCTOBER 16, 2017**

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

The Penn Township Board of Commissioners met in a regular session on October 16, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Laughlin, Fire Chief Clouser, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

Commissioner Heilman announced that an executive session to discuss legal, personnel, and other matters involving attorney/client privilege was held before the public meeting this evening.

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

The minutes of the September 18, 2017 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:**

Barbara Eisenhart, Jane Miller, and Judy Maust with the Guthrie Memorial Library were present to thank the Board for their support of the library. Ms. Eisenhart introduced herself as President of the library's Board of Governors. She said Ms. Miller is a longtime Board member and library employee and Ms. Maust is President of the Hanover Library Association and was a Board member for thirty-two years. Ms. Eisenhart handed out brochures and reviewed some statistics on what the library does. She thanked the Board for allowing the library to use the Community Park for their children's program and for all the support that's been given over the years. She asked that the Board continue to give what they are able and again thanked them for their

financial contributions over the years. Commissioner Heilman thanked them for the information and said they're welcome to attend meetings anytime.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Health & Sanitation – Commissioner Van de Castle:**

Commissioner Van de Castle had nothing to report.

**Public Safety – Commissioner Felix:**

Commissioners Felix/Van De Castle moved to approve the York County SPCA Care and Housing Agreement for 2018. Motion carried unanimously.

**Finance – Commissioner Brown:**

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,736,915.47. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve an agreement with Campbell Durrant Beatty Palombo & Miller, P.C. for special labor counsel. They further authorized the Township Manager to execute all documents for the agreement. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt the revised 2018 Minimum Municipal Obligation for the Penn Township Police Pension in the amount of \$666,593.76. Motion carried unanimously.

By order of York County Courts, Commissioners Brown/Klunk moved to adopt Resolution No. 897, approving the transfer of Liquor License No. R-15064 into Penn Township from Paradise Township, York County, Pennsylvania. Commissioner Brown said we tried to assure some safety and security measures but weren't successful. Commissioner Klunk said he's voting to adopt the Resolution but does not agree with some of the language. He felt the Township's reasons for denying the original request were weak and arbitrary. Motion carried unanimously.

Manager Rodgers gave the first reading of the 2018 budget. She reported the General Fund is balanced with \$12,298,069 in revenue and expenditures. Manager Rodgers reported the Highway Aid Fund is balanced with \$1,136,464 in revenue and expenditures. Manager Rodgers reported the Sewer Revenue Fund is balanced with \$8,320,650 in revenue and expenditures. Commissioner Heilman said the budget is not ready to be adopted and there will be more discussion.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved for the appointment of Police Officer Bryan Wheeler from probationary patrol officer to regular status, effective October 31, 2017. Motion carried unanimously.

Public Works – Commissioner Klunk:

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

Commissioners Klunk/Brown moved to approve a contract with Hanover Land Services for engineering consulting services. They further authorized the Township Manager to execute all documents for the contract. Motion carried unanimously.

Commissioners Klunk/Brown moved for the appointment of Eric Bortner as the primary voting representative and Kristina J. Rodgers as the alternate representative on the York County Stormwater Consortium. Motion carried unanimously.

Commissioners Klunk/Brown moved to approve an agreement with Met-Ed for the removal of street lights in the Whispering Run development. They further moved to authorize the Township Manager to execute the agreement. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Brown moved to approve a bond reduction for Pinebrook Villas – Phase 1 from \$31,780.38 to \$18,871.88. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to deny a request dated August 10, 2017 from Burkentine & Sons for a waiver of residential street lighting requirements for Meadow Springs. Motion carried unanimously.

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

Commissioners Klunk/Van de Castle moved to approve the following extension request that will expire on January 15, 2018:

P04-25 – South Heights  
Motion carried unanimously.

There were no Subdivision and Land Development plans for approval.

The following Subdivision and Land Development plans were formally filed:

SL17-14 – Above and Beyond Christian Child Care Center  
SL17-15 – Alfred L & Alice Chappell

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at approximately 7:18 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
NOVEMBER 20, 2017**

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

The Penn Township Board of Commissioners met in a regular session on November 20, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 pm with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Lieutenant Hettinger, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

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

The minutes of the October 16, 2017 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZEN’S COMMENTS:** None.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Health and Sanitation – Commissioner Van de Castle:**

Commissioner Van de Castle had nothing to report.

**Public Safety – Commissioner Felix:**

Commissioner Felix had nothing to report.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,526,009.93. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated September 16, 2017 from Saint Joseph Parish for a waiver of the sign permit fees to advertise their Christmas Bazaar held on November 11, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated October 17, 2017 from the Hanover West Manheim Township Lions Club for a waiver of the sign permit fees to advertise their Christmas tree sale that will begin on November 25, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated September 28, 2017 from the Knights of Columbus for a waiver of the sign permit fees to erect a banner for the holiday season. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated October 30, 2017 from the First United Methodist Church for a waiver of the sign permit fees to advertise their relief drive. Motion carried unanimously.

On Monday, November 6, 2017 the following bids were opened and publicly read aloud by Township Manager Rodgers for the 2017 rooftop units bid:

<u>Bidder</u>	<u>Amount</u>	<u>Unit</u>
James Craft & Son, Inc.	\$23,100	7 ½ Ton
2780 York Haven Road	\$14,900	6 Ton
P.O. Box 8	\$23,800	5 Ton
York Haven, PA 17370	\$22,700	4 Ton
	\$32,500	3 Ton
W.C Eshenaur & Son, Inc.	\$8,780	7 ½ Ton
200 South 41 <sup>st</sup> Street	\$8,480	6 Ton
Harrisburg, PA 17111	\$16,380	5 Ton
	\$15,200	4 Ton
	\$21,000	3 Ton
Liebold Incorporated	\$12,875	7 ½ Ton
2535 Panther Valley Road	\$11,800	6 Ton
Pottsville, PA 17901	\$15,890	5 Ton
	\$14,900	4 Ton
	\$18,800	3 Ton



Commissioners Brown/Klunk moved to award the 2017 Rooftop Units Bid to W.C. Eshenaur & Son Inc. of Harrisburg, PA for a bid price of \$8,780 for 7 ½ ton units, \$8,480 for 6 ton units, \$16,380 for 5 ton units, \$15,200 for 4 ton units, \$21,000 for 3 ton units for a total bid price of \$69,840. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve the Hanover Area Fire & Rescue Commission budget for 2018 with a contribution from Penn Township not to exceed \$2,406,913. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to adopt Resolution No. 898, appointing Pamela Berlingo to an unexpired term on the Penn Township Zoning Hearing Board, said term to expire January, 2022. Motion carried unanimously.

Public Works – Commissioner Klunk:

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

Commissioners Klunk/Van de Castle moved to approve a request dated October 10, 2017 from TrueNorth Wellness Services for a modification of the sign ordinance requirements. They will be allowed 79.26 square feet of signage. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve an agreement with Met-Ed for the installation of twenty street lights. They further authorized the Township Manager to execute the agreement. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the indemnification for application for highway occupancy permit with Wellspan Properties, Inc. They further authorized the Township Manager to execute the Highway Occupancy Permit. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Van de castle moved to deny a request dated October 18, 2017 from J.A. Myers Homes for a modification to the stormwater basin fence requirements for the Whispering Run Phase 2 plan. Motion carried unanimously.

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

Commissioners Klunk/Van de Castle moved to approve the following subdivision and land development plan:

SL17-15 – Alfred L. & Alice Chappell

Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the following extension requests that will expire on February 19, 2018:

P01-28 – High Pointe@Rojen Farms  
SL17-10 – Mustang Pointe  
P16-06 – Brookside Heights Phase 3  
Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the following extension request that will expire on December 18, 2017:

SL17-08 – Proposed Medical Office Facility  
Motion carried unanimously.

The following subdivision and land development plans were formally filed:

SL17-16 – 1040 Baltimore Street  
SL17-17 – Brookside Heights Phase 2 Lots 15E/16A  
SL17-18 – Magnolia Way

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FORM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at approximately 7:12 pm. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
DECEMBER 18, 2017**

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

The Penn Township Board of Commissioners met in a regular session on Monday, December 18, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Laughlin, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett.

**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 after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the November 20, 2017 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN'S COMMENTS:**

Jan Cromer, former Penn Township Fire Chief, acknowledged Commissioner Heilman's final meeting and thanked him for all he did for the Fire and EMS service as well as for him personally. He believes Commissioner Heilman always had what was best for the residents of Penn Township at heart. Commissioner Heilman thanked him for his words.

**PUBLIC HEARING – 2018 BUDGET:**

There were no Commissioners who wished to comment on the 2018 budget.

There were no Penn Township residents at the meeting who wished to comment on the 2018 budget and the public hearing was closed.

Commissioners Klunk/Felix moved to adopt Ordinance No. 801, the 2018 budget. Motion carried on a 4-1 roll call vote with Commissioner Brown casting the dissenting vote.

Commissioners Klunk/Felix moved to adopt Ordinance No. 802, setting the real estate tax rate for 2018 at 4.40 mills. Motion carried on a 4-1 roll call vote with Commissioner Brown casting the dissenting vote.

Commissioners Brown/Felix moved that the Township Manager be authorized to balance all 2017 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Health & Sanitation – Commissioner Van de Castle:

Commissioner Van de Castle had nothing to report.

Public Safety – Commissioner Felix:

Commissioner Felix had nothing to report.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$3,152,353.24. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated November 14, 2017 from York County Youth Aid Panel for a waiver of rental fees for use of the Community Room in 2018. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 899, amending Resolution No. 897, approving the transfer of Liquor License No. R-15064 into Penn Township from Paradise Township, York County, Pennsylvania. Commissioner Heilman informed the audience that they are only approving this Resolution because they have to. Solicitor Hovis explained that the Resolution is changing the name of the business. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 900, fixing the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2018. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 901, providing a schedule of fees for permits and services. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve an amendment to the general obligation note of 2017 for the Township to pay interest and principal on the amount outstanding. Motion carried unanimously.

Commissioners Brown/Klunk moved to rescind the purchase agreement with Penn Township Volunteer Emergency Services dated November 18, 2016. They further authorized the President of the Board to execute all documents. Solicitor Hovis explained that rescinding the agreement, Resolution No. 902 and approving a new purchase agreement were necessary steps to ensure the Township qualifies for realty transfer tax relief on the purchase of the 204 Clover Lane fire station. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 902, to purchase property located at 204 Clover Lane for the purpose of facilitating ongoing fire and emergency services within the Township. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a purchase agreement with Penn Township Volunteer Emergency Services for the purchase of the fire station located at 204 Clover Lane. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to reappoint Douglas Stambaugh, GHI Inc., as the Township Sewage Enforcement Officer. They further moved that Douglas Barmoy and Reginald Baugher, Hanover Land Services, be appointed as the Township Alternate Sewage Enforcement Officers. Motion carried unanimously.

Commissioners Brown/Klunk moved to accept the resignation of Justin Heiland from the Planning Commission, effective December 31, 2017. Commissioner Heilman explained that this motion is necessary because Mr. Heiland will become a Township Commissioner effective January 2, 2018. Motion carried unanimously.

Public Works – Commissioner Klunk:

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

Commissioners Klunk/Van de Castle moved to approve a Memorandum of Understanding with York County Planning Commission for the implementation of the CMP traffic signal timing project. Commissioner Heilman said this will help to improve the intersections of Grandview Road & Black Rock Road and Grandview Road & Baltimore Street. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Van de Castle moved to approve a request dated October 17, 2017 from GHI Engineers & Surveyors for a waiver to Section 605 of the Penn

Township Subdivision and Land Development Ordinance for an evergreen buffer at 1040 Baltimore Street. Commissioner Van de Castle stated that the Planning Commission gave a favorable recommendation on this request with the understanding that the owners of 1040 Baltimore Street would be responsible for replacing any trees removed from the existing evergreen buffer on the adjoining Hanover Borough property. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a request dated October 17, 2017 from GHI Engineers & Surveyors for a waiver to Section 605 of the Penn Township Subdivision and Land Development Ordinance for the fencing requirements at 1040 Baltimore Street. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Brookside, LLC Phase 1 from \$129,264.30 to \$124,864.30. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Brookside, LLC Phase 2 from \$88,511.53 to \$86,311.53. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Hanover Storage, LLC from \$180,152.5 to \$18,194. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Heights Ave, LLC from \$54,840.50 to \$5,513.75. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Pinebrook – Phase 2 from \$97,019.34 to \$30,668. Motion carried unanimously.

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

Commissioners Klunk/Van de Castle moved to approve the following Subdivision and Land Development plans:

SL17-08 – Proposed Medical Office Facility (Wellspan)  
SL17-17 – Brookside Heights – Phase 2 Lots 15E & 16A  
Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the following extension request that will expire on March 19, 2018:

SL17-13 – Burkentine Plaza Units 7 & 8  
Motion carried unanimously.

The following Subdivision and Land Development plan was formally filed:

SL17-19 – J.A. Myers

**MANAGER'S REPORT:**

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

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Commissioners Van de Castle/Felix moved to adopt Ordinance No. 803, establishing the time and place of the regular meetings of the Board of Commissioners. Motion carried on a 5-0 roll call vote.

On behalf of the Board of Commissioners, Commissioner Klunk presented Commissioner Heilman with a plaque, thanking him for his service as a Commissioner from 2006 to 2017 and for serving as president from 2016-2017. Commissioner Heilman thanked the Board for their recognition. He said it was a pleasure to serve among such wonderful people. After thirty-eight years with Southwestern school district and twelve years with the Township he's had fifty years worth of meetings to attend and looks forward to a break.

Commissioner Heilman explained, for those in the audience, that the purpose of this evening's meeting was to vote on items already discussed during Committee meetings. The meetings are held on the first Monday and first Tuesday of each month at 7:00 p.m.

Commissioner Heilman's family was present to recognize his final Board meeting and they each introduced themselves.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:** None.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at approximately 7:22 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary