

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MARCH 5, 2013**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a special session on Tuesday, March 5, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Goldsmith, Heilman, Prieber and Klunk. Also present were Township Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, and Highway Foreman Mahan.

ANNOUNCEMENTS:

Commissioner Felix announced a personnel session was held following the Finance Committee meeting on March 4, 2013.

PERSONS TO BE HEARD CITIZENS COMMENTS: None.

TOWNSHIP REPORTS - STANDING COMMITTEES:

Public Safety Committee - Commissioner Prieber

Commissioners Prieber/Heilman moved to approve a Letter of Intent with the PA Department of Community and Economic Development requesting a facilitator for fire and emergency services. Motion carried unanimously.

Personnel Committee - Commissioner Heilman

Commissioners Heilman/Goldsmith moved to appoint Henry Senatore to an unexpired term on the Penn Township Planning Commission, said term to expire May 2016. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to appoint Matthew Swanner to the position of interim zoning officer effective March 6, 2013. They further moved to adopt Resolution No. 805, setting the rate of pay for the interim zoning officer for 2013. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a Memorandum of Understanding dated March 5, 2013 with the Penn Township Patrolmen's Association. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 803 authorizing the execution of a Letter of Amendment to the Center Street Reimbursement Agreement. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

Commissioners Goldsmith/Heilman moved to adopt Resolution No. 802 authorizing the

filing of Declaration of Condemnation of Land by Eminent Domain for the Center Street project. Motion carried unanimously.

Planning & Recreation Committee – Commissioner Klunk had nothing to report.

Health & Sanitation - Commissioner Klunk

Commissioners Klunk/Goldsmith moved to adopt Resolution No. 804, revising the official sewage facilities plan by including the Glade Apartment land development plan. Motion carried unanimously.

OLD BUSINESS: None.

NEW BUSINESS: None

CITIZEN’S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS: None.

QUESTIONS FROM PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Klunk/Goldsmith moved for adjournment at approximately 7:04 P.M. Motion carried unanimously.

Respectively submitted,

Kristina J. Rodgers
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MARCH 18, 2013**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, March 18, 2013 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Felix, Prieber, Heilman, and Klunk. Commissioner Goldsmith was absent with notice. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, Interim Zoning Officer Swanner, and Township 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:

Commissioner Felix announced an executive session was held immediately prior to this evening's meeting to discuss a personnel issue. He also 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, personnel, and other issues involving attorney/client privilege.

APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:

The minutes of the February 18, 2013 and March 5, 2013 meetings of the Board of Commissioners were approved as submitted.

PRESENTATION OF RESOLUTION OF APPRECIATION:

President Felix stated that the Township received notification that the Broker of Record, Edward J. O'Donnell, III, is retiring. Manager Garvick publicly read the following Resolution of Appreciation:

“WHEREAS, the Board of Commissioners of Penn Township, York County, recognizes the retirement of Edward J. O'Donnell, III; and

WHEREAS, in 1975 the Board of Commissioners recognized the need to appoint an agent for the purpose of obtaining and evaluating insurance quotes and policies and recommend changes to existing policies; and

WHEREAS, Mr. O'Donnell was appointed by the commissioners as the first Penn Township Broker of Record in January 1975 and faithfully served for a period of thirty eight years until his retirement in 2013; and

WHEREAS, during that period Mr. O'Donnell dutifully represented the Township in all matters regarding the administration, management and oversight of the Township's insurance policies; and

WHEREAS, on this occasion the Board of Commissioners deem it appropriate and fitting that Mr. O'Donnell be publicly recognized for his service.

NOW THEREFORE, Be it Resolved, that the members of the Board of Commissioners formally express its appreciation for those 38 years of service; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be attached to and become a part of the minutes of this meeting.

RESOLVED, this 18th day of March 2013".

Commissioners Heilman/Klunk moved to adopt the Resolution of Appreciation. Motion carried unanimously.

Manager Garvick stated that Mr. O'Donnell was not able to be present at the meeting but he would see that he received the Resolution.

PERSONS TO BE HEARD CITIZENS COMMENTS: None

TOWNSHIP REPORTS - STANDING COMMITTEES:

Public Safety Committee - Commissioner Prieber

Commissioners Prieber/Klunk moved to approve a request dated February 12, 2013 from the Hanover Heritage Association to conduct a 250th anniversary parade on Saturday, June 29, 2013. They further moved that all street closings and public safety considerations be coordinated through the Chief of Police. Motion carried unanimously.

Commissioner Prieber/Klunk moved to adopt Resolution No. 806, authorizing the disposition of municipal records. Motion carried unanimously.

Personnel Committee - Commissioner Heilman

Commissioner Heilman reported that a Letter of Retirement was received from Zoning Officer John C. Menges II. Manager Garvick stated that Mr. Menges has been the Township's Zoning Officer since April 3, 1989 and prior to that he served on the Penn Township Zoning Hearing Board.

Commissioners Heilman/Klunk moved to accept the Letter of Retirement of the Penn Township Zoning Officer John C. Menges II, effective April 30, 2013. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Klunk moved to approve Township warrants in the amount of \$1,462,850.73. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor #60.

Commissioners Heilman/Klunk moved to approve a request dated January 31, 2013 from the Hanover Eagles for a waiver of the permit fees to have a Family Fun Day on April 20, 2013. Motion carried unanimously.

Public Works Committee – Commissioner Klunk:

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

Planning & Recreation Committee – Commissioner Klunk:

Commissioners Klunk/Heilman moved to approve a request dated February 8, 2013 from GHI, Inc. for a waiver of the landscaping and buffer yard requirements for the Barrick & Associates Subdivision Plan. They further moved to approve a temporary waiver of the sidewalk requirements for the Barrick Associates land development plan. They further moved that the Penn Township Board of Commissioners may require that sidewalks be installed at some future date. Motion carried unanimously.

Commissioners Klunk/Prieber moved to adopt Resolution No. 807 authorizing the execution of the grant agreement signature page in conjunction with the Penn Township Community Park Pavilion Renovation Project. Motion carried unanimously.

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

The following subdivision and land development plans were formally filed:

P13 - 06 - Hickory Falls Family Entertainment Center

Commissioners Klunk/Prieber moved to approve the following subdivision and land development plans:

P13-01 - Baresville Elementary School Additions & Renovations

P13-04 - Barrick Insurance, 1401 Baltimore Street

Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve the following extension requests that will expire on June 17, 2013:

P09-10 - American Home Contractors LLC

P12-12 - Breezewood Drive

Motion carried unanimously.

Health & Sanitation - Commissioner Klunk had nothing to report.

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

OLD BUSINESS: None.

NEW BUSINESS: None,

CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS: None.

QUESTIONS FROM PRESS: None.

ADJOURNMENT:

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

Respectively submitted,

Kristina J. Rodgers
Township Secretary



RESOLUTION OF APPRECIATION



WHEREAS, the Board of Commissioners of Penn Township, York County, recognizes the retirement of Edward J. O'Donnell, III; and

WHEREAS, in 1975 the Board of Commissioners recognized the need to appoint an agent for the purpose of obtaining and evaluating insurance quotes and policies and recommend changes to existing policies; and

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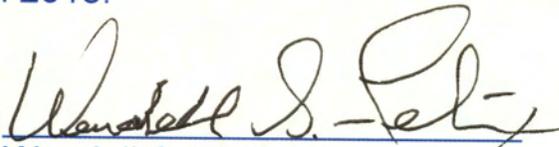
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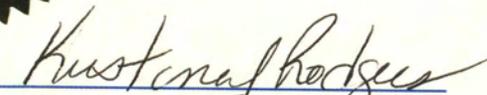
NOW THEREFORE, Be it Resolved, that the members of the Board of Commissioners formally express its appreciation for those 38 years of service; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be attached to and become a part of the minutes of this meeting.

RESOLVED, this 18th day of March 2013.

By: 
Wendell S. Felix, President



Attest: 
Kristina J. Rodgers, Secretary