

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
OCTOBER 15, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, October 15, 2018 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Heiland, Klunk, Felix and Van de Castle. Also present were Solicitor Doyle, Township Manager Rodgers, Acting Police Chief Hettinger, Zoning Officer Smith and Engineer Bortner.

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

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

**ANNOUNCEMENTS:**

Commissioner Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in executive session with the Solicitor to discuss legal, personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the September 17, 2018 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZEN'S COMMENTS:**

There were no citizens present to address the Board.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety Committee – Commissioner Brown:**

Commissioners Brown/Klunk moved to approve the Rules and Regulations of the Civil Service Commission for the Penn Township Fire Department as adopted by the Civil Service Commission on October 11, 2018. Motion carried.

Commissioners Klunk and Brown attended the Jaycees parade meeting and believe that everything is good for the Halloween parade on October 25, 2018.

Public Works & Recreation – Commissioner Klunk:

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

Commissioner Klunk stated that the MS4/Stormwater Inspector is available Monday thru Friday from 7:00 a.m. to 3:30 p.m. to answer any questions.

Planning – Commissioner Felix:

Commissioners Felix/Heiland moved to approve a request dated August 29, 2018 from RGS Associates on behalf of LCBC Church for waivers to the Penn Township Subdivision and Land Development Ordinance that include Section 404 Environmental Impact Studies, Section 405 Final Plan Requirements, Section 505.c, 505.k (1) Street Design and Section 605 Bufferyards. I further move to approve for the same plan, waivers to the Penn Township Stormwater Management Ordinance for Section 303 Volume Controls and Section 303.L Facility Dewatering. Motion carried.

Commissioners Felix/Heiland moved to approve a request dated September 17, 2018 from GHI Engineers and Surveyors on behalf of Elsner's Engineering for a waiver to the Penn Township Subdivision and Land Development Ordinance to include Section 404 Environmental Impact Studies and Section 605 Landscaping and Bufferyards. Motion carried.

Commissioner Felix/Heiland moved to reduce the 1040 Baltimore Street letter of credit from \$228,966 to 69,960. Motion carried.

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

There following plans were formally filed:

- SL18-15 – Michael and Mary Kuhn Subdivision
- SL18-16 – Bradley S. and Christy L. Hill
- SL18-17 – Thomas L. and Rhonda L. Allison

Commissioners Felix/Heiland moved to approve the following subdivision and land development plan:

- SL18-14 – Land Development Plan for Elsner Engineering Works, Inc.
- Motion carried.

Commissioner Felix/Heiland moved to approve the following extension requests that will expire on January 21, 2019:

- P04-25 – South Heights
  - SL18-11 – 670 Gitt's Run Rod L/D
- Motion carried.

Finance Committee – Commissioner Felix:

Commissioners Felix/Heiland moved to approve Township warrants in the amount of \$1,918,106.27. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a request dated September 10, 2018 from Randy A. Brady Masonry for a waiver of the sign permit fees to advertise the Mason Brady 5k and Biathlon. Motion carried.

Commissioners Felix/Heiland moved to approve a request dated September 20, 2018 from Saint Joseph Christmas Parish for a waiver of the sign permit fees to advertise their annual Christmas Bazaar. Motion carried.

Personnel Committee – Commissioner Felix:

Commissioners Felix/Heiland moved to adopt Resolution No. 917, setting the pay and vacation benefits for the administrative assistant. Motion carried.

Health & Sanitation Committee – Commissioner Heiland:

Commissioner Heiland had nothing to report.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSONS TO BE HEARD/CITIZEN’S COMMENTS:** None.

**QUESTIONS FROM THE PRESS FOR THE COMMISSIONERS:**

Questions were received from the press.

**ADJOURNMENT:**

Commissioners Felix/Klunk moved for adjournment at approximately 7:18 p.m. Motion carried unanimously.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager