

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JANUARY 19, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, January 19, 2015 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 and Prieber. Commissioner Goldsmith was absent. Also present were Solicitor Mark Evans, Assistant Township Manager Rodgers, Administrative Assistant Miller, 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 15th and December 29, 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: No report.

Commissioners Prieber/Klunk moved to adopt the revised rules and regulations of the Civil Service Commission of the Penn Township Police Department. Motion carried unanimously.

Personnel Committee - Commissioner Heilman:

Commissioners Heilman/Klunk moved to appoint Charles Stauffer to the Penn Township Vacancy Board, said term to expire January, 2016. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Klunk moved to approve Township warrants in the amount of \$2,103,676.96. Motion carried unanimously, with Commissioner Klunk abstaining from warrants for vendor number 60.

Commissioners Heilman/Klunk moved to adopt Resolution No. 842 providing a schedule of fees for permits and services. Motion carried unanimously.

Commissioners Heilman/Klunk moved to adopt Resolution No. 843 authorizing the advertisement and public sale of real estate along Heights Avenue, Penn Township, York County, Pennsylvania. Motion carried unanimously.

Commissioners Heilman/Klunk moved to adopt Resolution No. 844 appointing Kristina Rodgers as the voting delegate and Phillip Heilman as the alternate delegate to represent Penn Township on the York County Tax Collection Committee. Motion carried unanimously.

Commissioners Heilman/Klunk moved to approve a request dated December 22, 2014 from the South Western Band and Band Boosters for a waiver of the permit fees associated with the Spring Marketplace Community Yard Sale being held on April 18, 2015. Motion carried unanimously.

Commissioners Heilman/Klunk moved to approve an agreement with the York Economic Alliance for services during 2015. Motion carried on a 3-1 vote with Commissioner Prieber casting the dissenting vote.

Public Works Committee – Commissioner Goldsmith:

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

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:

- P15-01 – Pinebrook-Phase I
- P15-02 – Add-on to Marburg Memorial Gardens

There were no subdivision and land development plans to approve/disapprove.

Commissioners Klunk/Prieber moved to approve the following extension requests that will expire on April 20, 2015:

- P04-25 – South Heights
- P04-26 – Stonewicke
- P06-23 – Brookside Avenue Townhouses

P08-20 – Park Hills Manor
P10-12 – York Village Apartments
P14-08 – Brookside Heights-Phase 2
Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve the following extension request that will expire on July 20, 2015:

P07-27 – Sterling Brown
Motion carried unanimously.

Health & Sanitation - Commissioner Klunk: No report.

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

OLD BUSINESS: None.

NEW BUSINESS:

Commissioners Heilman/Klunk moved to ratify the collective bargaining agreement between Penn Township and AFSCME for the period January 1, 2015 through December 31, 2019. Motion carried unanimously.

Eric Blum from the Hanover Evening Sun introduced himself as the new Hanover Borough reporter.

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 7:08 P.M. Motion carried unanimously.

Respectively Submitted,



Melissa Miller
Administrative Assistant

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
FEBRUARY 16, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, February 16, 2015 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, Goldsmith, Klunk and Prieber. Also present were Solicitor Walt Tilley, Township Manager Garvick, Assistant Township Manager Rodgers, Administrative Assistant Miller, 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 January 19, 2015 meeting of the Board of Commissioners were approved as submitted.

PERSONS TO BE HEARD - CITIZENS COMMENTS: Representative Kate Klunk and Barb Metzler representing Senator Richard Alloway's office presented Manager Garvick with citations from both the Pennsylvania House of Representatives and Senate recognizing and thanking him for his years of service to Penn Township.

Neil Slenker, judicial candidate for York County, introduced himself to the Board of Commissioners and Penn Township residents.

TOWNSHIP REPORTS - STANDING COMMITTEES:

Public Safety Committee - Commissioner Prieber:

Commissioners Prieber/Goldsmith moved to adopt Ordinance No. 770 amending Section 127-25 prohibiting parking on Breezewood Drive. Motion carried 5-0 on a roll call vote.

Commissioners Prieber/Goldsmith moved to approve a request dated January 16, 2015 from the Hanover Allied Veterans Council to conduct the Memorial Day parade on Monday, May 25, 2015. They further moved that all Penn Township street closings and public safety considerations be coordinated through the Penn Township Chief of Police. Motion carried unanimously.

Personnel Committee - Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to appoint Kristina J. Rodgers as the Township Manager effective February 28, 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 846 appointing Kristina J. Rodgers as Township Treasurer, Melissa A. Miller as Secretary and Phillip W. Heilman as Assistant Secretary. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to appoint Brandy Baugher to a term as an alternate member of the Civil Service Commission said term to expire February 2021. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to appoint Jeffrey Waltman as the Emergency Management Coordinator. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved with regret to accept the resignation of Stephen Roth from the Planning Commission effective January 31, 2015. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,171,890.11. Motion carried unanimously, with Commissioner Klunk abstaining from warrants for vendor number 60.

Commissioners Heilman/Goldsmith moved to approve a request dated January 9, 2015 from St. Joseph's Parish for a waiver of the permit fees associated with their yard sale being held on March 7, 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated January 20, 2015 from the Hanover Exchange Club for a waiver of the permit fees to advertise the Home Builders Show and a Comedy and Magic Show. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request from York County Youth Aid Panel for a waiver of the rental fees for the Community Room for 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request from Amric

Construction, Inc. for the payment of \$7,616 to cover the cost of docklevelers that were missed from the Recycling Facility bid. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to award the Heights Avenue Property Bid to Bon Ton Builders, Inc. of Hanover, PA for \$176,000. They further moved to authorize the Solicitor, Manager and Secretary to execute any settlement documents. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Commissioners Goldsmith/Heilman moved to adopt Ordinance No. 769 An Intergovernmental Cooperation Agreement for a Regional Chesapeake Bay Pollutant Reduction Plan. Motion carried 5-0 on a roll call vote.

Planning & Recreation Committee – Commissioner Klunk:

Commissioner Felix asked Solicitor Tilley to review the process of lowering performance bonds for developers. Solicitor Tilley stated that performance bonds are set by the Board of Commissioners when land development plans are approved so it is also appropriate for the Board to act when requests for reductions in the bond amounts are made.

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

The following land development plans were formally filed:

- P15-04 – High Pointe at Rojen Farms-Parcel B & C
- P15-05 – Tibbs add-on to Brough
- P15-06 – Edwin D. Jr. & Brenda Krout
- P15-07 – Martins Ridge
- P15-08 – APIO, Inc.-Hanover Plant Expansion

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

- P14-13 – Thornbury Hunt
 - P15-05 – Tibbs add-on to Brough
 - P15-07 – Martins Ridge
- Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve the following extension requests that will expire on May 18, 2015:

- P01-28 – High Pointe at Rojen Farms

P03-30 – Mustang Pointe
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to set the performance bond for Thornbury Hunt at \$699,398.65. Motion carried unanimously.

Commissioners Klunk/Heilman moved to reduce the performance bond for Whispering Run Phase 2A from \$260,152.75 to \$64,203.70. Motion carried unanimously.

Commissioners Klunk/Heilman moved to reduce the performance bond for Whispering Run Phase 2B from \$326,557.94 to \$228,866.00. Motion carried unanimously.

Commissioners Klunk/Heilman moved to reduce the performance bond for Whispering Run Phase 2C from \$138,087.24 to \$118,179.82. Motion carried unanimously.

Health & Sanitation - Commissioner Klunk:

Commissioners Klunk/Preiber moved to adopt Resolution No. 845 approving the planning module to upgrade the existing Mullertown Pump Station. Motion carried unanimously.

MANAGERS REPORT:

Manager Garvick thanked his wife Susan for her support over all the years.

OLD BUSINESS: None.

NEW BUSINESS: None.

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

QUESTIONS FROM PRESS:

Questions from the press were received and answered.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Goldsmith/Prieber moved for adjournment at approximately 7:21 P.M. Motion carried unanimously.

Respectively Submitted,

Melissa G. Miller

Melissa Miller
Administrative Assistant

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MARCH 3, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a special session on Tuesday, March 3, 2015 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, Goldsmith, Klunk and Prieber. Also present were, Township Manager Rodgers, Township Secretary Miller, Township Engineer Bortner, and WWTP Superintendent Mahone.

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 read the announcement of an executive session following the Finance Committee meeting on March 2, 2015.

PERSONS TO BE HEARD - CITIZENS COMMENTS: None.

TOWNSHIP REPORTS - STANDING COMMITTEES:

Public Safety Committee - Commissioner Prieber:

Commissioners Prieber/Goldsmith moved to authorize the Penn Township Civil Service Commission to prepare a firefighters eligibility list in conjunction with the Hanover Borough Civil Service Commission. Motion carried unanimously.

Personnel Committee - Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to ratify a collective bargaining agreement between Penn Township and the Penn Township Patrolman's Association for the period 2015 through 2018. Motion carried on a 4-1 vote with Commissioner Prieber casting the dissenting vote.

Finance Committee – Commissioner Heilman: No report.

Public Works Committee – Commissioner Goldsmith: No report.

Planning & Recreation Committee – Commissioner Klunk: No report.

Health & Sanitation - Commissioner Klunk: No report.

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 Goldsmith/Prieber moved for adjournment at approximately 7:02 P.M. Motion carried unanimously.

Respectively Submitted,



Melissa A. Miller
Township Secretary

MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MARCH 16, 2015

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, March 16, 2015 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, Goldsmith, Klunk and Prieber. Also present were Solicitor Tilley, Township Manager Rodgers, Township Secretary Miller, 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 February 16th and March 3, 2015 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: No report.

Personnel Committee - Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to appoint Jeffrey Garvick to the Hanover Trolley Trail Operating Committee. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,433,001.93. Motion carried unanimously, with Commissioner Klunk abstaining from warrants for vendor number 60.

Commissioners Heilman/Goldsmith moved to approve a request dated February 26, 2015 from the Hanover Lions Club for a waiver of the permit fee associated with their Chicken Barbeque being held on May 16, 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a cable franchise fee audit proposal dated January 12, 2015 from the Cohen Law Group. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated January 13, 2015 from GHI for a reduction in the Aquaphoenix land development application fee. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith: No report.

Planning & Recreation Committee – Commissioner Klunk:

Commissioners Klunk/Prieber moved to adopt Resolution No. 847 adopting street lights along Brian Lane, Boulder Road and Beck Mill Road within the Thornbury Hunt Development. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated February 5, 2015 from GHI for a waiver of the land development requirements for the APIO Hanover Plant Expansion for the installation of a full streetscape bufferyard and an environmental impact study. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated March 2, 2015 from GHI for a waiver of the land development requirements for the APIO Hanover Plant Expansion for the installation of the access drive width and fencing. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated February 25, 2015 from Sharrah Design Group for a waiver of the subdivision plan requirement for High Pointe at Rojen Farms, Parcels B & C for the showing of the sanitary sewer and storm water facilities. Motion carried unanimously.

Commissioners Klunk/Prieber moved to adopt Resolution No. 848 adopting a Joint Comprehensive Plan with Hanover Borough. Motion carried unanimously.

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

The following land development plan was formally filed:

P15-03 – Aquaphoenix

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

P15-04 – High Pointe at Rojen Farms – Parcel B & C
P15-06 – Edwin D. Jr. & Brenda Krout
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension request that will expire on June 15, 2015:

P13-09 – Amish Markets at Hanover
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to deny the following subdivision plan:

P09-10 American Home Contractors LLC

The final subdivision plan in order to create two (2) residential lots as it does not meet the requirements of the Penn Township Subdivision and Land Development Ordinance. Specifically the plan does not meet Section 305 Review of Plans that all plans, whether preliminary or final, shall be reviewed by the Penn Township Planning Commission with reference to the following: any proposals contained in the Penn Township Comprehensive Sewage Plan and the requirements of any other applicable Township Ordinance. The plan fails to show the separate utility connections for each property as required under the International Residential Code Section P2602 Individual Water Supply and Sewage Disposal and under the International Plumbing Code Section 301.3 connections to the sanitary drainage system. The following were adopted by the Penn Township Board of Commissioners on June 21, 2004 by Ordinance No. 612, as amended, adopting the PA Uniform Construction Code. Motion carried unanimously.

Health & Sanitation - Commissioner Klunk:

Commissioners Klunk/Prieber moved to extend the Synagro agreement through 2020. Motion carried unanimously.

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:

Questions from the press were received and answered.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners

Prieber/Goldsmith moved for adjournment at approximately 7:11 P.M. Motion carried unanimously.

Respectively Submitted,

Melissa A. Miller

Melissa A. Miller
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
APRIL 20, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, April 20, 2015 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, Goldsmith, Klunk and Prieber. Also present were Solicitor Tilley, Township Manager Rodgers, Township Secretary Miller, 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 March 16, 2015 meeting 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:

Commissioners Prieber/Goldsmith moved to authorize the execution of the Naxolone MOU with the County of York. Motion carried unanimously.

Personnel Committee - Commissioner Heilman:

Commissioners Heilman/Goldsmith moved for the appointment of Barbara Mahan to the Penn Township Planning Commission, said term to expire May 2019. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,104,276.05. Motion carried unanimously, with Commissioner Klunk abstaining from warrants for vendor number 60.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 850 a revised Management and Non-Uniformed Salaries and Benefits for 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated March 10, 2015 from the Jefferson Carnival Committee for a waiver of the permit fees to advertise their annual carnival being held July 13th through 18, 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated March 16, 2015 from the Fraternal Order of Eagles #1406 for a waiver of the permit fees associated with their annual Family Fun Day being held May 2, 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated March 26, 2015 from the Hanover Area Chamber of Commerce for a waiver of the permit fees to advertise their annual Dutch Festival being held July 25, 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated March 29, 2015 from Mason-Dixon Credo for a waiver of the permit fees to advertise their Penn Grove Retreat Center. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to award the sale of the Ford F150 bid to James Daugherty of South Connellsville, PA for \$1,459.00. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to ratify the decision to advertise a public hearing on May 18, 2015 to consider a LERTA request. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to authorize the Manager to advertise an ordinance for consideration of designating a LERTA boundary. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plan was formally filed:

P15-09 – Bruce L. Jones Contractor, Inc.

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

P15-01 – Pinebrook-Phase 1
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on July 20, 2015:

P04-25 – South Heights
P04-26 – Stonewicke
P06-23 – Brookside Avenue Townhouses
P08-20 – Park Hills Manor
P14-08 – Brookside Heights-Phase 2
P15-02 – Add-on to Marburg Memorial Gardens
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to deny the following subdivision plan:

P10-12 – York Village Apartments LCL

A preliminary/final reverse subdivision and land development plan submitted in order to construct two (2) multi-family dwellings consisting of 16 residential units total and office building, as it does not meet the requirements of the Penn Township Subdivision and Land Development Ordinance. Specifically the plan does not meet Sections 402 and 405 Preliminary Plan Requirements and Final Plan Requirements. The plan does not have the name and seal of the registered professional Engineer or Surveyor responsible for the plan, a notarized statement that the applicant is the owner of the land proposed to be developed and that the land development plan shown on the final plan is made with his or their free consent and that it is desired to record the same, and all other state and county certificates have not been received including but not limited to a current NPDES permit. In addition the recreation fees of \$13,360 have not been paid per Section 514 of the Penn Township Subdivision and Land Development Ordinance. Motion carried unanimously.

Health & Sanitation - Commissioner Klunk:

Commissioners Klunk/Prieber moved to adopt Resolution No. 849 adopting the Act 537 Plan update. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request dated March 31, 2015 from APIO, Inc. for a reduction in the EDU fees from \$2,298 to \$1,030 for 50 EDUs. Motion carried unanimously.

Commissioners Klunk/Prieber moved to authorize the execution of recycling grant agreement # 902-089-2014. Motion carried unanimously.

MANAGERS REPORT:

Manager Rodgers gave a copy of the ordinance to adopt the codification to the Commissioners to review. The ordinance must be reviewed for 30 days before being adopted at the June 2015 meeting.

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 7:12 P.M. Motion carried unanimously.

Respectively Submitted,

Melissa A. Miller
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MAY 18, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, May 18, 2015 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, Goldsmith, Klunk and Prieber. Also present were Solicitor Tilley, Township Manager Rodgers, Township Secretary Miller, 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 prior to the public meeting this evening, the Board of Commissioners met with the Solicitor for the purpose of discussing personnel issues involving attorney/client privilege. Commissioner Felix announced an executive session was held following the Health & Sanitation Committee meeting on May 5, 2015. Commissioner Felix also announced following the public meeting this evening, the Board of Commissioners would reconvene 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 April 20, 2015 meeting of the Board of Commissioners were approved as submitted.

PERSONS TO BE HEARD - CITIZENS COMMENTS: None.

LERTA PUBLIC HEARING:

At this time Commissioner Felix opened the hearing to consider Local Economic Revitalization Tax Act (LERTA) designation for 26 Industrial Drive. The hearing began with staff review and comments. Manager Rodgers stated that The Purpose of this Hearing is to elicit testimony regarding the establishment of a boundary within which industrial development would occur and could result in the assessment of a property tax rate divergent of the rate assigned to all other properties within the taxing district. The option to adjust the tax rate is allowed by the Local Economic Revitalization Tax Act, known as LERTA. This Hearing, required by the LERTA legislation, has been properly advertised in the Hanover Evening Sun.

In 2002 a land development plan was approved for the construction of a food processing warehouse at 26 Industrial Drive. At that time the property was owned by Green Glen Produce. The actual permits were issued in July 2003. In 2006 the facility added a new commercial

shed. In 2007 Greenline Foods acquired the facility and added loading docks. In 2012 APIO purchased the facility from Greenline Foods.

On March 19, 2015 the Township received a request from Apio Inc. owner of 26 Industrial Drive for consideration of establishment of a LERTA boundary comprising 26 Industrial Drive. The request is for consideration of a 10 year tax relief schedule for improvements only. In other words, any relief granted would not include the current property taxes being paid on the land itself and the existing improvements. The proposed taxing schedule would have the property owner contributing 0% property taxes in the first year of the LERTA schedule incrementally increasing by 10% per year until by year 11 the tax rate would be the full 100%. APIO operates food manufacturing facilities in Pennsylvania, California, Ohio, and Florida. Apio owns a 19,000 square foot fresh cut vegetable manufacturing and distribution plant on 15 acres on 26 Industrial Drive. They have submitted to the Township a land development plan (which is on tonight's agenda for approval) for a 43,000 square foot addition. This addition will allow APIO the ability to add eight new processing lines to expand its manufacturing capabilities. This has the potential to create an additional 256 full time jobs in Penn Township over the next three years. If the project is constructed in Penn Township APIO could invest as much as \$21.4 million into its Hanover facility with site improvements, building expansion and the purchase of new equipment. Only \$7 million of these improvements would be subject to property tax.

All three taxing authorities, the Township, the SWSD, and the County of York, must agree to participate in a LERTA schedule. However, the schedule need not be the same for all three taxing entities. The Township is solely responsible for establishing by Ordinance the LERTA boundary itself.

Jason Frost, Plant Manager, Apio, Inc., Darrell Auterson, President and Kenetha Hansen, Vice President Economic Development of the York County Economic Alliance (YCEA) made a presentation to the commissioners. Mr. Auterson began by stating how the YCEA uses the LERTA process to facilitate economic development in York County. The YCEA works with the taxing authorities to assist in the LERTA process. This incentive is used locally rather than through the state.

Mr. Frost began his presentation by showing a visual of the current property, relating the facility currently processes green beans. Due to substantial growth, Apio is looking to expand their operations on the east coast. This means an additional 250 jobs and eight manufacturing lines to support this growth. Investment for this project includes \$1.5 million in site improvements, \$5.4 million in building expansion and \$14.2 million in equipment. Green beans would continue to be processed as well as salad production lines which would contain broccoli, cabbage, carrots and kale as well as additional components to create the specialty packaged Super Foods Salads. Apio is becoming more innovated in both the existing business and the growth into new markets with the salads.

Mr. Frost reviewed the timeline for the potential expansion. Soil evaluation and preliminary site preparation have begun to make sure the expansion is a feasible build for the company. The Land Development Plan has been submitted for approval. If approval is received the company will begin construction immediately completing the new processing lines and warehouse by October 2015 with final renovations of the current facility and offices to be completed in December 2015. They are estimating moving production trade in January 2016 and March 2016 respectively.

South Western School District did not have anyone present to comment on this request. Manager Rodgers read a prepared statement from Jeffrey Mummert, SWSD Business

Administrator/Board Secretary as follows:

"The South Western School District has been approached by Apio, Inc., to consider a LERTA tax exemption plan for the expansion of their plant in Penn Township. The School Board discussed the request at their Planning Meeting held on May 13, 2015, and will be voting to approve said request at our regularly scheduled Board meeting to be held on May 27, 2015. The Board has not received a specific request-so there may be some discussion regarding the structure of the tax exemption. Again, the Board of School Directors of the South Western School District supports the LERTA designation for this plant expansion project, and the economic opportunities it presents.

If you have any questions regarding this letter of support, please feel free to contact me at 632-2500 x20100."

The York County Commissioners did not have anyone present to comment on this request. Mr. Auterson spoke on behalf of the Commissioners. The YCEA organization serves as the county-wide economic development organization. Mr. Auterson has briefed the county commissioners on the proposed LERTA request. The county practice has been to follow the lead of the municipality authorities. If the municipalities propose a favorable recommendation, the county commissioners generally follow suit.

Commissioners Felix and Klunk, members of the Penn Township Planning Commission reiterated the positive recommendation that was made by the Planners at their April meeting.

Mr. Auterson spoke on behalf of the York County Economic Development Corporation, reiterating the position of the corporation is to assist the taxing authorities in making their informed decision with neutrality. They are in support of this project for the economic growth and jobs creation.

The Hanover Area Chamber of Commerce (HACC) did not have anyone present to comment on this request. Kenetha Hansen of the YCEA reviewed a prepared statement from, Gary Laird, President HACC as follows:

"The Hanover Area Chamber of Commerce is a business advocacy organization that supports business growth and development and has approximately 600 members in the greater Hanover Area.

The Chamber supports the expansion of Apio Inc. in the Penn Township Industrial Park, and the Chamber respectfully requests that the Penn Township Board of Commissioners give consideration to allow Apio to enter the Local Economic Tax Assistance Act (LERTA) program.

For the past 100 years, the economic strength and vitality of this area has been based on business growth, particularly in the manufacturing sector. As our economy has changed in recent years it has become more challenging for companies like Apio to fund expansions that result in job creation to help fuel the growth of our local economy.

Apio is a great example of how entrepreneurship, leadership and commitment to community can equate to success, growth and improve the overall quality of life within our community.

A few key points about this project that warrant consideration:

- Apio will add 200-250 new jobs
- The additional employees will contribute to local tax revenue
- The area will recognize \$6.9 million in construction and site improvements

- The development of the property in the industrial park will not impact existing highway and utility infrastructure
- Total economic output of over \$203 million
- Permitting access to the LERTA program will not negatively impact the current tax revenue of the township or school district, but as taxes are phased in on the improved property, tax revenue will increase for both the township and school district.

I thank you for your time and consideration. If you have any questions, I would be happy to answer them now. Please feel free to contact me at the Chamber at 637-6130 ext. 102 or glaird@hanoverchamber.com.”

Commissioner Felix thanked everyone for their presentations. Commissioner Heilman then posed a question to the applicants in regards to the data in the economic impact analysis. Mr. Auterson stated the data came from assumptions based on a three year jobs creation and entered into a formulated model to create the analysis. Ms. Hansen noted the economic impact software Implan was used to generate the analysis. Commissioner Heilman inquired about future follow-up on the program. Mr. Auterson mentioned there has been monitoring on a state level. Ms Hansen noted there are some parameters that can be monitored easier than others such as job creation.

There were no comments from Solicitor Tilley.

There was no one from the general public present to comment.

Commissioners Klunk/Goldsmith moved to adopt Ordinance No. 773 adopting the Local Economic Revitalization Tax Assistance Program (LERTA) for Apio, Inc. Motion carried 5-0 on a roll call vote.

BRIEF RECESS:

PUBLIC HEARING - SUBDIVISION LAND DEVELOPMENT ORDINANCE-SECTION 514:

Manager Rodgers stated the Township would like to amend its Subdivision and Land Development Ordinance to create one recreation account for use of recreation funds throughout the Township. Act 135 of September 24, 2014 expanded the use of recreation funds to include acquiring, operating or maintaining park or recreational facilities reasonably accessible to the development. The fund needs to be clearly identified as reserved for providing, acquiring, operating or maintaining park or recreational facilities. The legislation also eliminated the time frame which the funds were spent. The Township will be going from three recreational districts to one. This will also reduce the amount of bank fees associated with the accounts. This will be an amendment to Section 514 of the Subdivision Land Development Ordinance.

There were no Penn Township residents at the meeting who wished to comment on the Subdivision and Land Ordinance-Section 514 and the public hearing was closed.

TOWNSHIP REPORTS - STANDING COMMITTEES:

Public Safety Committee - Commissioner Prieber:

Commissioners Prieber/Goldsmith moved to appoint Justin Reed as a student intern for the police department for the summer of 2015. Motion carried unanimously.

Personnel Committee - Commissioner Heilman:

Prior to considering ratifying the contract with the International Association of Firefighters Local #2045, Commissioner Prieber announced a change to Article 13, Section B of the contract stating the Township will provide for the firefighters first coat. The firefighters will then be responsible for their second coat. Commissioners Heilman/Prieber then moved to ratify the contract between Penn Township and the International Association of Firefighters Local #2045. Motion carried 3-2 on a roll call vote with Commissioners Klunk/Felix casting the dissenting votes.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$857,429.87. Motion carried unanimously, with Commissioner Klunk abstaining from warrants for vendor number 60.

Commissioners Heilman/Goldsmith moved to approve a request dated April 15, 2015 from the Southwestern High School Cheerleaders for a waiver of the permit fees associated with their Community Shopping Day. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated April 24, 2015 from the Friends of Codorus State Park for a waiver of the permit fees associated with their annual blast. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Ordinance No. 771 amending Ordinance No. 465 which establishes and regulates the police pension fund. Motion carried 5-0 on a roll call vote.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 851 declaring a bidder in default, taking the bid bond, vacating bid award and readvertising the public sale of the Heights Avenue property. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 852 authorizing the advertisement and public sale of a 1995 International Dump Truck. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a lighting upgrade design proposal dated April 10, 2015 from Paragon Engineering Services, Inc. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

Planning & Recreation Committee – Commissioner Klunk:

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

Commissioners Klunk/Goldsmith moved to adopt Ordinance No. 772 amending Ordinance No. 407, Section 514 of the Subdivision and Land Development Ordinance. Motion carried 5-0 on a roll call vote.

The following land development plans were formally filed:

- P15-10 – Hillside Medical Center
- P15-11 – Hanover Foods WWTP Improvements

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

- P15-02 – Add-on to Marburg Memorial Gardens
 - P15-08 – APIO, Inc.-Hanover Plant Expansion
 - P15-09 – Bruce L. Jones Contractor, Inc.
- Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on August 17, 2015:

- P01-28 – High Pointe @ Rojen Farms
 - P03-30 – Mustang Pointe
- Motion carried unanimously.

Health & Sanitation - Commissioner Klunk:

On Thursday, April 16, 2015 the following bids were opened and publicly read aloud by Manager Rodgers for the refuse unit bid:

<u>Bidder</u>	<u>Amount</u>
Central Poly Corporation 2400 Bedle Place P.O. Box 4097 Linden, NJ 07036	\$19.57/per 100
All American Poly 40 Turner Place Piscataway, NJ 08854	\$20.32/per 100
Dyna-Pak 112 Helton Drive P.O. Box 967 Lawrenceburg, TN 38464	\$27.11/per 100

Interboro Packaging Corporation \$26.98/per 100
114 Bracken Road
Montgomery, NY 12549

XL Plastics Inc. \$21.99/per 100
220 Clifton Blvd
Clifton, NJ 07011

Commissioners Klunk/Prieber moved to award the refuse unit bid to Central Poly Corporation, Linden NJ, for a bid price of \$19.57/per 100 bags. Motion carried unanimously.

MANAGERS REPORT: None.

OLD BUSINESS: None.

NEW BUSINESS:

Commissioners Klunk/Prieber moved to authorize the President of the Board of Commissioners or the Township Manager to be the agent authorized to bid on Lot 6 on Hemlock Court in Hanover Borough at the Judicial Tax Sale on June 4, 2015. Commissioners Klunk/Prieber further moved to authorize that the representative of the Township can bid up to a maximum of \$130,000 for the purchase of Lot 6 on Hemlock Court. Motion carried unanimously.

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 Goldsmith/Klunk moved for adjournment at approximately 7:32 P.M. Motion carried unanimously.

Respectively Submitted,

Melissa A. Miller
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JUNE 15, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, June 15, 2015 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 and Prieber. Commissioner Goldsmith was absent with notice. Also present were Solicitor Tilley, Township Manager Rodgers, Township Secretary Miller, 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 following the public meeting this evening, the Board of Commissioners would convene 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 May 18, 2015 meeting 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:

Commissioners Prieber/Klunk moved to adopt the revised Civil Service Rules and Regulations for police officers. Motion carried unanimously.

Commissioners Prieber/Klunk moved to adopt the revised Civil Service Rules and Regulations for firefighters. Motion carried unanimously.

Commissioners Prieber/Klunk moved to approve a request dated June 5, 2015 from West Manheim Township Supervisors for the use of Penn Township's fire police for the Pleasant Hill Firemen's Carnival. Motion carried unanimously.

Commissioners Prieber/Klunk moved to approve a request dated June 8, 2015 from the Hanover Fire Department for use of Penn Township's fire police and ambulance for the Liberty Day festivities. Motion carried unanimously.

Personnel Committee - Commissioner Heilman:

Commissioners Heilman/Klunk moved to approve a Memorandum of Understanding for one year with the York County District Attorney's Office and the York County Commissioners regarding the York County Drug Task Force. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Klunk moved to approve Township warrants in the amount of \$1,052,389.08. Motion carried unanimously, with Commissioner Klunk abstaining from warrants for vendor number 60.

Commissioners Heilman/Klunk moved to approve a request dated April 26, 2015 from St. Joseph's Parish for a waiver of the permit fees associated with their annual yard sale. Motion carried unanimously.

Commissioners Heilman/Klunk moved to approve a request dated May 26, 2015 from Grace United Methodist Church for a waiver of the permit fees associated with their annual retreat. Motion carried unanimously.

Commissioners Heilman/Klunk moved to adopt Resolution No. 853 authorizing the consolidation and elimination of certain bank accounts. Motion carried unanimously.

Commissioners Heilman/Klunk moved to adopt Ordinance No. 775 amending Ordinance No. 691 which establishes and regulates the firefighter's pension fund. Motion carried 4-0 on a roll call vote.

Commissioners Heilman/Klunk moved to award the 1995 Dump Truck Bid to Michael Hodoske of Flemington, NJ for a bid price of \$12,500. Motion carried unanimously.

Public Works Committee – Commissioner Klunk:

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

Commissioners Klunk/Prieber moved to approve Change Order No. One, in the amount of \$17,961.24 for Kinsley Construction for the Moore Drive Culvert Project. Motion carried unanimously.

Commissioners Klunk/Prieber moved to adopt Resolution No. 854 authorizing the advertisement and public sale of a 1996 Bandit Wood Chipper. Motion carried unanimously.

Planning & Recreation Committee – Commissioner Klunk:

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

Commissioners Klunk/Prieber moved to adopt Ordinance No. 774 Ordinance Codification for the Township of Penn. Motion carried 4-0 on a roll call vote.

Commissioners Klunk/Prieber moved to deny a request dated April 28, 2015 from

Burkentine and Sons for a waiver of the sidewalk requirements at 11 and 22 Amanda Avenue. Motion carried unanimously.

Commissioners Klunk/Prieber moved to deny a request dated May 20, 2015 from GHI for a waiver of the curb and gutters for the Anita Miller sketch plan. They further moved for a temporary waiver of the sidewalk requirements for the Anita Miller sketch plan located along Beck Mill Road. Motion carried unanimously.

There were no land development plans formally filed.

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

P15-10 – Hillside Medical Center
Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve the following extension requests that will expire on September 21, 2015:

P13-09 – Amish Markets at Hanover
P15-03 – Aquaphoenix
Motion carried unanimously.

Health & Sanitation - Commissioner Klunk:

On Wednesday, May 27, 2015 the following bids were opened and publicly read aloud by Manager Rodgers for the storage pad cover and lime silo painting bid:

<u>Bidder</u>	<u>Amount</u>
D.M. Coatings, Inc. 6950 Chatham Drive Harrisburg, PA 17111	\$74,900
Capital Coating, Inc. P.O. Box 365 Intercourse, PA 17534	\$79,048
Rich Mullin Sandblasting 75 Fleshman Mill Road New Oxford, PA 17350	\$144,785

Commissioners Klunk/Prieber moved to award the sludge pad and silo painting bid to D.M. Coatings, Inc., Harrisburg PA, for a bid price of \$74,900. Motion carried unanimously.

MANAGERS REPORT: None.

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,

Melissa A. Miller
Township Secretary

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
JULY 20, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, July 20, 2015 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, Goldsmith, Klunk and Prieber. Also present were Solicitor Tilley, Township Manager Rodgers, Township Secretary Miller, 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 following the public meeting this evening, the Board of Commissioners would convene 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 June 15, 2015 meeting 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:

Commissioners Prieber/Goldsmith moved to adopt Ordinance No. 776 amending Section 300-43 prohibiting parking on certain streets. Motion carried 5-0 on a roll call vote.

Personnel Committee - Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to accept Jason Hagerman into the Non Uniformed Pension Plan effective June 22, 2015. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,748,197.26. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to award the 1996 Bandit Wood Chipper bid

to Kenneth Franke of Kutztown, PA for a bid price of \$9,200. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution No. 856 authorizing the readvertisement and public sale of the Heights Avenue property. 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. 855 adopting street lights along Grandview Road, Tyler Drive and Alexander Drive in the High Pointe North at Rojen Farms development. Motion carried unanimously.

Planning & Recreation Committee – Commissioner Klunk:

There were no additions or changes to the Zoning Officer's Report. Commissioner Klunk inquired if there was any further update on the Stonewicke development plan. Zoning Officer Swanner reported he has not heard back from the developers.

Commissioners Klunk/Prieber moved to reduce the performance bond for High Pointe North at Rojen Farms from \$802,652.15 to \$459,305.17. Motion carried unanimously.

The following land development plan was formally filed:

P15-12 – Penn Township/Cathy J. Kwiatkowski

There were no subdivision and land development plans to approve/disapprove.

Commissioners Klunk/Prieber moved to approve the following extension requests that will expire on October 19, 2015 with the condition that representatives from Stonewicke and Park Hills Manor must appear at a Planning Commission or Public Works Committee meeting with an update prior to the next extension:

P04-25 – South Heights
P04-26 – Stonewicke
P06-23 – Brookside Avenue Townhouses
P08-20 – Park Hills Manor
P14-08 – Brookside Heights-Phase 2
Motion carried unanimously.

Commissioners Klunk/Prieber moved to accept the withdrawal of plan P13-09 Amish Market at Hanover as requested by the developer. Motion carried unanimously.

Commissioners Klunk/Prieber moved to deny P07-27 Sterling Brown final subdivision plan submitted to create two (2) residential lots. The plan is being denied because the Township previously approved P98-18 Henry S. Brough Estate on September 21, 1998 and P98-28 Henry S. Brough Estate on October 19, 1998. Both plans contained a note that states "No further subdivision of the lots set forth on this plan will be permitted for the purpose of creating new building lots." The parcel on P07-27 Sterling Brown is

lot 1 on both of the previously approved subdivision plans and is identified as parcel 44000ED00450000000. Motion carried unanimously.

Health & Sanitation - Commissioner Klunk:

On Wednesday, July 15, 2015 the following bids were opened and publicly read aloud by Meagan Miller of GHD for the Center Street sanitary sewer replacement bid:

<u>Bidder</u>	<u>Amount</u>
Barrasso Excavation Inc. 1523 Memorial Highway Oley, PA 19547	\$325,862.50
DOLI Construction Corporation 120 Independence Lane Chalfont, PA 18914	\$347,142.00
Shiloh Paving & Excavating Inc. 300 Cloverleaf Road York, PA 17406	\$544,650.00

Commissioners Klunk/Prieber moved to award the Center Street sewer replacement project bid to Barrasso Excavation Inc. of Oley, PA for a bid price of \$325,862.50. Motion carried unanimously.

Commissioners Klunk/Prieber moved to award the refuse unit bid to All American Poly of Piscataway, NJ for a bid price of \$20.32/per 100 bags because Central Poly Corporation was unable to accept award made May 18, 2015. Motion carried on a 4-1 vote with Commissioner Heilman casting the dissenting vote.

Commissioners Klunk/Goldsmith moved to authorize taking the Central Poly Corporation's bid bond since they were unable to accept the refuse unit bid award made May 18, 2015. Motion carried unanimously.

MANAGERS REPORT: None.

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 7:09 P.M. Motion carried unanimously.

Respectively Submitted,

Melissa A. Miller
Township Secretary



**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
AUGUST 17, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, August 17, 2015 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, Goldsmith, Klunk and Prieber. Also present were Attorney Evans, Township Manager Rodgers, 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 following the public meeting this evening, the Board of Commissioners would convene 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 July 20, 2015 meeting 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:

Commissioners Prieber/Heilman moved to adopt Ordinance No. 777 amending Section 300-17 Stop Intersections of the Penn Township Code. Motion carried 5-0 on a roll call vote.

Personnel Committee - Commissioner Heilman:

Commissioners Heilman/Prieber moved to approve the job description for an Assistant WWTP Superintendent/Pretreatment Solid Waste Coordinator. They further moved that the Manager be authorized to complete and execute a petition under the public employee relations act with the PA Labor Relations Board. Motion carried.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$851,492.73. Motion carried unanimously.

On Wednesday, August 12, 2015 the following bids were opened and publicly read

aloud by the Township Manager for the Heights Avenue Property:

Bidder	Bid Amount
Burkentine and Sons	\$150,000
330 Dubs Church Road	
Hanover, PA 17331	

Commissioners Heilman/Goldsmith moved to award the Heights Avenue Property bid to Burkentine and Sons Builders, Inc. of Hanover, PA for a bid price of \$150,000. They further moved to authorize the Solicitor, Manager and Secretary to execute any settlement documents. Motion carried.

Commissioners Heilman/Goldsmith moved to approve a request dated July 30, 2015 from the Penn Township Volunteer Emergency Services for a waiver of permit fees to hold two yard sales and a chicken barbeque on August 29 and September 26, 2015. Motion carried.

Commissioners Heilman/Goldsmith moved to authorize the Township Solicitor to sign a stipulation that the Township does not have legal title to the property at 117 Pheasant Run Lane. Motion carried.

Commissioners Heilman/Goldsmith moved to authorize the Board of Commissioners President, Township Manager, and Township Solicitor to bid on 710 Hemlock Court at the December 7, 2015 Sherriff's sale. They further moved that the maximum amount that should be bid is \$125,865.45. Motion carried.

Public Works Committee – Commissioner Goldsmith:

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

Commissioners Goldsmith/Prieber moved to set the eighteen month performance bond for the acceptance of the streets in High Point North at \$242,873.38. They further moved to adopt Ordinance No. 778 adopting as public roads Kaitlyn Drive, Alexander Drive, Grandview Road and Tyler Drive. Motion carried 5-0 on a roll call vote.

Commissioners Goldsmith/Prieber moved to set the performance bond for the acceptance of the streets in Martins Ridge at \$108,624.40. They further moved to adopt Ordinance No. 780 adopting as public roads Beck Mill Road, Grandview Road, Martins Ridge Drive, and Brian Lane. Motion carried 5-0 on a roll call vote.

Planning & Recreation Committee – Commissioner Klunk:

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

The following land development plan was formally filed:

P15-13 – Hanover Wesleyan Church

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

development plan:

P15-11 – Hanover Foods WWTP Improvements
Motion carried.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on November 16, 2015 with the stipulation that representatives of each plan must appear at a Planning Commission or Public Works Committee meeting with an update prior to the approval of another extension request:

P01-28 – High Point @ Rojen Farms
P03-30 – Mustang Pointe
Motion carried unanimously.

Health & Sanitation - Commissioner Klunk:

Commissioners Klunk/Prieber moved to adopt Ordinance No. 779 approving the plan of construction of sanitary collection sewers within and to that portion of Penn Township consisting of Kaitlyn Drive, Tyler Drive, and Alexander Drive. Motion carried 5-0 on a roll call vote.

Commissioners Klunk/Prieber moved to adopt Ordinance No. 781 approving the plan of construction of sanitary collection sewers within and to that portion of Penn Township consisting of Brian Lane, Martins Ridge Drive and Beck Mill Road. Motion carried 5-0 on a roll call vote.

MANAGERS REPORT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

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

QUESTIONS FROM PRESS:

Questions from the press were received and answered.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners

Klunk/Goldsmith moved for adjournment at approximately 7:16 P.M. Motion carried unanimously.

Respectively Submitted,

Kristina J. Rodgers
Township Manager

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
SEPTEMBER 21, 2015**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, September 21, 2015 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, Goldsmith and Klunk. Commissioner Prieber was absent with notice. Also present were Solicitor Tilley, Township Manager Rodgers, Administrative Assistant Hallett, Police Chief Laughlin, Township Engineer Bortner and Zoning Officer Swanner.

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, immediately following the Board of Commissions meeting to discuss legal and personnel matters.

Commissioner Felix read an invitation from the Hanover area Jaycees to ride in the Halloween Parade.

Commissioner Felix announced a joint meeting with Hanover Borough on Wednesday, September 30, 2015 at 7P.M to present the findings and recommendations of the joint fire and emergency services steering committee. Manager Rodgers can be contacted with any questions.

APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING:

The minutes of the August 17, 2015 meeting of the Board of Commissioner were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS: None.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety Committee – Commissioner Klunk:

Commissioners Klunk/Goldsmith moved to approve a request dated August 31, 2015 from the Hanover area Jaycees requesting permission to hold the annual Halloween Parade on Thursday, October 29, 2015 with a rain date of Monday, November 2, 2015. Motion carried unanimously.

Commissioners Klunk/Goldsmith move to set Trick or Treat night for Tuesday, October 27, 2015 from 6:00 p.m. to 8:00 p.m. Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve a request dated August 27, 2015 from Hanover Public School District requesting permission to hold the Hanover Homecoming Parade on Friday, October 23, 2015. Motion carried unanimously.

Personnel Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to accept Brian Lightner into the Non-Uniformed Pension Plan effective August 25, 2015. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,612,965.68. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated August 18, 2015 from the Grace United Methodist Church for a waiver of permit fees to conduct a Christmas Bazaar on Saturday, November 21, 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt the 2016 Minimum Municipal Obligations for the Penn Township Non-Uniformed Pension Plan in the amount of \$178,229.92 which averages \$5092 per person; the Penn Township Fire Fighters Pension Plan in the amount of \$184,641.62 which averages \$12,309 per person and the Penn Township Police Pension Plan in the amount of \$617,916.45 which averages \$32,522 per person for a total of \$980,787.99. Motion carried unanimously.

Public Works Committee – Commissioner Goldsmith:

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

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:

P15-14 - Hanover Storage LLC

P15-15 - D&R Bean LLC

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

P15-12- Penn Township and Kathy J Kwiatkowski.

Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension request that will expire December 21, 2015:

P15-03 - Aquaphoenix.

Motion carried unanimously.

Health and Sanitation – Commissioner Klunk:

Commissioners Klunk/Goldsmith moved to award the Colonial Hills Force Main Relocation bid to EK Services for a bid price of \$458,539. Motion carried unanimously.

MANAGER'S REPORT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

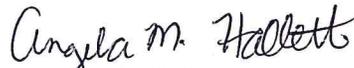
CITIZEN'S QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS:

QUESTIONS FROM PRESS: Questions were received and answered from the press.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Klunk/Goldsmith moved for adjournment at approximately 7:09 p.m. Motion carried unanimously.

Respectfully Submitted,


Angela M. Hallett

Administrative Assistant

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
OCTOBER 19, 2015**

CALL TO ORDER - ROLL CALL - DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, October 19, 2015 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 Rodgers, Police Chief Laughlin, Zoning Officer Swanner, Township Engineer Bortner, and Administrative Assistant Hallett.

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 following the public meeting this evening, the Board of Commissioners would convene 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 September 21, 2015 meeting of the Board of Commissioners were approved as submitted.

PERSONS TO BE HEARD - CITIZENS COMMENTS: Citizen Timothy Shorb expressed concern regarding a letter from the Code Enforcement Officer. Mr. Shorb shared that he has a medical condition that makes turning the light on and off a struggle and requested permission to leave the light off until he is able to sell his home in 2016 or at least until the end of the year when an electrician can come out to repair the damaged light. Commissioner Goldsmith recommended a Dusk to Dawn sensor from a local hardware store as a solution. Commissioner Felix apologized for Mr. Shorb receiving an unsigned letter from the Township and explained the reasoning behind the Lighting Ordinance.

Commissioners Klunk/Prieber moved to authorize the Zoning Officer to defer enforcement of the Ordinance until January 1, 2016 for the reason that it has been established that there is alternate lighting available for this property from other sources and as a medical accommodation to the resident. Motion carried unanimously.

TOWNSHIP REPORTS - STANDING COMMITTEES:

Public Safety Committee - Commissioner Prieber:

Commissioners Prieber/Goldsmith moved to approve the 2016 Klugh Animal Control Services Contract. Motion carried unanimously.

Personnel Committee - Commissioner Heilman: None

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$1,920,225.52. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated September 11, 2015 from St. Joseph Parish for a waiver of permit fees to conduct a Christmas Bazaar on Saturday, November 14, 2015.

Public Works Committee – Commissioner Klunk:

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

Planning & Recreation Committee – Commissioner Klunk:

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

Commissioners Klunk/Prieber moved to approve a bond reduction for Pinebrook Villas, LLC from \$43,347.70 to \$31,708.38. Motion carried unanimously.

There were no land development plans formally filed.

There were no subdivision and land development plans to approve/disapprove.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on January 18, 2016:

P04-25 South Heights
P04-26 Stonewicke
P06-26 Brookside Avenue Townhouses
P14-08 Brookside Heights Phase 2
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to deny P08-20 Park Hills Manor a preliminary subdivision and land development plan for nine single-family attached dwellings in the R8 Zone. The plan fails to meet the requirements for the Penn Township Subdivision and Land Development Ordinance number 180, as amended, along with Penn Township Stormwater Ordinance number 375, as amended. As noted in the following ways as described in Exhibit One which will be attached to the denial letter and the minutes. Motion carried unanimously.

Health & Sanitation - Commissioner Klunk: None

MANAGERS REPORT: No additions or changes.

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,



Angela M. Hallett
Administrative Assistant

MINUTES
PENN TOWNSHIP BOARD OF COMMISSIONERS SPECIAL MEETING
OCTOBER 20, 2015

The Penn Township Board of Commissioners convened on Tuesday, October 20, 2015 at 7:00 P.M. Present were Commissioners Felix, Heilman, Klunk, Goldsmith and Prieber. Also present were Township Manger Rodgers, Fire Chief Cromer, and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced that there was an Executive Session following the Board of Commissioners meeting on October 19, 2015 and the announcements from that session will be read during the Public Safety Committee meeting on November 2, 2015.

Commissioner Felix announced that Fire Chief Cromer presented him with a form from the York County Department of Emergency Services concerning the CAD system which required a signature. The Board made no objections to Commissioner Felix signing the form.

CITIZENS COMMENTS: None

FIRE CHIEF CROMER'S PRESENTATION: Chief Cromer reported that a Steering Committee was formed in December of 2013 to discuss the possibility of combining the Hanover Borough and Penn Township Fire Departments. He reviewed the make-up and purpose of the Committee. Chief Cromer shared that Penn Township and Hanover Borough currently operate with a functional regionalization, which provides for mutually aiding one another while operating under individual guidelines, personnel, and funding. There is presently no agreement in place between Penn Township and Hanover Borough with the exception of the shared Fire Chief.

Fire Chief Cromer reported that there are potential funds available to assist in covering some of the costs of combining the two fire departments. There will be up front cost involved in a regionalization; however, DCED and the State Fire Commissioners Office may offer funds to offset some of this expense. Presently the State Fire Commissioner gives a grant that pays each "group" in the consolidation \$15,000 per year for five years.

Fire Chief Cromer reported that most of the savings in combining departments would come from apparatus expenditures. Eventually there could be savings on personnel expense. Both Hanover Borough and Penn Township spend a tremendous amount of money on overtime, which could be handled more affordably with a combined department.

Fire Chief Cromer passed out spreadsheets showing potential budgets over the next 5 years. He prepared a budget for Hanover Borough's Career Department, Penn Township's Career Department, Penn and Hanover's Career Departments combined and a merger of both Municipality's Career and Volunteer departments. Commissioner Klunk commented that there would be a noticeable savings with hiring only three firefighters in the combined department versus six with two separate departments.

Michael Brown asked if the Committee set up to oversee the new fire department would be paid. Chief Cromer responded that the Board would be made up of volunteers, as the Chief's research did not show any paid Boards in Pennsylvania. Commissioner Heilman pointed out that there could be housing expense involved with where the Committee meets and also additional administrative expense

related to payroll and other Human Resource functions. He also pointed out that a separate auditor and solicitor would be required.

Michael Brown asked if combining departments would cut out the majority of the overtime. Chief Cromer responded that it is a possibility; however, a lot of the overtime is due to people out on disability and other health related issues. Commissioner Heilman pointed out that vacation and sick leave also contributes to overtime. Commissioner Klunk wanted to clarify that currently one Penn Township firefighter is on Worker's Compensation and two are on disability due to non-work related health concerns.

Commissioner Felix asked to clarify who the ambulance drivers would be working for. Chief Cromer responded that the ambulance personnel are subcontracted and the ambulances are owned by the Volunteers. The Volunteers would need to vote to join the combined department in order for the ambulance revenue and expense to be relevant.

Chief Cromer reported that the next step, if the Board of Commissioners is interested in pursuing the merger, is to appoint the Fire Commission to serve as governing body of the merged departments. The Commission would structure the merger, set bylaws, and negotiate contracts. Chief Cromer pointed out that the Fire Commission would have to present their budget request to the Township's for approval each year.

Chief Cromer reviewed the apparatus savings with a combined department. Commissioner Heilman commented that the savings of \$1,822,242 over 15 years is not a significant amount of money.

Chief Cromer handed out a draft copy of an Intergovernmental Cooperation Agreement between Hanover Borough and Penn Township Fire Rescue and Related Services. He commented that, if done correctly, the merger would take at least eighteen to twenty-four months to complete.

Michael Brown asked what the advantage is to combining fire departments and commented that it seemed to be an improvement in 2008 when Penn Township and Hanover Borough began to work cooperatively. Chief Cromer responded that the savings in apparatus and maintenance would be worthwhile. He advised that, if nothing else, a formal agreement be reached concerning Penn Township storing equipment in Hanover Borough's fire stations. Commissioner Prieber commented that negotiating a single Fire Contract would be a benefit to combining departments.

Commissioner Klunk asked what other funds are available that would remove some of the financial responsibility from the municipalities and this was discussed.

Commissioner Felix recommended that the Board take time to consider the information presented and continue discussion during the November 3, 2015 Public Safety Committee meeting.

2016 BUDGET DISCUSSION: Manager Rodgers reported that there are no foreseeable revenue or expense changes from what was projected in the original draft budget. She stated that there may be an increase in realty transfer from commercial properties. Commissioner Heilman pointed out that this increase is not something that can be projected for 2016 because they are one time payments.

Commissioner Felix stated that there is no contribution to the Fire Reserve Account included in the 2016 draft budget.

CITIZENS COMMENTS: None.

QUESTIONS FROM THE PRESS: Davina Jurgenson from the Evening Sun asked if the combined fire department would be called Hanover Area Regional Fire District. Chief Cromer responded that it's named Hanover Area Regional Fire District in the draft agreement only and this is not set in stone.

Davina Jurgenson asked for clarification on how Penn Township and Hanover Borough are currently working together and Chief Cromer responded.

The meeting was adjourned at 8:11 P.M.

Respectfully Submitted,



Angela Hallett
Administrative Assistant

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
NOVEMBER 16, 2015**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, November 16, 2015 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 and Klunk. Commissioner Prieber was absent with notice. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Engineer Bortner, Zoning Officer Swanner, and Administrative Assistant Hallett.

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 October 19 and October 20, 2015 Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD – CITIZENS COMMENTS:

Gary Laird with the Hanover Chamber of Commerce thanked the Board for renewing Penn Township's membership in the Chamber for 2016. He met with Manager Rodgers previously to discuss ways that the Chamber can continue to support the Board's efforts and offered to help in any way that he can. Mr. Laird also thanked the Board on behalf of the Hanover YMCA for the successful Half Marathon on October 4, 2015. He said the race was very successful and they had two hundred and thirty runners, which is outstanding for a first time event of this nature. It also brought people in from outside of the area. Commissioner Felix thanked Mr. Laird for coming and stated that we are looking forward to next year's marathon.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety Committee – Commissioner Klunk:

Commissioners Klunk/Goldsmith moved to adopt Ordinance 783 authorizing an agreement between Penn Township and Hanover Borough to provide Deputy Fire Chief services. Motion carried 4-0 on a roll call vote.

Commissioners Klunk/Goldsmith moved to approve the York County SPCA Animal Care and Housing Agreement for 2016. Motion carried unanimously.

Commissioner Klunk/Goldsmith moved to continue discussion with Hanover Borough to consider consolidating or merging the fire departments. Motion carried unanimously.

Personnel Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to accept the resignation of Michael Brown from the Zoning Hearing Board effective December 31, 2015. Motion carried unanimously.

Finance Committee – Commissioner Heilman:

Commissioners Heilman/Goldsmith moved to approve Township warrants in the amount of \$872,773.41. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to adopt Resolution number 857 appointing Rager, Lehman, & Houck, PC as Township auditor for the audit year ending 2015. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated October 7, 2015 from Hanover West Manheim Township Lions Club for a waiver of the permit fees associated with their annual Christmas tree sale. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to approve a request dated October 15, 2015 from Mason Dixon Credo for a waiver of permit fees to advertise a retreat held at Penn Grove Retreat Center. Motion carried unanimously.

Commissioners Heilman/Goldsmith moved to not approve an agreement with York County Economic Alliance for services during 2016 and 2017. Motion carried unanimously.

Commissioner Heilman gave the first reading of the 2016 budget. He reported that the General Fund is balanced with \$10,580,345 in revenue and expenditures. Commissioner Heilman reported that the Highway Aid Fund is balanced with \$818,072 in revenue and expenditures and the Sewer Fund is balanced with \$6,976,856 in revenue and expenditures. The budget will be presented for public display on

December 8, 2015. Commissioner Felix stated that this year's first reading went very well and congratulated Manager Rodgers on her efforts.

Public Works – Commissioner Goldsmith:

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

Commissioners Goldsmith/Klunk moved to adopt Ordinance 782 the Floodplain Ordinance. Motion carried 4-0 on a roll call vote.

Commissioners Goldsmith/Klunk moved to deny a request dated October 19, 2015 from Wreaths Across America for a sign variance. Motion carried unanimously.

Planning and Recreation – Commissioner Klunk:

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

Commissioners Klunk/Heilman moved to deny a request dated October 8, 2015 from D&R Bean for a waiver of stormwater management requirements at 25 Industrial Drive. Motion carried unanimously.

Commissioners Klunk/Heilman moved to approve a request dated October 8, 2015 from D&R Bean for a three year waiver of landscaping and bufferyard requirements at 25 Industrial Drive. Motion carried unanimously.

The following subdivision and land development plan was formally filed:

P15 - 16 – Heights Avenue

Commissioners Klunk/Heilman moved to approve the following subdivision and land development plan:

P15 - 03 – Aquaphoenix
Motion carried unanimously.

Commissioners Klunk/Goldsmith moved to approve the following extension requests that will expire on February 15, 2016:

P01 - 28 - High Point at Rojen Farms
P03 - 30 - Mustang Pointe
P15 - 13 – Hanover Wesleyan Church
Motion carried unanimously.

Health and Sanitation – Commissioner Klunk:

Commissioners Klunk/Heilman moved to deny a request dated October 8, 2015 from D&R Bean for a ten year installment plan to pay for EDU's. Motion carried unanimously.

MANAGER'S REPORT: There were no additions or corrections to this report.

OLD BUSINESS: None.

NEW BUSINESS: None.

CITIZENS QUESTIONS TO THE BOARD REGARDING DISCUSSION ITEMS: None.

QUESTIONS FROM PRESS:

Questions from the press were received and answered.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Felix/Klunk moved for adjournment at approximately 7:20 P.M. Motion carried unanimously.

Respectfully submitted,


Angela M. Hallett
Administrative Assistant

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
DECEMBER 21, 2015**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, December 21, 2015 at the Penn Township Municipal Building. President Felix called the meeting to order at 7:00 P.M. Present were Commissioners Felix, Goldsmith, Klunk and Prieber. Commissioner Heilman was absent with notice. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Zoning Officer Swanner, Township Engineer Bortner, and Administrative Assistant Hallett.

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 November 16, 2015 meeting of the Board of Commissioners were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS: None

PUBLIC HEARING – 2016 BUDGET

Commissioner Klunk stated that the 2016 budget shows no tax increase and there is also no increase in garbage bags or sewage fees. He believes this is good due to Governor Wolf trying to push through various tax increases for 2016, which he does not agree with and feels to be irresponsible. Additionally there is a tax increase at the county level and the school district level. Commissioner Klunk pointed out that expenses continue to go up, especially health care, which may make a tax increase necessary in future years.

Mike Baker, 1030 Friar Run Road, was present and wished to acknowledge and give thanks that there is no tax increase in 2016. Mr. Baker stated that overall Penn Township is well maintained, effective in service and all of the employees that he has

come in contact with have been professional and knowledgeable. Mr. Baker commented that the budget available for review is very generic and fails to provide the public with details necessary to make a full analysis. After reviewing budgets from other municipalities he noted that Penn Township's budget could benefit from showing previous years' numbers in addition to proposed numbers. He shared a proposed budget from another municipality for the Board to review and recommended that the Board consider using a similar format in the future. Mr. Baker also believes that sharing the total number of employees rather than only the salary total would be beneficial for analysis purposes.

Mr. Baker questioned the cost of renting a line painter each year. He shared some purchasing options and prices with the Board for consideration. Line painters run between \$10,000 and \$12,000 to purchase and Mr. Baker does not see the advantage in renting one for \$5,000 rather than purchasing. He conceded that he does not have all of the details that went into this decision but would still ask the Board to consider purchasing. He also noted that \$54,000 in legal fees seems a bit high for a township this size, but again he does not have all the details.

Mr. Baker noted that the contingency is roughly ten percent of the budget and he feels this is good due to the lack of an approved state budget at this time. Mr. Baker expressed concern that the cost to clean square footage seemed high for facilities this size.

Mr. Baker asked who the Township is renting fire hydrants from. Commissioner Felix responded that we rent from Hanover Borough. Mr. Baker shared concern with whether the obvious growth in homes in Penn Township would lead to an increase in taxes or if the new homes would pay for themselves through property taxes.

Commissioner Felix thanked Mr. Baker for taking the time to come in and share his concerns.

Commissioners Klunk/Prieber moved to adopt Ordinance No. 784, the 2016 budget. Motion carried 3-1 on a roll call vote with Commissioner Felix casting the dissenting vote.

Commissioners Klunk/Prieber moved to adopt Ordinance No. 785, setting the real estate tax rate for 2016 at 3.85 mills. Motion carried 3-1 on a roll call vote with Commissioner Felix casting the dissenting vote.

Commissioners Klunk/Prieber moved that the Township Manager be authorized to balance the 2015 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety Committee – Commissioner Prieber:

Commissioners Prieber/Goldsmith moved to appoint Clement Neiderer and Jason Fisher as members of the Penn Township fire police. Motion carried unanimously.

Personnel – Commissioner Prieber:

Commissioners Prieber/Goldsmith moved to accept the resignations of William Woodward and Ray Van de Castle from the Planning Commission effective December 31, 2015. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to adopt Resolution No. 861 appointing William Woodward to the Zoning Hearing Board. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to reappoint Douglas Stambaugh, GHI Inc., as the Township Sewage Enforcement Officer. They further moved that Douglas Barmoy and Reginald Baugher, Hanover Land Services, be appointed as the Township alternate Sewage Enforcement Officers. Motion carried unanimously.

Commissioners Prieber/Goldsmith moved to appoint Jason Cromer as the Assistant Fire Chief. Motion carried unanimously.

Finance Committee – Commissioner Klunk:

Commissioners Klunk/Prieber moved to approve Township warrants in the amount of \$2,010,925.30. Motion carried unanimously.

Commissioners Klunk/Prieber moved to adopt Resolution No. 858 providing a schedule of fees for permits and services. Motion carried unanimously.

Commissioners Klunk/Prieber moved to ratify the stay of sheriff's sale scheduled for December 7, 2015 for Mummert Enterprises. The Board retains the right to have the sale rescheduled if the Township does not receive payment by January 4, 2016. Motion carried unanimously.

Commissioners Klunk/Prieber moved to adopt Resolution No. 859 fixing rates of pay and various benefits for management and non-uniformed employees of Penn Township for the calendar year 2016. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a bond reduction for Brookside Heights Phase I from \$210,444.30 to \$158,964.30. Motion carried unanimously.

Commissioners Klunk/Prieber moved to set the bond amount for Brookside Heights Phase II at \$90,271.53. Motion carried unanimously.

Commissioners Klunk/Prieber moved to accept the Highmark health insurance renewal for 2016. Motion carried unanimously.

Commissioners Klunk/Prieber moved to accept the workers compensation renewal for 2016. Motion carried unanimously.

Commissioners Klunk/Prieber moved to approve a request from York County Youth Aid Panel for a waiver of rental fees for use of the community room in 2016. Motion carried unanimously.

Public Works – Commissioner Goldsmith:

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

Commissioners Goldsmith/Klunk moved to adopt Resolution No. 860 authorizing the advertisement and sale of excess Public Works equipment. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

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

Commissioners Klunk/Prieber moved to adopt Resolution No. 862 authorizing the implementation of zoning updates between the Township of Penn and the Borough of Hanover. Motion carried unanimously

The following land development plans were formally filed:

P15-17 – Pinebrook Phase II

There were no subdivision and land development plans to approve/disapprove.

Commissioners Klunk/Prieber moved to approve the following extension requests:

P15-14 – Hanover Storage LLC to expire March 21, 2016

P15-15 – D&R Bean LLC to expire February 15, 2016.

Motion carried unanimously.

Health & Sanitation – Commissioner Klunk: No report.

MANAGER’S REPORT: There were no additions or changes to this report.

OLD BUSINESS: None

NEW BUSINESS:

Commissioners Klunk/Goldsmith moved to adopt Ordinance No. 786 establishing the time and place of the regular meetings of the Board of Commissioners. Motion carried 3-1 on a roll call vote with Commissioner Prieber casting the dissenting vote.

Presentation of Plaques – Commissioner Felix:

Commissioner Felix presented, with great pride and regret, a plaque to Commissioner Goldsmith in recognition of eight years of service on the Penn Township Board of Commissioners. The plaque was inscribed as follows:

In recognition of dedicated service as a Commissioner of the Township of Penn from 2008 – 2015.

Commissioner Felix presented, with great pride and regret, a plaque to Commissioner Prieber in recognition of eight years of service on the Penn Township Board of Commissioners. The plaque was inscribed as follows:

In recognition of dedicated service as a Commissioner of the Township of Penn from 2008 – 2015. President 2009 – 2011.

PERSON'S TO BE HEARD/CITIZEN'S COMMENTS:

Mike Baker, 1030 Friar Run Road, stated that a year ago he approached the Board about a regional firing range; however, the cost of that was prohibitive. This year he presented an alternate proposal for an open pistol range. Mr. Baker handed out information to each of the Commissioners and asked that they contact him after they've had time to review and consider his proposal. He would like to ask a Boy Scout Troop and a couple other organizations to assist in funding this so that there will be no cost to Penn Township. Commissioner Felix advised Mr. Baker that the information would be reviewed as well as passed to the new Board members and the Solicitor.

QUESTIONS FROM THE PRESS: None

ADJOURNMENT:

There being no further business to come before the Board of Commissioners Prieber/Goldsmith moved for adjournment at approximately 7:20 P.M. Motion carried unanimously.

Respectfully Submitted,

Angela M. Hallett

Angela M. Hallett
Administrative Assistant