

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MAY 18, 2020**

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

The Penn Township Board of Commissioners met in a regular session on Monday, May 18, 2020, via an online meeting. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Elksnis, Heiland, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, MS4 Coordinator Hirt, and Township Secretary Sweeney.

**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 Heiland read a summary of the Video Conferencing Guidelines.

Commissioner Heiland announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other legal matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the April 20, 2020 Board of Commissioners meeting were approved as submitted.

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

There were none.

**APPOINTMENT OF SUCCESSOR COMMISSIONER:**

Commissioners Brown/Van de Castle moved to appoint Jan D. Cromer, to the vacant position on the Penn Township Board of Commissioners. Motion carried on a 4-0 roll call vote.

Donna M. Sweeney, Notary, administered the oath of Office to Jan D. Cromer, officially swearing him in as a Commissioner of Penn Township.

**COMMITTEE APPOINTMENTS:**

Commissioner Heiland read the realignment of Committee appointments for 2020-2021 as follows:

Finance	Jan Cromer Michael Brown	Chairman Co-Chairman
Health & Sanitation	Mark Elksnis Ray Van de Castle	Chairman Co-Chairman
Personnel	Justin Heiland Michael Brown	Chairman Co-Chairman
Public Safety	Michael Brown Mark Elksnis	Chairman Co-Chairman
Public Works	Ray Van de Castle Jan Cromer	Chairman Co-Chairman
Planning Commission	Ray Van de Castle Mark Elksnis	
South Western Recreation Commission	Justin Heiland Michael Brown	Representative Alternate
South Western Liaison Committee (President, Vice-President)	Justin Heiland Michael Brown	Representative Alternate
Hanover Area Regional Economic Development Committee (President, Vice-President)	Michael Brown Justin Heiland	Representative Alternate
Police & Fire Pension Boards (Finance)	Jan Cromer Michael Brown	

Commissioners Brown/Van de Castle moved to appoint Jan D. Cromer, filling the vacancy on the Hanover Area Fire & Rescue Commission. Motion carried unanimously.

Hanover Area Fire & Rescue Commission	Michael Brown Jan Cromer Justin Heiland	Representative Representative Alternate
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**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Brown moved to continue the March 16, 2020 Disaster Declaration due to the COVID 19 pandemic for the period of April 27, 2020 through May

25, 2020, thus ratifying the extension of the original declaration. Motion carried unanimously.

Commissioners Elksnis/Van de Castle moved adopt Ordinance 833, to amend section 300-29 parking prohibited at all times of the Penn Township Code. Motion carried on a 5-0 roll call vote.

Commissioners Elksnis/Van de Castle moved to authorize the Township Manager to apply for the PEMA/FEMA Public Assistance DR-4506 – COVID-19 Grant. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle stated that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Planning – Commissioner Van de Castle:

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

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

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

Commissioners Van de Castle/Brown moved to approve the following extension request that will expire on August 17, 2020:

SL17-10 Mustang Pointe  
Motion carried unanimously.

Commissioners Van de Castle/Brown moved to approve the following extension request that will expire on November 16, 2020:

SL19-13 Brookside Heights Phase IV  
Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Van de Castle moved to approve Township warrants in the amount of \$1,045,805.98. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to adopt Resolution No. 959, adopting a real estate tax deferral of penalties associated with real estate taxes levied and due upon tax parcels within Penn Township pursuant to the First-Class

Township Code, the Local Tax Collection Law, and the General Local Government Code. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve an agreement with Smith Elliott Kerns & Company, LLC, providing audit and accounting services to the Township for years 2020, 2021, and 2022. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioner Brown/Van de Castle moved to adopt a proclamation honoring the Graduating Class of 2020. Motion carried unanimously.

Health & Sanitation – Commissioner Elksnis:

Commissioners Elksnis/Van de Castle moved to approve the Chesapeake Bay Countywide Action Plan Implementation Grant agreement.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** There was none.

**NEW BUSINESS:**

Commissioner Elksnis thanked Township Manager Rodgers for all the work she has been doing during this difficult time due to COVID-19.

Commissioners Brown/Van de Castle moved for the destruction of the recording of this meeting following the approval of the minutes. Motion carried unanimously.

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

**QUESTIONS FROM THE PRESS:** There were none.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Van de Castle/Brown moved for adjournment at approximately 7:19 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary