

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
DECEMBER 16, 2019**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, December 16, 2019 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, Cromer, Felix, Heiland, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney.

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 an executive session with the Solicitor to discuss legal, personnel, and other matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the October 30, 2019, and November 18, 2019 Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD – CITIZEN’S COMMENTS:

There were no citizens present to address the Board.

PUBLIC HEARING – 2020 BUDGET:

Commissioner Van de Castle announced that the budget is balanced with no tax increase for 2020. Commissioner Felix commended Manager Rodgers and Department heads for their hard work.

Commissioners Felix/Brown moved to adopt Ordinance No. 828, the 2020 budget. Motion carried on a 5-0 roll call vote.

Commissioners Felix/Brown moved to adopt Ordinance No. 829, setting the real estate tax rate for 2020 at 4.40 mills. Motion carried on a 5-0 roll call vote.

Commissioners Felix/Brown moved that the Township Manager be authorized to balance all 2019 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Brown:

Commissioners Brown/Felix moved to approve the Hanover Area Fire and Rescue Commission budget for 2020, with a contribution from Penn Township not to exceed \$620,709, for the budget and \$5,000, for the EMA Contribution. Motion carried unanimously.

Public Works & Recreation – Commissioner Felix:

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

The MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Commissioners Felix/Heiland moved to deny a request dated November 4, 2019, from Horizon Signs for a waiver to the sign ordinance for Mavis Tire, 865 Baltimore Street. Motion carried unanimously.

Commissioners Felix/Heiland moved to adopt Resolution 951 accepting deeds of dedication for Willow Court and Meadow Lane. Motion carried unanimously.

Commissioners Felix/Heiland moved to adopt Ordinance 831, adopting as public roads portions of Willow Court and Meadow Lane. Motion carried on a 5-0 roll call vote.

Commissioners Felix/Heiland moved to approve an agreement with Met Ed for the installation of a street light at the intersection of Broadway and Hershey Heights Road. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Felix moved to set the bond amount at \$377,402.30 for Carter Lumber Company land development plan. Motion carried unanimously.

Commissioners Heiland/Felix moved to set the bond amount at \$728,805.00 for the Markets at Hanover land development plan. Motion carried unanimously.

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

The following Subdivision and Land Development plan was formally filed:

SL19-17 – 1020 Baltimore Street, Billy J. Sadie Kress

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

SL19-10 – Carter Lumber Company
Motion carried unanimously.

Commissioners Heiland/Felix moved to approve the following extension request that will expire on March 16, 2020:

SL19-15 – South Hills Golf Course
Motion carried unanimously.

Finance – Commissioner Felix:

Commissioners Felix/Brown moved to approve Township warrants in the amount of \$1,152,750.03. Motion carried unanimously.

Commissioners Felix/Brown moved to adopt the revised 2020 Minimum Municipal Obligation for the Penn Township Firefighter's Pension Plan in the amount of \$205,298.69, and the Penn Township Police Pension Plan in the amount of \$690,954.57. Motion carried unanimously.

Commissioners Felix/Brown moved to adopt Resolution No. 949, fixing the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2020. Motion carried unanimously.

Commissioners Felix/Brown moved to adopt Resolution No. 950 setting fees for permits and services for 2020. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioners Felix/Brown moved to reappoint Justin Heiland and Wendell Felix to the Planning Commission, said term to expire January 2020. Motion carried, with Commissioner Heiland abstaining.

Commissioners Felix/Brown 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.

Health & Sanitation – Commissioner Heiland:

Commissioners Heiland/Brown moved to execute the certificate of substantial completion for the Ultraviolet Disinfection System upgrade. Motion carried unanimously.

Commissioners Heiland/Brown moved to approve the Ultraviolet Disinfection System change order. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS:

None.

NEW BUSINESS:

Commissioners Heiland/Felix moved to adopt Ordinance No. 830 establishing the time and place of regular meetings of the Board of Commissioners. Motion carried on a 5-0 roll call vote.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS:

Fire Chief Clouser announced that the Fire Commission Meeting will be held Thursday, December 18, 2019, and that there was a fire last week, and they will be presenting a citation to the young man that alerted the fire department and assisted a woman at the fire. He invited the board to attend.

Commissioner Felix thanked Commissioner Van de Castle for his service on the Board and as President for the past two years. Commissioner Heiland seconded. Commissioner Van de Castle thanked Commissioner Cromer for his service on the board for the last few months

QUESTIONS FROM THE PRESS: None.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Heiland/Brown moved for adjournment at approximately 7:18 p.m. Motion carried unanimously.

Respectfully submitted,
Donna M. Sweeney, Township Secretary