

**MINUTES
BOARD OF COMMISSIONERS= PUBLIC MEETING
JANUARY 5, 2004**

CALL TO ORDER-ROLL CALL-DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met for the purpose of reorganization on January 5, 2004 at the Penn Township Municipal Building. District Justice James Miner called the meeting to order at 7:00 P.M. Present at the meeting were Commissioners Rishel and Johnson; Commissioners elect Stauffer, Klunk, and Dubbs. Also present were Manager Garvick, Police Chief Gilbert, and Fire Chief Cromer.

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.

ADMINISTRATION OF OATHS OF OFFICE TO COMMISSIONERS:

District Justice Miner administrated the oaths of office to Commissioners elect Stauffer, Klunk, and Dubbs.

ELECTION OF OFFICERS:

District Justice Miner called for nominations for the office of President. It was moved by Commissioners Dubbs/Johnson to nominate Michael T. Rishel to the office of President of the Penn Township Board of Commissioners. District Justice Miner seeing no other nominations for President closed the nominations. The motion that Michael T. Rishel be elected President of the Board was approved by voice vote.

District Justice Minor then turned the meeting over to President Michael T. Rishel. The President called for nominations for the Office of Vice-President. It was moved by Commissioners Klunk/Johnson to nominate Merle E. Dubbs to the Office of Vice-President. There were no other nominations for Vice-president so nominations were closed. Motion was approved by voice vote.

COMMITTEE APPOINTMENTS:

President Rishel announced that the 2004-2005 Committee appointments will be made at a latter date once everyone has had a chance to express their opinion on which Committee they would like to serve on. He would like to run tonight's Committee meetings with the current chairmen.

APPOINTMENT OF TOWNSHIP OFFICIALS

Commissioners Dubbs/Klunk moved for the appointment of Jeffrey R. Garvick as Township Manager for a two-year term effective January 1, 2004. Motion carried.

Commissioners Dubbs/Klunk moved for the appointment of Walter A. Tilley, III as Township Solicitor for a two-year term effective January 1, 2004. Motion carried.

Commissioners Dubbs/Klunk moved for the appointment of Eric J. Bortner as Township Engineer for a two-year term effective January 1, 2004. Motion carried.

Commissioners Dubbs/Klunk moved for the appointment of Edward J. O'Donnell, III as Township Broker of Record for a two-year term effective January 1, 2004. Motion carried.

TOWNSHIP REPORTS - STANDING COMMITTEES:

Personnel Committee

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

Commissioners Stauffer/Klunk moved to appoint Merle Dubbs to the Penn Township Planning Commission, said term to expire December 31, 2007. Motion carried.

Public Safety Committee

Commissioners Stauffer/Klunk moved to award the four-door sedan police cruiser bid and the four-door four-wheel drive police vehicle bid to Gene Latta Ford Inc., Hanover, PA for a combined bid price of \$36,200 with trade-ins. Motion carried.

OLD BUSINESS: None

NEW BUSINESS: None

PERSONS TO BE HEARD/CITIZENS= COMMENTS: None

QUESTIONS FROM THE PRESS FOR THE COMMISSIONERS:

Questions from the press were received and answered.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Klunk/Dubbs entertained a motion for adjournment at approximately 7:12 P.M. Motion carried.

Respectively submitted,

Kristina J. Rodgers
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS' PUBLIC MEETING
JANUARY 19, 2004**

CALL TO ORDER-ROLL CALL-DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, January 19, 2004 at the Penn Township Municipal Building. President Rishel called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Rishel, Dubbs, Klunk, Stauffer and Johnson. Also present were Solicitor Tilley, Manager Garvick, Police Chief Gilbert, and Engineer Bortner.

PLEDGE OF ALLEGIANCE TO THE FLAG FOLLOWED BY A PERIOD OF SILENT MEDITATION:

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

ANNOUNCEMENTS:

President Rishel announced that following the public meeting this evening, the Board of Commissioners would convene in an executive session with the Solicitor for the purpose of discussing legal and/or personnel issues.

PERSONS TO BE HEARD/CITIZENS COMMENTS:

Jeff Parks, 141 Center Street, thanked the Board for its past support of the Volunteer Fire Companies and questioned if the Board was going to appoint the deputy and assistant fire chiefs and fire police captain at tonight's meeting. Commissioner Rishel stated that it would. Mr. Parks stated the fire companies were concerned about when this would be done because they have made changes to their organizational structure in response to the pending appointments.

Walter Fick, Jr., 1378 Grandview Road, stated that he has been a member of the Penn Township fire police for nearly seven years and has been their captain for the last three. The position was without pay and he sacrificed time with his family. He has been informed that Dale Crabbs will be appointed as Fire Police Captain and is concerned that Dale does not meet the requirements of the job as advertised and that Mr. Crabbs wants the position because it is now a paid position. He stated that in the past seven years he has only seen Mr. Crabbs on one fire police call. Manager Garvick explained the process that was used to determine the appointment of each of the three positions. He stated that an independent panel comprised of two Fire Chiefs from departments within York County made up the panel that conducted the interviews. Fire Chief Cromer was not present during the interviews nor was he involved in the recommendations. The recommendations resulting from the interviews were then forwarded to the Board of Commissioners for their consideration.

Kris Fick, 1378 Grandview Road, expressed concern about the safety of the placement of mailboxes in the 1300 block of Grandview Road. She has read the articles in the Evening Sun about problems with the placement of mailboxes along other sections of Grandview Road and wants the Board to be aware that a similar situation occurs on this block. She stated that it can take her up to four minutes to cross the street at her house and it is worse when it snows. President Rishel stated that Commissioner Dubbs is still pursuing a solution to this problem with the US Postal Service.

APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETINGS:

Commissioner Stauffer noted that the minutes of the December 15, 2003 should be corrected to read on page 3, “Commissioners Dubbs/Klunk moved to approve the following thirty-day extension requests . . . “and “Commissioner Dubbs/Klunk moved to approve the following ninety-day extension requests. . . “, instead of “Commissioners Dubbs/Johnson”.

He also stated that the minutes of the December 29, 2003 should be corrected to read on page three, “Motion carried on a 4-0 roll call vote,” not a “. . .5-0 roll call vote.”

Minutes from the December 15, 2003 Public Hearing and the January 5, 2004 Board of Commissioners’ meeting were approved as submitted.

Minutes from the December 15, 2003 Board of Commissioners’ meeting and the December 19, 2003 Board of Commissioners’ meeting were approved as corrected.

ANNOUNCEMENT OF COMMITTEES

President Rishel announced the appointments to the following committees for 2004-2005:

Finance	Joseph A. Klunk Charles A. Stauffer	Chairman
Health & Sanitation	Michael L. Johnson Merle E. Dubbs	Chairman
Personnel	Merle E. Dubbs Michael T. Rishel	Chairman
Public Safety	Charles A. Stauffer Michael L. Johnson	Chairman
Public Works	Joseph A. Klunk Merle E. Dubbs	Chairman

Planning Commission	Merle E. Dubbs Michael L. Johnson
South Western Recreation Board	Merle E. Dubbs
Hanover Earned Income Tax Bureau	Joseph A. Klunk
South Western Liaison Committee	Michael T. Rishel
Penn Township Recreation Board Liaison	Merle E. Dubbs
Hanover Area Transportation Improvement Committee	Joseph A. Klunk
York County Economic Development Corporation	Michael L. Johnson

TOWNSHIP REPORTS - STANDING COMMITTEES:

Finance Committee - Commissioner Klunk

Commissioners Klunk/Stauffer moved to approve Township warrants in the amount of \$458,361.82. Commissioner Klunk abstained from warrants for vendor number 60. Motion carried.

Public Works Committee - Commissioner Klunk

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

Planning & Recreation Committee - Commissioner Dubbs

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

Commissioners Dubbs/Johnson moved to approve a request dated November 17, 2003 from Rohrbaugh & Co., Inc. for a waiver of a land development plan to pave two areas at 1030 Wilson Avenue. Motion carried.

Commissioners Dubbs/Johnson moved to approve a request dated October 30, 2003 from Bon Ton Builders for a temporary waiver of the residential sidewalk requirements at Lot 2 Squire Way. Motion carried.

On Thursday, December 4, 2003, the following bids were opened and publicly read aloud by Township Manager Jeffrey R. Garvick for the renovation of the pavilion at the Community Park:

General Contract:

<u>Bidder</u>	<u>Bid Amount</u>
Premier Construction	\$108,972.00
MPJ Construction	\$132,980.00
East Coast Contracting	\$136,700.00
ECI Construction	\$137,781.00
McCoy Brothers	\$139,200.00
Houseman Building & Dev.	\$149,250.00
Conewago Enterprises	\$157,377.00
Lobar Associates	\$187,185.00

HVAC Contract:

<u>Bidder</u>	<u>Bid Amount</u>
HC Davidson & Company	\$35,475.00
Climate Control	\$44,700.00
Williams Service	\$48,820.00
Walton & Company	\$74,071.00

Plumbing Contract:

<u>Bidder</u>	<u>Bid Amount</u>
Walton & Company	\$49,782.00
S.A. Hildebrand	\$70,634.29
Carl Frantz	\$76,200.00

Electric Contract:

<u>Bidder</u>	<u>Bid Amount</u>
Hulls Electric	\$20,995.00
Engles & Fahs	\$22,815.00

Lobar, Inc

\$23,890.00

Commissioners Dubbs/Johnson moved to reject all the bids received December 4, 2003 for the renovation of the building at the Community Park. Motion carried.

The following subdivision and land development plans were formally filed:

P04-01 – Ginger Tree

Commissioners Dubbs/Johnson moved to approve the following subdivision and land development plan:

P03-14 – Keith & Elaine Taylor
Motion Carried.

Commissioners Dubbs/Johnson moved to approve the following thirty-day extension requests that will expire on February 16, 2004:

P03-21 – Columbia Cottage
Motion carried.

Commissioners Dubbs/Johnson moved to approve the following ninety-day extension requests that will expire on April 19, 2004:

P03-03 – Bowman Tract Apartments
P03-15 – Pine Brook Development
P03-23 – John & Martha Halter
P03-29 – Bon Ton Builders
Motion carried.

Personnel Committee - Commissioner Dubbs

Commissioner Dubbs/Klunk moved to appoint Jason Cromer, as Deputy Fire Chief at a yearly stipend of \$1,800, Tony Clouser, as Assistant Fire Chief at a yearly stipend of \$1,200 and Dale Crabbs, as Fire Police Captain at a yearly stipend of \$600.

Commissioner Johnson stated that he would prefer to wait for the appointment of the Fire Police Captain until a further review of the applicants and their qualifications is conducted. The motion was not amended and carried on a 4-1 vote with Commissioner Johnson casting the dissenting vote.

Health & Sanitation - Commissioner Johnson

Commissioner Johnson had nothing to report.

Public Safety Committee - Commissioner Stauffer

Commissioners Stauffer/Johnson moved to adopt Resolution No. 593 for additional streetlights at the intersection of Outback Drive and Walloby Drive and the intersection of Outback Drive and Sydney Drive. Motion carried.

On Thursday, December 4, 2003, the following bids were opened and publicly read aloud by Township Manager Jeffrey R. Garvick for the renovation of and addition to the Police Department:

General Contract:

<u>Bidder</u>	<u>Bid Amount</u>
McCoy Brothers	\$446,700.00
Lobar Associates	\$453,774.00
ECI Construction	\$455,742.00
Premier Construction	\$473,972.00
Conewago Enterprises	\$527,918.00
East Coast Contracting	Withdrew

HVAC Contract:

<u>Bidder</u>	<u>Bid Amount</u>
Climate Control	\$41,000.00
Williams Service	\$41,820.00
Walton & Company	\$44,630.00
HC Davidson & Company	\$57,225.00

Plumbing Contract:

<u>Bidder</u>	<u>Bid Amount</u>
Walton & Company	\$56,893.00
Carl Frantz	\$57,600.00
HC Davidson & Company	\$59,675.00

Electrical Contract:

<u>Bidder</u>	<u>Bid Amount</u>
Engles & Fahs	\$31,620.00
Hulls Electric	\$31,915.00
Lobar, Inc.	\$32,900.00

Commissioners Stauffer/Klunk moved to reject all the bids opened on December 4, 2003 for the police renovation project. Motion carried on a 4-1 vote with Commissioner Johnson casting the dissenting vote.

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

OLD BUSINESS: None

NEW BUSINESS: None

PERSONS TO BE HEARD/CITIZENS COMMENTS: None

QUESTIONS FROM THE PRESS FOR THE COMMISSIONERS:

Questions from the press were received and answered.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Klunk/Stauffer moved for adjournment at approximately 7:25 P.M. Motion carried.

Respectively submitted,

Kristina J. Rodgers
Township Secretary