

MINUTES
PUBLIC WORKS COMMITTEE
OCTOBER 2, 2023

The Penn Township Public Works Committee convened on Monday, October 2, 2023, meeting at 8:12 p.m., following the Public Safety Committee Meeting. Present were Chairman Heiland, Commissioners Berlingo, Black, Brown, and Elksnis. Also present were Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, and Township Secretary Sweeney. Zoning Officer Smith was absent with notice. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the September 5, 2023, Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BONDS: Engineer Bortner recommended setting an additional bond amount of \$6,490.00 for Carroll County Christian Center to ensure the completion of the decorative fence surrounding Detention Berm #1. He also suggested reducing the bond amount for Trone Family Trust – 1020 Baltimore Street to \$0, thus releasing the bond. The Committee recommended approving these amounts.

BARNHART DRIVE: Township Engineer Bortner reported that two temporary construction easements are required for the project. He met with representatives of the property owners at 17 and 26 Barnhart Drive. Neither representative had issues with granting the easements, and the solicitor is currently working on the agreements. As the work will not be completed this year, the project has been moved to the budget for 2024.

PARK HEIGHTS BOULEVARD REALIGNMENT-PHASE I CULVERT REPLACEMENT: Township Engineer Bortner reported the project is completed except for some punch list items. Ordinance Number 817 imposed weight restrictions on the bridge; thus, he recommended removing the restriction through an amending Ordinance. The Committee recommended an Ordinance to remove the restrictions. Engineer Bortner reported that the next phase of the total project involves obtaining a permit from the DEP to extend the remainder of the culvert. He mentioned that this matter will be addressed in the budget presentation to determine whether the Committee would like to proceed with realigning the road.

WILSON AVENUE PAVING – CSXT: Township Engineer Bortner reported the Township has submitted all necessary requirements to CSX for the completion of the paving within their right of way. CSX noted they have a 30-day window to review the paperwork. Engineer Bortner mentioned that the work will most likely not be completed until next year.

GUIDE RAIL PROGRAM: Township Engineer Bortner reported North Blettner Avenue, Industrial Drive, and Cooper Drive are the three culverts requiring work. The Township is nearing

completion in acquiring all the necessary easements, and the project will soon be ready for the bidding process. Although initially budgeted for this year, it will need to be postponed to 2024.

OIL CREEK STREAM STABILIZATION PROJECT: Township Engineer Bortner reported that half of the easement agreements have been received. He intends to proceed with efforts to obtain the remaining easements. The aim is to have the project completed in 2024.

STREET SWEEPER: Township Engineer Bortner reported the street sweeper was delivered on August 30, with training held on September 12th. The sweeper has been in use during the paving projects. The 2008 Elgin Pelican can be sold on Municibid. He requested to proceed with the listing and whether a minimum bid should be placed on the equipment. The Committee recommended moving forward with listing the sweeper on Municibid.

SUBDIVISION AND LAND DEVELOPMENT PLANS: Township Engineer Bortner provided the Committee with a review of the current Subdivision and Land Development Plans. Current Plans are:

- SL17-10 – Mustang Pointe
- SL21-05 – Elsner Engineering Works
- SL22-01 – Water Street Four, LLC
- SL22-07 – Carroll County Christian Center
- SL22-10 - 934 Baltimore Street – Cody Bentzel
- SL22-11 – Liberty Restoration & Construction, LLC
- SL22-12 – Holland Construction-100 Blettner Avenue
- SL22-15 – WAWA Food Market & Fueling Station
- SL23-04 – 820 Hershey Heights Road – Small & Rinker
- SL23-05- Maitland Investment Corporation-630 Westminster Avenue

MS4 UPDATE: Township Engineer Bortner reported the Annual Report for 2022-2023 was submitted on September 28, 2023.

EXTENSION REQUESTS: Township Engineer Bortner submitted extension requests for SL22-12 Holland Construction-100 Blettner Avenue. The Committee recommended approving the request.

RECREATION: ARBOR LANE BASKETBALL COURT REVITALIZATION: Township Engineer Bortner reported that he was contacted by Kevin Klunk, who requested the South Western girls' basketball team members realign the basketball courts on Arbor Lane as a service project. As Mr. Klunk was not in attendance, the Committee decided to postpone this discussion, and place on the agenda for next month.

2024 PUBLIC WORKS BUDGET PRESENTATION: Township Engineer Bortner presented the 2024 Public Works budget, starting with Highway Aid. The Township received notification that the state aid for 2024 would be approximately \$534,786.99. Hopefully, this amount will exceed the anticipated sum, which will be added to the carryover from this year. PennDOT limits the usage of the funds for specific projects, mainly for road salt, streetlamp electricity, and paving

projects. Proposed paving projects for 2024 include base repairs on sections of Beck Mill Road and Clover Lane, along with the paving of portions of Bankert Road, Fame Avenue, Hershey Heights, and the remaining portion of Wilson Avenue. The estimated total for Highway Aid in 2024 is around \$1,200,000.

In the Public Works budget, projected paving projects from the general fund comprise of portions of Beaver Creek Road, Barnhart Drive, Fame Avenue, Hershey Heights Road, Oak Hill Circle, Oak Hill Drive, Park Heights Boulevard, and Wilson Avenue. Blooming Grove Road and preliminary designs for Grandview Road are included. Engineer Bortner proposed hiring a consultant to commence the preliminary design. Although acknowledging the necessity to assess the intersection, Commissioner Elksnis expressed concern about potential outdated designs if the Township proceeded before the start to address this project. Engineer Bortner also expressed guidance next phase for Park Heights Boulevard to obtain a permit from DEP to realign the road. No conclusion was made on either matter. Engineer Bortner also reported increased costs for installing streetlights in developments, with developers reimbursing some of the expenses. Additionally, he included Capital Outlay costs for a tilt trailer/compact loader trailer, two flagger illumination stands, an articulating boom lift, and security cameras for the public works building. He incorporated the cost of replacing the forklift, which needs repair, and the cost of a Brush Chipper for which he hopes to apply for/receive a 902 grant for the purchase. He emphasized labor cost increases due to contractual obligations.

He provided updates on the Engineering budget. IT service expenses continue to rise. Engineer Bortner mentioned that travel and training expenses align with historical projections. However, due to the COVID pandemic in the past two years, travel and training have predominantly been conducted virtually in front of a computer. He expressed hope that in-person training would resume. Furthermore, he highlighted the maintenance issues with a 2014 interceptor, suggesting it be considered for replacement.

OTHER MATTERS: RENTAL OF COMMUNITY ROOM: Manager Ledley reported that there is an HOA interested in renting the Community Room on a regular basis. The rental fee is addressed in the fee schedule. Commissioner Heiland inquired if the proposed security cameras would cover the area. Chief Hettinger confirmed that they would. The Committee had no issues.

CITIZEN'S COMMENTS REGARDING THE DISCUSSION ITEMS: There were none.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary