

MINUTES
PUBLIC WORKS COMMITTEE
JANUARY 6, 2015

The Penn Township Public Works Committee convened on Tuesday, January 6, 2015 at 7:00 p.m. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Assistant Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the December 2, 2014 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEER'S REPORT: None.

COLUMBIA GAS: Manager Garvick received a street occupancy permit request from Columbia Gas Transmission (CGT) to bore under Outback Drive to install a new gas line. Mike McClain, and CGT members were present to discuss this request and a request to open cut Outback Drive if they are unable to complete the installation by boring. A discussion was held concerning the ROW and easement impact for current residents and future development restrictions on Outback Drive. The Committee will consider the request.

STREETLIGHT REQUEST: Assistant Manager Rodgers provided a resolution to add additional streetlights in the Thornbury Hunt Subdivision. The Committee recommended holding the resolution since the preliminary plan for the subdivision has not yet been approved.

SUBDIVISION/LAND DEVELOPMENT & ZONING ORDINANCES UPDATES: The Committee reviewed a proposed change to Section 514 of the Subdivision/Land Development Ordinance and changes to Sections 300.2, 302.1, 320 and 324 of the Zoning Ordinance. A discussion was held about changing zoning regulations and being able to uphold the enforcement of the ordinances. The Committee recommended holding the changes for further review.

Assistant Manager Rodgers will request a final draft of the Joint Comprehensive Plan to review before proceeding with the adoption of the plan.

COMMUNITY PARKS: Assistant Manager Rodgers reported that she received only one request to rent the ball fields for the spring. Hanover Little League is requesting to rent both fields from March 9th thru June 12, 2015.

RFP FOR COMMUNITY PARK/YOUNGS WOODS: Assistant Manager Rodgers received information on five additional firms from Engineer Bortner to contact in regards

to the RFP for the community park development. She will contact the firm who did submit an RFP to find out if they are able extend their proposal.

CHESAPEAKE BAY: Assistant Manager Rodgers received an email from York County in reference to the Chesapeake Bay Pollutant Reduction Plan. The DEP did not approve the provision because the county did not meet the deadline. We will need to approve another ordinance.

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
FEBRUARY 3, 2015

The Penn Township Public Works Committee convened on Tuesday, February 3, 2015 at 7:00 p.m. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Assistant Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: Commissioner Goldsmith announced there was an executive session held following the Finance Committee meeting on February 2, 2015 to discuss personnel matters.

APPROVAL OF MINUTES: The minutes of the January 6, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Robert Sharrah was present to discuss the Thornbury Hunt plan with the corrective plat and request the Committee's preliminary recommendation for approval to the Planning Commission. Royal Building now owns Thornbury Hunt and is obtaining the six signatures required for the plan. York County Planning comments have been received and will be reviewed. The plan will need to have the required signatures before being approved by the Board of Commissioners.

COLUMBIA GAS: Assistant Manager Rodgers and Township Engineer Bortner met with Columbia Gas to discuss the installation of a new gas line under Outback Drive. It was suggested to place cul-de-sacs' on either end of Outback Drive and for the Township to receive the right-of-way on the south side in order to continue the road thru in case the land becomes available to develop. The Township is still awaiting a response from Columbia Gas and paperwork for our Solicitor to review.

SUBDIVISION/LAND DEVELOPMENT & ZONING ORDINANCES UPDATES: The Committee discussed and recommended the proposed changes to Section 514 Recreation Dedication of the Subdivision/Land Development Ordinance combining the three recreation districts into one. The Committee will further review Ordinance 623, Section 302.1 Recreational Vehicles, Trailers and Boats. The Committee discussed and recommended the proposed changes to Section 300.2, 320, and 324 of the Zoning Ordinance.

CHESAPEAKE BAY: Assistant Manager Rodgers attended the recent York CBPRP meeting. Since the county did not meet the deadline with the DEP, the Chesapeake Bay provision was not approved. The solicitor has since forwarded the revised agreement and ordinance for the Committee's review. The Committee recommended approving the ordinance.

ELVIN DEITER REQUEST: Assistant Manager Rodgers discussed a sign waiver request from Elvin Deiter in reference to constructing and placing a sign advertising the Hanover Farmer's Market on private property within Penn Township. Assistant Manager

Rodgers has contacted Hanover Borough in reference to this request to confirm whether Mr. Deiter is a market vendor. The Committee discussed the possibility of a waiver if the request comes from the Borough. The Committee also felt that the sign did not meet the provisions of the sign ordinance. The Committee recommended holding the request for further review.

COMMUNITY PARKS: The Committee discussed whether or not to take reservations for the baseball fields. We have received one request from the Hanover Little League. Since the parks were developed to be available for everyone in the community, the Committee declined the Hanover Little League request to reserve the ball fields.

The Committee received an invitation from Conewago Township to attend their development meetings pertaining to their community park. The Committee declined the invitation.

JOINT COMP PLAN: Assistant Manager Rodgers reported the final draft of the comp plan is on the comp plan website and inquired whether there were any further changes. A resolution is available to proceed with adopting the plan. The Committee recommended holding off adopting the resolution until confirmation is received from Hanover Borough on their approval of the plan.

The meeting was adjourned at 7:38 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
MARCH 3, 2015

The Penn Township Public Works Committee convened on Tuesday, March 3, 2015 at 7:03 p.m. following the special meeting of the Board of Commissioners. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were, Township Engineer Bortner, WWTP Superintendent Mahone, Township Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the February 3, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

APIO HANOVER PLANT EXPANSION: Gerald Funke of GHI Engineers and Surveyors was present to discuss February 5, 2015 and March 2, 2015 waiver requests for the APIO Hanover Plant Expansion. The requests included waiving the full streetscape bufferyard along Industrial Drive, waiving the environmental impact study since the expansion is out of existing wetlands & floodplain, waiving the access drive to a larger width to accommodate tractor trailers, and waiving the fencing requirement to install a fence around the storm water management basin. The Penn Township Planning Commission will review the requests at their next meeting.

HIGH POINTE @ ROJEN FARMS: The Committee received a request dated February 25, 2015 from Robert Sharrah of Sharrah Design Group, Inc. representing High Pointe LLC for a waiver of showing the sanitary and storm water facilities on the High Pointe @ Rojen Farms B & C Subdivision Plan. The bulk of this property is in West Manheim Township with the edge of the property in Penn Township. The Penn Township Planning Commission will review the request at their next meeting.

THORNBURY HUNT STREET LIGHTS: Manager Rodgers discussed the resolution to adopt the seven lights in Thornbury Hunt along Brian Lane, Beck Mill Road and Boulder Road which is being changed to Granite Road. The developers as well as Manager Rodgers have contacted Met-Ed to change the street name on the resolution. The Committee recommended approving the resolution so it does not hold up the preliminary plan.

SUBDIVISION/LAND ORDINANCE: Manager Rodgers reviewed the letter sent to York County Planning Commission and the Penn Township Planning Commission regarding the Subdivision/Land Development Ordinance amending the recreational districts. Depending on comments received by the commissions, she is anticipating scheduling a public hearing prior to the Board of Commissioners meeting on April 20, 2015 followed by adopting the ordinance during the meeting. The Comprehensive Plan will be reviewed and Gannett Fleming will be contacted if we need any changes.

AQUAPHOENIX: Gerald Funke of GHI readdressed the Committee in reference to the Aquaphoenix application fee for refiling their land development plan. The plan had previously been approved, but the developer is having trouble obtaining Met-Ed signatures in a timely manner. There was a discussion regarding not submitting the plan until all the signatures have been obtained and what the fee should be for resubmission. The Committee recommended the plan be filed for the minimum filing fee.

YMCA –WEST MANHEIM: Mr. Funke also brought up the new YMCA construction is looking to hook-up their sanitary sewer thru West Manheim and from there have the sewage removed through Penn Township. The Committee suggested he check with West Manheim to see if they have the EDU's available.

The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
APRIL 7, 2015

The Penn Township Public Works Committee convened on Tuesday, April 7, 2015 at 7:00 p.m. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Township Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: Commissioner Goldsmith announced there was an executive session held following the Finance Committee meeting on April 6, 2015 to discuss personnel matters.

APPROVAL OF MINUTES: The minutes of the March 3, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEER'S REPORT: Center Street Detour – Engineer Bortner reported they are still working on a detour for the Center Street project. Trial runs will be held later in the week. He is anticipating a course for Hanover Terminal to agree too.

Martin's Ridge – Manager Rodgers and Engineer Bortner met with Tony Forbes to discuss the street paving in Martin's Ridge. C.E. Williams has been retained by Mr. Forbes to complete the paving project. They would like to begin paving in May.

South Heights – After reviewing the plan submitted by Hanover Land Services, Engineer Bortner found a discrepancy between the original waiver request for widening and curbing along Westminster Avenue and Cooper Road and what was motioned at the Board of Commissioners meeting. The Committee decided that the motion for a waiver of curb and sidewalk was for Westminster Avenue only. The motion did not include Cooper Road. Engineer Bortner will have the developer stake out the road as it has been approved on previous plans and review from there.

Mustang Heights – Engineer Bortner attended a pre-construction meeting. Construction is set to begin in April.

Thornbury Hunt – Engineer Bortner reported start-up will begin weather permitting this week.

Breezewood Drive – Engineer Bortner reported the water problems along Breezewood Drive have been corrected with an additional inlay of storm sewer and trench drains.

SUBDIVISION PLAN EXTENSIONS: – Manager Rodgers reported we have received extension requests for each of the plans that are set to expire in April with the exception of York Village Apartments. Mr. Leibowitz spoke with Zoning Officer Swanner on March 25, 2015 but no further extension request has been submitted. The Committee

recommended denying the extension request. The Committee recommended an additional explanation from Park Hills Manor since they have been using the same extension reason for five years.

ORDINANCE AMENDMENT: Manager Rodgers has submitted the revisions suggested by the York County Planning Commission for the changes to the recreational districts in the Subdivision/Land Development Ordinance. If a favorable recommendation is received, she would like to schedule the public hearing after the LERTA hearing in May in order to adopt the ordinance. The Committee recommended the hearing.

COMMUNITY PARK RFP: Manager Rodgers reported she has received only two RFP's pertaining to the community park after mailing twelve requests. She would like to reject the bids, thanking them for their suggestions and letting them know we are reconsidering the scope of the project. An option would be to return to the original plan of a community center using the existing building.

BALL FIELD RESERVATIONS: Manager Rodgers thanked the Committee for no longer renting the fields. During a recent Township Managers Meeting it was announced that under Pennsylvania law starting July 1, 2015 all volunteers must be fingerprinted. The Township would be liable to confirm all volunteers using the fields were fingerprinted.

The meeting was adjourned at 7:29 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
MAY 5, 2015

The Penn Township Public Works Committee convened on Tuesday, May 5, 2015 at 7:00 p.m. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Township Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: Commissioner Goldsmith announced there was an executive session held following the Finance Committee meeting on May 4, 2015 to discuss personnel matters. Commissioner Goldsmith also announced an executive session will be held following the Health and Sanitation Committee meeting.

APPROVAL OF MINUTES: The minutes of the April 7, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEER'S REPORT: Center Street – Engineer Bortner reported Kinsley has paved through the intersection and PennDot completed the line painting. The contractor has the temporary signal close to being finished. He is waiting on the detour signs to be installed.

Martin's Ridge – Engineer Bortner has continued to meet with Tony Forbes and believes things are moving forward.

Breezewood Drive – Engineer Bortner reported the base course is down. Final paving will be completed after school lets out for the summer. He is working on a cost estimate for widening the culvert. The Committee recommended obtaining the necessary permits and proceeding with the widening.

LIGHTING UPGRADE: Manager Rodgers reviewed the Paragon proposal for upgrading the municipal building lighting including having Jim Baumgardner available to assist with the bid documents. While the Township did not meet one Met-Ed rebate deadline, there are additional rebates available through 2016 to help offset the costs for the upgrade. The Committee inquired about including the sewer plant in the bid. WWTP Superintendent Mahone indicated he would be able to upgrade the sewer plant in-house and would not need to have the plant included in the bid. The Committee recommended proceeding with the bid proposal.

JOINT ZONING ORDINANCE: Manager Rodgers reported the grant which was submitted last fall for the Joint Zoning Ordinance with Hanover Borough has not been executed through the York County Planning Commission. The Committee discussed moving forward without joining the Hanover Borough and if the ordinance could be reviewed and revised in-house or if an RFP would need to be created. The last zoning ordinance update was in 2003 in conjunction with the Township's Comp Plan. The

Committee will further review.

SIDEWALK WAIVER REQUEST: The Committee received a request dated April 28, 2015 from Burkentine & Sons requesting a waiver of the sidewalk requirement for 11 Amanda Avenue and 22 Amanda Avenue. The Committee recommended denying the request.

TENNIS COURTS: Manager Rodgers received notification from Tri-Township Park that the bid amount for the tennis court resurfacing came in lower than expected. She was also made aware that the York/Adams Tennis Association did not receive their funding and will not be building this year.

OTHER MATTERS: Manager Rodgers reminded the Committee about the public hearing and subsequent ordinance adoption for the consolidation of the recreation fees during the Board of Commissioners meeting on May 18, 2015.

The meeting was adjourned at 7:17 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
JUNE 2, 2015

The Penn Township Public Works Committee convened on Tuesday, June 2, 2015 at 7:00 p.m. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Township Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: Commissioner Goldsmith announced there was an executive session held following the Finance Committee meeting on June 1, 2015 to discuss personnel matters.

APPROVAL OF MINUTES: The minutes of the May 5, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: John Bittinger, 900 Cooper Road, was present to request the Committee to consider not widening Cooper Road for the proposed homes in the South Heights subdivision. Mr. Bittinger is concerned about driveways opening onto Cooper Road. He mentioned Cooper Road is small and charming, has been paved and is in good condition. He feels widening would create confusion due to the varying road widths and encourage more traffic with a risk of accidents. The Committee thanked Mr. Bittinger for his time and would take his comments under consideration.

SALDO/Joint Zoning Ordinance – Engineer Bortner updated the Committee about the status of the grant for the Joint Zoning Ordinance with Hanover Borough. If the Township continues with Hanover Borough it will be until 2016 before the plan is reviewed. It will take almost a year to pick a consultant. Engineer Bortner and Manager Rodgers met with the York County Planning Commission. The Commission indicated they would be willing to offer assistance to the Township if we started the review process on our own. A suggestion was made to begin reviewing and revising the Township's ordinances. Then if a joint venture becomes available we would be able to incorporate the revisions. The Committee recommended forming an in-house committee to begin updating the current Township Zoning Ordinance.

Moore Drive – Engineer Bortner reported he noticed the second invoice from GHD for the Moore Drive culvert replacement had increased over the original bid because of an increase in the scope of the project. GHD provided a letter to explain the changes. The increased costs created a need for a bid change order. The Committee recommended processing the change order.

Breezewood Drive – Engineer Bortner reported on a PA DEP G11 permit available for expanding the current culvert 12 feet on either side which would save costs associated for the improvement. Engineer Bortner reviewed plans for the culvert based on this permit with the Committee. A discussion was held pertaining to the water line in the ROW and at this time it was felt the water line did not need to be moved. The Committee recommended applying for the permit to proceed with the widening.

Anita Miller – The Committee received a request dated May 20, 2015 from GHI requesting a waiver of the curb, gutters and sidewalks requirement for Ms. Miller's property on Beck Mill Road. The Penn Township Planning Commission will make a recommendation at their next meeting.

Brookside Avenue – Engineer Bortner reviewed the sketch plan for the townhouses on Brookside Avenue with the Committee. He and Manager Rodgers have met with the developer about the size of the right of way (ROW) including a neighboring property that narrows the corner of the ROW. A discussion was held concerning options for the street. The Committee recommended changing the street to one-way with parking only on one side and having the developer submit a plan as proposed by the sketch plan.

Martin's Ridge – Engineer Bortner noted a wearing course has been put on the streets in Martin's Ridge. Final paving is not yet complete. He is working with Hanover Land Services to begin getting the streets ready for dedication within the next few months. There is a concern of possible mechanics liens against the development for non-payment to contractors. The Township has not received the sewer right of way dedications.

High Pointe North – Engineer Bortner updated the Committee on the status of the streetlights being installed in High Pointe North. The streetlights along Tyler and Kaitlyn have been installed on private property. The developer is correcting the installation and will be running the lines in the ROW and not the residents' properties.

EISENHOWER DRIVE EXTENSION: Manager Rodgers and Engineer Bortner recently met with consultants Thompson & Johnson, PennDot, and Hanover Borough regarding extending Eisenhower Drive to ease traffic congestion. PennDot was informed about the recommendations in the Comp Plan. Engineer Bortner is concerned about Carlisle Street and one of the new lights if Eisenhower is extended. The Committee discussed additional possible outlets for the extension. Further meetings and planning will need to be conducted.

DISPOSITION OF PROPERTY: Manager Rodgers reported the Township has a chipper available to sell on municibid. The Committee recommended preparing a resolution to authorize the sale.

CODE ENFORCEMENT OFFICER: Commissioner Heilman suggested looking into hiring an additional Code Enforcement Officer for weekend patrols.

OTHER MATTERS: Commissioner Felix recommended the recent Planning Commission applicant be contacted and interviewed in early fall.

The meeting was adjourned at 8:07 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
JULY 7, 2015

The Penn Township Public Works Committee convened on Tuesday, July 7, 2015 at 7:00 p.m. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Township Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Township Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: Commissioner Prieber read the announcement of the executive session held following the Board of Commissioners meeting on June 15, 2015.

APPROVAL OF MINUTES: The minutes of the June 2, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Sharon Narushoff, 11 Willow Court, was present to discuss recycling requirements and open trash burning in her neighborhood. Superintendent Mahone reviewed the Township's mandatory recycling program. The Committee reiterated the Township does not allow open trash burning and recommended the Fire Department be contacted the next time open burning is suspected.

ENGINEER REPORT: SALDO/Joint Zoning Ordinance – Engineer Bortner updated the Committee on the status of the Township Zoning Ordinance. He has begun reviewing and creating a proposed list of changes to the current ordinance. He suggested the municipal staff begin to meet twice a month in order to move the process ahead. Administrative Assistant Miller is reviewing and combining the Ordinance of Definition.

Center Street – Engineer Bortner reported the box culvert set was delayed due to the recent weather polluting the ground with water. He anticipates this being completed within the next few weeks.

Brookside Heights – Ted Decker of GHI and Scott Barnhart of Burkentine & Sons were present to discuss the revision request of the infiltration beds for the water runoff in Brookside Heights Phase I. They are requesting permission for a change to their Phase I plan to remove the water tanks and install piping for the runoff to be more consistent with DEP requirements. The Committee recommend holding the U&O for Lot 7 of the plan until approval from DEP is received. Mr. Barnhart also asked for permission to proceed with a preliminary engineering study on proposed cells for a future bridge installation.

Martins Ridge – Engineer Bortner reported the first submittal for the partial dedication of the streets was reviewed and needed revisions. The remainder of the dedication for the sanitary sewer still needs to be completed. There was a discussion pertaining to who is responsible for the partial unclaimed sewer connection.

High Pointe North – The developer has corrected the streetlight installations and the lights are ready to be dedicated. A resolution for the lights has been prepared. The

sewer and streets for Phase I should be ready for dedication in August. Engineer Bortner received notification from the developer's bank that the improvement bond due to expire on August 1, 2015 is not being renewed. The developer is willing to submit a performance bond for the correct amount. The Committee recommended adopting the streetlights and reducing the performance bond.

PLAN EXTENSIONS: Stonewicke P04-26 – Hanover Land Services requested an extension because they are “waiting on approval of the new zoning before continuing with engineering”. The Committee was not clear on the meaning of the request and asked Zoning Officer Swanner to contact Hanover Land Services and let them know there is no zoning change proposed for the property. If a thorough reason cannot be given, the Committee recommended denying the extension.

Brookside Heights-Phase II P14-08 – GHI requested an extension because they need “to allow time to secure bonding of improvements. Additional time needed to complete the improvements we intend to install instead of bonding them”. The developer may be waiting to sell more lots in Phase I to generate revenue in order to pay the taxes on Phase II. Zoning Officer Swanner noted this is the second extension request.

Brookside Avenue Townhouses P06-23 – Tim Mummert requested an extension because “Hanover Land is working on the revisions to the plans that were discussed at the Public Works meeting as per Eric Bortner”. Engineer Bortner reported he has not yet seen any plans with the changes suggested at the June 2015 Public Works meeting.

Park Hills Manor P08-20 – Clark Craumer requested an extension “to satisfy outstanding comments from the Township Engineer review and complete soil testing for YCCD for the E&S Plan. The soils testing should be complete within the next week and plans resubmitted to the Township Engineer within two weeks. Also we are waiting on DEP planning module approval from Hanover Boro”. The Committee noted the timeframe requested by Mr. Craumer had already expired based on the dates listed on the current extension request form. Zoning Officer Swanner noted previous extension requests were very similar. The Committee asked Zoning Officer Swanner to send a letter to Mr. Craumer informing him no further extensions would be approved. The testing needs to be completed.

South Heights P04-25 – Hanover Land Services requested an extension “addressing Engineer's comments and Cooper Road design”.

Sterling Brown P07-27 – Sterling Brown requested an extension while “waiting for a return email from Matt Swanner (request email to MS on 3 June '15 concerning a question and request for advice as how to move forward)”. Zoning Officer Swanner confirmed copies of his correspondence from the Solicitor were forwarded to the Committee. He explained the June 3rd email was not received and was located in his junk email folder. He responded to Mr. Brown on June 22, 2015 and has not yet heard back from him. The Township has an original approved plan from 1998 saying the land cannot be subdivided. The Committee recommended denying the extension.

COMMUNITY AID WAIVER: Manager Rodgers received a request dated June 16, 2015

from Community Aid for an exception to the sign ordinance. Community Aid has not been obtaining permits and has continued to leave their sign posted longer than permissible under the ordinance. The Committee is denying the request and will honor the previous agreement.

OTHER MATTERS: Commissioner Klunk proposed to no longer approve a year-long permit for realtors' temporary signs. The Committee recommended the change.

Commissioner Klunk reviewed notes from the recent Economic Development meeting he attended.

The meeting was adjourned at 7:57 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
AUGUST 3, 2015

The Penn Township Public Works Committee convened on Monday, August 3, 2015 at 7:19 p.m. following the Finance Committee meeting. Present were Commissioners Heilman, Klunk, Prieber and Felix. Commissioner Goldsmith was absent with notice. Also present were Police Chief Laughlin, Township Manager Rodgers, WWTP Superintendent Mahone, Township Engineer Bortner, Highway Foreman Mahan, Zoning Officer Swanner and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the July 7, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEER REPORT: SALDO/Joint Zoning Ordinance – Manager Rodgers and Engineer Bortner informed the Committee on the progress of updating the zoning ordinance. Copies of the meeting minutes will be distributed to the Board of Commissioners, Zoning Hearing Board and Planning Commission members. There was discussion that Baltimore Street from Grandview Road to the Township line should not be rezoned commercial due to the problems with traffic flow. A draft zoning map has been prepared for review. The next meeting of staff will be August 18, 2015.

Martins Ridge – Engineer Bortner reported the streets and sanitary sewer should be ready for dedication this month with Martins Ridge.

Breezewood – Engineer Bortner informed the Committee that a deed of dedication has not been received for the improvements to Breezewood Drive. The Township is waiting for a deed of dedication to accept the streets. The adoption of this segment of road will not affect liquid fuels funds.

High Pointe North – Engineer Bortner reported the street lights within High Point North are waiting to be energized by Met-Ed. The streets and sanitary sewer are ready to be dedicated.

PLAN EXTENSIONS: High Pointe at Rojen Farms South Section P01-28 – Woodhaven Building & Development, Inc. requested an extension due to “our engineer is re-designing the sewer based on our recent meetings with the Township to provide for an on-site pump station and more efficient sewer service for the lots in this portion of the project. We expect these revised plans to be submitted to the Township for review by July 31, 2015”. The Committee noted the revised plans were not submitted for review and asked Zoning Officer Swanner to send a letter requesting a plan representative appear at either a Public Works Committee meeting or a Planning Commission meeting to explain any future extension requests.

Mustang Pointe P03-30 – Tim Mummert requested an extension due to “continuing work on finalizing the jurisdictional wetland delineation with the army corp and sewer planning module preparation with DEP as discussed with Eric and Kristina at our meeting”. The meeting with the Engineer and Manger was held in early spring. The Committee asked Zoning Officer Swanner to send a letter requesting a plan representative to appear at either a Public Works Committee meeting or the Planning Commission to explain any future extension requests.

Hanover Foods WWTP Improvements P15-11 – GHI requested an extension because they are “waiting for NPDES Permit from York County Conservation District”. Zoning Officer Swanner noted this is the first extension request for P15-11. It was noted that the permit has been received and the plan should be ready for approval at the next meeting. The deadline for the extension request was prior to the permit being received.

CENTER STREET: Manager Rodgers informed the Committee the box culvert is in on Center Street and weather permitting the concrete decking slab is scheduled to be poured within the next week.

OTHER MATTERS: None.

The meeting was adjourned at 7:38 p.m.

Respectfully Submitted,

Kristina Rodgers
Township Manager

MINUTES
PUBLIC WORKS COMMITTEE
SEPTEMBER 1, 2015

The Penn Township Public Works Committee convened on Tuesday, September 1, 2015 at 7:41 p.m. following the Finance Committee meeting. Present were Chairman Goldsmith, Commissioners Heilman, Klunk, Prieber, and Felix. Also present were Police Chief Laughlin, Fire Chief Cromer, Township Manager Rodgers, WWTP Superintendent Mahone, Township Engineer Bortner, Highway Foreman Mahan, Zoning Officer Swanner and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the August 3, 2015 Public Works Committee meeting were approved as submitted.

CITIZENS COMMENTS: None.

ENGINEER REPORT: Engineer Bortner informed the Committee concerning Flood Plain Ordinance updates. Manager Rodgers commented that one section of the ordinance needs a simple correction and this will be made. A new map is available and will be effective in December. Zoning Officer Swanner read an extension request, dated August 5, 2015, from Aquaphoenix. Gerry Funke will be contacted to question the need for another extension. The Committee recommended approval of the extension. Engineer Bortner reviewed the sidewalk and curb plans for Hanover Grace Wesleyan Church and noted that this could leave a small section of sidewalk missing in front of 1 residence.

The meeting was adjourned at 7:47 p.m.

Respectfully Submitted,

Kristina Rodgers,
Township Manager

MINUTES
PUBLIC WORKS COMMITTEE
OCTOBER 6, 2015

The Penn Township Public Works Committee convened on Tuesday, October 6, 2015 at 7:00 P.M. Present were Commissioners Felix, Heilman, Klunk, and Prieber. Commissioner Goldsmith was absent with notice. Also present were Township Manger Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk reported that there was an Executive Session after the Finance Committee Meeting held October 5, 2015 to discuss personnel. Commissioner Klunk announced that there will be an Executive Session following the Health and Sanitation Committee Meeting this evening for purpose of discussing personnel.

APPROVAL OF MINUTES: The minutes of the September 1, 2015 Public Works Committee meeting were approved as submitted.

CITIZENS COMMENTS: None.

ENGINEER'S REPORT: Manger Rodgers reported that the Township is moving forward with the recommendations given by Ms. Rhodes for the Floodplain Ordinance Update. The Ordinance needs to be adopted before December 16th, so the approval will need to be voted on at the November meeting. No objections were raised.

The following extensions were reported on:

Stonewicke P04-26: Kris Raubenstine with Hanover Land Services was present and reported that a few items from Engineer Bortner's review were not yet addressed including sewer and storm water issues. Mr. Raubenstine noted that the time from the last Planning Commission meeting was not sufficient for all of the items to be addressed, but he feels that good headway has been made.

South Heights P04-25: Kris Raubenstine with Hanover Land Services was present and reported that they are at a standstill. Attorneys for the new property owners of the former Ellison property are trying to reach an agreement concerning the driveway relocation. The project cannot move forward until this is resolved as the outcome will dictate the entrance off of Westminster Road.

Commissioner Klunk advised Mr. Raubenstine to have Jeff Stough remove the comments, "waiting on zoning approval change" from the Stonewicke extension request, as there will be none and Mr. Stough is aware of this.

Brookside Ave: Tim Mummert with Mummert Enterprises was present and reported that the NPDES permit is being addressed. Dan Fry is working on the closure of alleys. Mr. Mummert noted that Carrie Wilt with DEP, who handles both York and Adams Counties, has been very busy and difficult to get ahold of concerning the sewer modules. The tie-ins to Mr. Burkentine's property are being worked on as well.

Commissioner Klunk commented that the Brookside Ave plan is from 2006 and he would like to see it move forward as soon as possible. Mr. Mummert responded that they are also waiting on Mike Dango to inspect the property as there is a Preliminary Jurisdictional Wetlands determination in place at this time. The inspection has been delayed due to the lack of a State budget.

Park Hills Manor: Engineer Bortner met with Clark Craumer on October 1st. There has been no movement on the project. Commissioner Felix stated that the plan goes back to 2008 and is falling under the old zoning, therefore progress needs to be shown. Zoning Officer Swanner noted that he sent a letter to Mr. Craumer requesting he make an appearance at the meeting, with no response. Denial was recommended.

BROOKSIDE HEIGHTS: Scott Barnhart with Burkentine and Sons was present and reported that Ryan Homes is purchasing the lots and there are 5 buildings left in Phase 1; 4 of these 5 will be sold in the next few months. Mr. Barnhart believes that this is likely to be the last extension requested. Engineer Bortner stated that it was his understanding that the Phase 2 plan needed to be approved before anymore permits were issued. Mr. Barnhart responded that he did not believe that to be the case and asked Manager Rodgers to review previous emails concerning the matter as he believed that showing the improvements on the plan was all that was asked of Burkentine. Commissioner Felix shared concerns about changes we approve in a plan after building has begun. Engineer Bortner advised against giving a 90 day extension if approval of the plan was a prior stipulation. Mr. Barnhart was willing to work on plan approval if that's the direction the Board recommends. Manger Rodgers will check emails to determine what was previously discussed.

BREEZEWOOD DR: Mr. Barnhart asked for permission to straighten out the bend on Breezewood Dr. This is part of the Pinebrook project that has preliminary approval but not final approval. Burkentine would like to get this completed before winter. Engineer Bortner stated that the preliminary plan has the lots on Breezewood Dr being subdivided but the concept now is to include that land with the remainder of Pinebrook and make one big multi-family complex rather than having multi-family plus individual lots. This would allow the existing Breezewood interceptor to be used rather than installing sanitary sewer on Breezewood Dr. Engineer Bortner feels there is a risk in allowing such substantial changes without an approved plan; however, he did note the benefit of straightening out Breezewood Dr. Approval was recommended.

HANOVER STORAGE UNITS: Mr. Barnhart reported that Burkentine is investigating sewer on the storage units. Road improvements were relayed to Paul Burkentine and they will be talking to Hanover Land to see what's next.

ENGINEERING: Engineer Bortner announced that Brush and Limb Removal starts next week.

Engineer Bortner reported that Burkentine and Sons has submitted a bond reduction request for Pinebrook Phase 1 to \$131,780.38.

ZONING: Manger Rodgers reported that Hanover Borough received approval for the CDBG project for the Joint Zoning Ordinance. In 2014 Penn Township signed a letter showing interest in participating in the project; however, no commitment was made. The grant will cover \$20,000 of the project. Commissioner Klunk stated that the Township can choose to participate at this point and withdrawal at any time if the process is not going satisfactorily. Commissioner Heilman questioned the cost of

completing the project without coordinating with Hanover Borough. Manager Rodgers responded that the Township has already been moving forward independently and can proceed in that direction; however it will take more time. Commissioner Heilman asked whether 2 separate ordinances can be completed without returning the grant money. It was agreed that this should be researched further before making a decision.

The meeting was adjourned at 7:45 P.M.

Respectfully Submitted,

Angela Hallett
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
NOVEMBER 3, 2015

The Penn Township Public Works Committee convened on Tuesday, November 3, 2015 at 7:00 P.M. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Township Manager Rodgers, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Goldsmith announced there was an executive session held following the Finance Committee meeting on November 2, 2015 to discuss personnel matters.

APPROVAL OF MINUTES: The minutes of the October 6, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

CENTER STREET UPDATES: Engineer Bortner reported that Penn DOT regulations require any wearing course to be installed by October 31. The wearing surface was being put on Center Street on Saturday. There is still work to be done, but the wearing course was completed in time. It may be a matter of weeks until the project is complete.

FLOODPLAIN ORDINANCE UPDATE: Manger Rodgers reported that approval was received from PA DCED on the floodplain ordinance. The ordinance has to be adopted by December 16, 2015 and will need to be adopted at the November 16, 2015 Board of Commissioners meeting to meet this deadline.

STORM SEWER REHABILITATION PROJECT UPDATES: Engineer Bortner reported that Wednesday's storms brought up several storm sewer issues. The Breezewood Drive Culvert widening is still in the thirty day Tribal Review period. Flickinger Road was submitted to DEP and we have not yet received any comments. Little Bridge Road is complete and needs reviewed prior to being submitted. There is a steal plate on Little Bridge that is due to collapse. Hershey Heights Road design is complete but we are waiting to hear from adjoining property owners before submitting the permit. Manager Rodgers confirmed that she has received no response from letters that were sent. Engineer Bortner reported that Bowman Road faired pretty well through Wednesday's storms. Breezewood Drive at Hufnagle had a gabion basket fall into the creek. A request was sent to DEP to get emergency approval to fix this; however, DEP has never approved an emergency permit for Penn Township. Little Knoll culvert going into the pond at South Vail is in very bad shape. The retention pond also has a collapsed outlet pipe, which will need to be addressed this week. Engineer Bortner reported that the majority of the permits have been submitted and will be ready for the construction season next year.

MS4 UPDATE: Manager Rodgers reported that the Township will receive their MS4 permit in 2017. The draft copy has been viewed but it is still going through the approval process at the State level. York County has started to discuss having a storm water authority county wide to help implement the permits. The specifics have not been given out in detail but there is a presentation that York County Planning is willing to present to elected officials. Conewago, Hanover Borough and McSherrystown have begun to meet to form an authority in this area. Engineer Bortner attended this meeting on the Township's behalf. There will be an advertised public meeting on November 12, 2015. Whether or not

to attend the Hanover Area meeting, to invite the York County Planning to make a presentation and how to proceed going forward were discussed. Engineer Bortner shared that the Hanover Area group would like to have a stormwater fee and they would like all area municipalities to have a similar fee in place. Engineer Bortner does not see the need to participate in meetings or talks until the permit has been issued. Commissioner Felix sees value in joining with the County on something that will involve forty-three other municipalities and recommended inviting York County Planning to give a presentation before the Board. Manger Rodgers will extend an invitation to them.

JOINT ZONING ORDINANCE: Manger Rodgers reported that she met with Ms. Ford from Hanover Borough on October 12, 2015 to discuss an agreement for the joint zoning ordinance. No agreement has been sent. We are moving forward in house at this time, but have not excluded the possibility of doing a joint ordinance.

EXTENSION REQUESTS: Manger Rodgers reported that there are three extension requests for this month. Mustang Point P03-30, High Point South P01-28 and Hanover Wesleyan Church P15-13. A revised plan has been submitted for High Point South.

D&R BEAN REQUEST FOR LAND DEVELOPMENT WAIVERS: Engineer Bortner read a request dated October 8, 2015 from D&R Bean asking for three waivers. The first is to waive the four foot chain link fence required around retention ponds. The second waiver is for a three year extension on the bufferyard requirements. The third waiver is for a five year extension on the parking lot paving. Mr. Warren Debnam with D&R Bean was present and shared that the company is relocating from 26 Industrial Dr. to 25 Industrial Dr. Significant improvements are required at the new address and this is leading to significant cost, which is the reason for these requests. Due to the cost of purchasing the property, some of the improvements that D&R Bean would like to make need to be phased in over time. In phase two of their construction plans a second driveway will be installed off of Industrial Dr. Installing the required bufferyard and paving the driveway will need to be undone once phase two begins. Commissioner Klunk asked if the chain link fence surrounding the retention pond is a State requirement. Engineer Bortner answered that there is not a federal requirement for this, just a model ordinance. This will be presented at the Planning Commission meeting on November 5, 2015. Manager Rodgers questioned whether the Board can act on the parking lot request or if it should go before the Zoning Board. Zoning Office Swanner is going to get an answer prior to Thursday evening's Planning Commission meeting.

WREATHS ACROSS AMERICA WAIVER: Manger Rodgers read a request dated October 19, 2015 from Wreaths Across America asking to place a 3' by 10' sign advertising their event on December 12, 2015. The allowable sign size was discussed. The Committee recommended denying the request for a waiver.

OTHER MATTERS: None

The meeting was adjourned at 7:40 P.M.

Respectfully Submitted,

Angela Hallett
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
DECEMBER 1, 2015

The Penn Township Public Works Committee convened on Tuesday, December 1, 2015 at 7:05 P.M. following a finance meeting regarding the 2016 budget. Present were Chairman Goldsmith and Commissioners Felix, Heilman, Klunk, and Prieber. Also present were Township Manager Rodgers, Engineer Bortner, Highway Foreman Mahan, Assistant to the Engineer Garrett, Commissioner Elect Van de Castle, and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Goldsmith announced an executive session to discuss personnel issues will be held following the Health & Sanitation meeting. Commissioner Goldsmith read the announcement of the executive session held following the Board of Commissioners meeting on November 16, 2015.

APPROVAL OF MINUTES: The minutes of the November 3, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

CENTER STREET UPDATE: Engineer Bortner reported that there will be a walk through tomorrow afternoon and the project is pretty much wrapped up. Commissioner Klunk asked about the size of the warning lights at the railroad crossing. He was under the impression that these were being changed from eight inches to twelve inches and asked if CSX would be doing that at some point in the future. Engineer Bortner stated that the Township did not want the twelve inch lights to be installed and believes that they were not. Manager Rodgers can look at the bill to see whether or not the work was done. She believes that CSX is still holding some of the Township's money and we may be getting this back.

MS4 UPDATE: Engineer Bortner reported that Manager Rodgers, WWTP Superintendent Mahone and Assistant to the Engineer Garrett met with a representative from York Township. York Township offered to give us everything that they have and we can adjust the things that do not apply to Penn Township. After the meeting Engineer Bortner is still not certain that joining the Hanover Area consortium would be the right way to go. Manager Rodgers shared that she is able to take parts of the MS4 responsibilities off of Engineer Bortner, specifically education and information. Others can take on some responsibility as well which will help Engineer Bortner but still allow him to be the person in charge of MS4. York County Planning will make a presentation to the Public Works Committee concerning MS4 in January or February of 2016.

ZONING ORDINANCE UPDATE: Engineer Bortner reported that he has not had a lot of time to work on the ordinance due to the large number of plans coming in. Manager Rodgers confirmed that Hanover Borough has not gotten back to her on a

possible joint ordinance. Engineer Bortner is comfortable with continuing to move forward independently at this time.

STREET LIGHT PRESENTATION: Engineer Bortner reported that there are several street lights causing concern at this time. Penn Township is paying for two lights at the old municipal building, two lights on Ruel Ave at A2Z Motors and one at Cooper Motors. All of these lights are lighting areas that do not appear to be in the best interest of the Township. The light at A2Z motors was placed on the wrong pole but MetEd is not accepting responsibility for the mistake. There are also two lights at Young Woods that are being paid for through Highway Aid funds. Engineer Bortner asked the bookkeeper to transfer the charges for these two lights to the recreation fund. The Township is under contract until 2021 to pay for these lights but MetEd has expressed a preliminary willingness to relocate them. Pennsylvania DEP would like all municipalities to switch to LED lights and prepared an estimate showing that Penn Township could save \$26,000 by switching to LED. In 1991 when the new Residential Street Lighting Ordinance was approved developers started installing "Rishel" lights. As a result developments built after 1991 are very well lit, possibly over lit, whereas developments built between 1970 and 1991 are not lit at all. There are also industrial areas that are not lit at all. Engineer Bortner would like to meet with MetEd and discuss the LED savings and relocating several lights to light areas more evenly. The Township may not be saving money with switching to LED but could probably be spending money more wisely by lighting appropriate areas. Commissioner Klunk agreed that lighting throughout the Township appears to be sporadic. Commissioner Heilman asked how the Township is being billed for lights. MetEd charges the Township \$15 per month for each light and the Township owns the lights and is responsible for all maintenance. Engineer Bortner believes that MetEd would provide the pole and light for the same cost, but the Township decided at some point that owning the lights was better. Discussion was held concerning where different lights are placed and what kind of bulbs they have. Engineer Bortner will speak with MetEd to determine if money can be saved with LED lights and whether or not they will allow some of the lights to be relocated to better locations. The committee discussed whether to focus on lighting residential areas or intersections. Engineer Bortner is most concerned with intersections.

RESIDENTIAL LIGHTING ORDINANCE: Engineer Bortner reported that the residential lighting ordinance calls for three HADCO lights at intersections and also highly favors a HADCO residential light at each property. If HADCO in Littlestown closes these lights will be unavailable and it will become difficult to find lights that meet the ordinance. Engineer Bortner commented that the residential ordinance does not allow LED lights to be installed. He would like to consider possible changes to the residential lighting ordinance once the Township street lights have been reviewed and changes made. Commissioner Heilman agreed that having an ordinance that favors a particular brand of light is not ideal and he asked if any other municipalities have similar ordinances. Engineer Bortner answered that he hasn't found many other municipalities with lighting ordinances for residential areas and those that do only specify lumens and that lights should face the street.

EXTENSION REQUESTS: Manager Rodgers reported on two extension requests. KPI Technology for D&R Bean P15-15. This is a first request and they are waiting for comments from the York County Conservation District. They will also need to address the waiver denials that were issued at last month's Board of Commissioner's meeting. Hanover Storage P15-14 is addressing comments and this is also a first request.

MUMMERT ENTERPRISES: Manager Rodgers reported that Solicitor Tilley is being authorized to stay the Sherriff's Sale on December 7, 2015. This decision will be ratified at the December 21, 2015 Board of Commissioners meeting. Solicitor Tilley provided a settlement number of \$131,618 which includes interest.

OTHER MATTERS: None

The meeting was adjourned at 7:55 P.M.

Respectfully submitted,

Angela Hallett
Administrative Assistant