

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JANUARY 6, 2014**

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

The Penn Township Board of Commissioners met for the purpose of reorganization on January 6, 2014 at the Penn Township Municipal Building. Commissioner-Elect Felix called the meeting to order at 7:00 P.M. Present at the meeting were Commissioners-Elect Heilman and Felix; Commissioners Prieber, Goldsmith, and Klunk. Also present were Manager Garvick, Police Chief Laughlin 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 James Miner administered the oaths of office to Commissioners-Elect Wendell Felix and Philip Heilman, Treasurer Jeffrey Garvick and Tax Collector Karen Little.

**ELECTION OF OFFICERS:**

Commissioner Felix called for nominations for the office of President. It was moved by Commissioners Klunk/Prieber to nominate Wendell S. Felix to the office of President of the Penn Township Board of Commissioners. Commissioner Felix, seeing no other nominations for President, closed the nominations. The motion that Wendell S. Felix be elected President of the Board was approved by voice vote.

President Felix called for nominations for the Office of Vice-President. It was moved by Commissioners Prieber/Goldsmith to nominate Philip Heilman to the Office of Vice-President. There were no other nominations for Vice-President so nominations were closed. Motion was approved by voice vote.

**ANNOUNCEMENTS:**

Commissioner Felix announced that an executive personnel session was held following the December 16, 2013 Board of Commissioners meeting. An executive session will be held following the Finance Committee meeting this evening.

**COMMITTEE APPOINTMENTS:**

The Committee appointments for 2014-2015 are as follows:

Finance	Phil Heilman Joseph Klunk	Chairman
Health & Sanitation	Joseph Klunk Craig Prieber	Chairman
Personnel	Phil Heilman Wendell Felix	Chairman
Public Safety	Craig Prieber Wendell Felix	Chairman
Public Works	Dan Goldsmith Craig Prieber	Chairman
Planning Commission	Joseph Klunk Wendell Felix	
South Western Recreation Board (Public Works)	Dan Goldsmith Craig Prieber	
South Western Liaison Committee (President, Vice President)	Wendell Felix Phil Heilman	
York County Economic Development Corporation	Phil Heilman Dan Goldsmith	
Police Pension Board (Finance)	Phil Heilman Joe Klunk	
Emergency Services Board	Dan Goldsmith Craig Prieber	

### **APPOINTMENT OF TOWNSHIP OFFICIALS**

Commissioners Klunk/Goldsmith moved for the appointment of Jeffrey R. Garvick as Township Manager for a two-year term effective January 1, 2014. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved for the appointment of Walter A. Tilley, III as Township Solicitor for a two-year term effective January 1, 2014. Motion carried

unanimously.

Commissioners Klunk/Goldsmith moved for the appointment of Eric J. Bortner, P.E. as Township Engineer for a two-year term effective January 1, 2014. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved for the appointment of Steven Hartlaub as Township Broker of Record for a two-year term effective January 1, 2014. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to adopt Resolution No. 821 appointing the Township Secretary, Kristina J. Rodgers and Assistant Township Secretary, Phillip Heilman. Motion carried unanimously.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety – Commissioner Prieber - Nothing to report.

Personnel Committee – Commissioner Heilman

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

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 820 Management and Non Uniformed Salaries and Benefits for 2014. Motion carried unanimously.

Commissioner Heilman/Goldsmith moved to adopt Resolution No. 822 appointing Paul McAndrew to the Penn Township Zoning Hearing Board. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to appoint Joseph Klunk and Wendell Felix to the Penn Township Planning Commission. Said terms to expire December 31, 2015. Motion carried unanimously.

Finance Committee – Commissioner Heilman - Nothing to report.

Public Works Committee – Commissioner Goldsmith - Nothing to report.

Planning & Recreation – Commissioner Goldsmith - Nothing to report.

Health & Sanitation – Commissioner Klunk - Nothing to report.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PERSONS TO BE HEARD/CITIZENS COMMENTS:** None

**QUESTIONS FROM THE PRESS FOR THE COMMISSIONERS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Goldsmith/Klunk entertained a motion for adjournment at approximately 7:10 P.M. Motion carried.

Respectively submitted,

Kristina J. Rodgers  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JANUARY 20, 2014**

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

The Penn Township Board of Commissioners met in a regular session on Monday, January 20, 2014 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, Heilman, Klunk, Goldsmith and Prieber. Also present were Solicitor Tilley, Township Manager Garvick, Police Chief Laughlin, 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 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 December 16, 2013 and January 6, 2014 meetings of the Board of Commissioners were approved as submitted.

**PERSONS TO BE HEARD - CITIZENS COMMENTS:** None.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

Public Safety Committee - Commissioner Prieber had nothing to report

Personnel Committee - Commissioner Heilman

Commissioners Heilman/Goldsmith moved to approve Ordinance No. 757 authorizing intergovernmental cooperation by agreement between Penn Township and Hanover Borough to provide fire chief services. Motion carried 5-0 on a roll call vote.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,980,686.59. Motion carried unanimously with Commissioner Klunk abstaining from warrants for vendor number 60.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 824 providing a schedule for fees for permits and services. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Commissioners Goldsmith/Klunk moved to adopt Resolution No. 823 authorizing the execution of a letter of amendment to the reimbursement agreement for securing additional federal funding for the Center Street project. Motion carried unanimously.

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plans were formally filed:

P13-17 - Andrew Y. and Sharon L. Brough

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

P13 -16 - Whispering Run Phase 2B - Final Plan  
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on April 21, 2014:

P04-25 - South Heights  
P04-26 - Stonewicke  
P06-23 - Brookside Avenue Townhouses  
P07-27 - Sterling Brown  
P08-20 - Park Hills Manor  
P10-12 - York Village Apartments, LCL  
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 Prieber/Goldsmith moved for adjournment at approximately 7:05 P.M. Motion carried unanimously.

Respectively submitted,

Kristina J. Rodgers  
Township Secretary