

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JANUARY 2, 2018**

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

The Penn Township Board of Commissioners met for the purpose of reorganization on January 2, 2018 at the Penn Township Municipal Building. District Justice Miner called the meeting to order at 7:00 p.m. Present at the meeting were Commissioners-Elect Felix and Heiland; Commissioners Brown, Klunk and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Clouser, Township Engineer Bortner, and District Justice Miner.

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

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

**ADMINISTRATION OF OATHS OF OFFICE TO COMMISSIONERS:**

District Justice James Miner administered the oaths of office to Commissioners-Elect Felix and Heiland.

**ELECTION OF OFFICERS:**

District Justice Miner called for nominations for the office of President. It was moved by Commissioners Felix/Klunk to nominate Ray Van de Castle to the office of President of the Penn Township Board of Commissioners. Seeing no further nominations for president nominations were closed. The motion was approved by voice vote.

Commissioner Van de Castle called for nominations for the office of Vice-President. It was moved by Commissioners Felix/Brown to nominate Joseph Klunk to the office of Vice President. Seeing no other nominations for Vice-President, nominations were closed. The motion was approved by voice vote.

**ANNOUNCEMENTS:**

Commissioner Van de Castle read the announcement of the executive session held following the Board of Commissioners meeting on December 18, 2017.

**COMMITTEE APPOINTMENTS:**

The Committee appointments for 2018-2019 are as follows:

Finance	Wendell Felix Mike Brown	Chairman Co-Chairman
Health & Sanitation	Justin Heiland Joseph Klunk	Chairman Co-Chairman
Personnel	Wendell Felix Ray Van de Castle	Chairman Co-Chairman
Public Safety	Mike Brown Justin Heiland	Chairman Co-Chairman
Public Works	Joseph Klunk Wendell Felix	Chairman Co-Chairman
Southwestern Recreation Commission	Ray Van de Castle Wendell Felix	Representative Alternate
Southwestern Liaison Committee (President, Vice President)	Ray Van de Castle Joe Klunk	Representative Alternate
Hanover Area Regional Economic Development Committee (President, Vice-President)	Joseph Klunk Ray Van de Castle	Representative Alternate
Police & Fire Pension Boards (Finance)	Mike Brown Wendell Felix	
Emergency Services Board (Public Safety)	Mike Brown Justin Heiland	
Hanover Area Fire & Rescue Commission	Mike Brown Joseph Klunk Ray Van de Castle	Representative Representative Alternate

**APPOINTMENT OF TOWNSHIP OFFICIALS:**

Commissioners Felix/Klunk moved for the appointment of Kristina J. Rodgers as Township Manager for a two-year term effective January 1, 2018. Motion carried unanimously.

Commissioners Felix/Klunk moved for the appointment of Steven M. Hovis, Esquire as Township Solicitor for a two-year term effective January 1, 2018. Motion carried unanimously.

Commissioners Felix/Klunk moved for the appointment of Eric J. Bortner as Township Engineer for a two-year term effective January 1, 2018. Motion carried unanimously.

Commissioners Felix/Klunk moved for the appointment of Steven Hartlaub as Township Broker of Record for a two-year term effective January 1, 2018. Motion carried unanimously

Commissioners Felix/Klunk moved to adopt Resolution No. 904, appointing Kristina J. Rodgers as Township Treasurer, Angela M. Hallett as Township Secretary, and Wendell S. Felix as Assistant Township Secretary. Motion carried unanimously.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Finance – Commissioner Felix:**

Commissioners Felix/Klunk moved to adopt Resolution No. 903, amending the Act 133 UCC education and training fee. Motion carried unanimously.

Commissioners Felix/Klunk moved to adopt Resolution No. 905, appointing Kristina J. Rodger as the voting delegate and Angela M. Hallett as the alternate delegate to represent Penn Township on the York County Tax Collection Committee. Motion carried unanimously.

**Personnel – Commissioner Felix:**

Commissioners Felix/Klunk moved for the appointment of Charles Stuaffer to a one-year term on the Penn Township Vacancy Board. Motion carried unanimously.

Commissioners Felix/Klunk moved for the appointment of Wendell S. Felix and Justin J. Heiland to the Penn Township Planning Commission, said terms to expire December 31, 2019. Motion carried unanimously.

Commissioners Felix/Klunk moved for the appointment of Michael J. Brown to a two-year term on the Hanover Area Fire & Rescue Commission and Raymond M. Van de Castle as an alternate member. Motion carried unanimously.

**Health & Sanitation – Commissioner Heiland:**

Commissioners Heiland/Klunk moved for the forgiveness of the sewer bill for 204 Clover Lane, thus bringing the balance to \$0, including current charges for the January 1, 2018 bill. Motion carried unanimously.

Public Safety – Commissioner Brown:

Commissioner Brown had nothing to report.

Public Works – Commissioner Klunk:

Commissioner Klunk had nothing to report.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Commissioners Klunk/Brown moved to declare the Penn Township Tax Collector position vacant. Motion carried unanimously.

Commissioner Brown asked how someone would go about applying for the position. Township Manager Rodgers said the application is available on the Penn Township website. Once applications are received the Board of Commissioner will review them and any interviews will be held at a public meeting. After the public meeting the Board will convene an executive session to discuss the candidates and make a decision. The Tax Collector would then be appointed at the next public meeting. If there are no applications within the first thirty days the Vacancy Board will conduct a similar procedure. If the Vacancy Board is unable to fill the position after forty-five days it will be forwarded to the State.

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

Jeffrey Lindaw, 9 Boulder Road, was present with questions about street lights that have been turned off in the Whispering Run development. He wants clarification on why the lights were turned off once the Home Owner's Association (HOA) turned the lights over to the Township. He said one of his neighbors had their tires slashed and another had their Christmas lights cut after the lights were turned off. Commissioner Van de Castle said the Township has been making a conscious effort to light intersections that have no lighting. They have been removing lights from areas with multiple lights per intersection to cover the under-lit areas. Commissioner Van de Castle said the Whispering Run HOA came to a public meeting to dedicate their street lights to the Township and they were notified that some of the lights would be turned off. They may not have relayed that information to the residents, but it was the agreement. Mr. Lindaw asked why the developer installed those lights in the first place. Commissioner Van de Castle told him he can stay for the Public Works meeting to discuss this further.

Mr. Lindaw also had concerns about people speeding through the Whispering Run development. He has seen police drive through but still notices a big problem where Tyler Drive and Bolder Road intersect. Police Chief Laughlin made note of the concern and said the police department can increase their presence in the area. Mr. Lindaw also mentioned that he heard some vandalism was taking place across from Beck Mill Road. Chief Laughlin confirmed that people had left their cars unlocked and

had items stolen. He said the Penn Township Police Department notifies residents of areas that are experiencing problems via their Facebook page.

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Felix moved for adjournment at approximately 7:20 p.m.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

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

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

The Penn Township Board of Commissioners met in a regular session on Monday, January 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, Felix, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Interim Zoning Officer Garrett, Township Engineer Bortner, Police Chief Laughlin, and Township Secretary 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 Van de Castle announced that after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the December 18, 2017 and the January 2, 2018 Board of Commissioners meetings were approved as submitted.

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

Attorney Lee Stinnett II of Salzman Hughes was present representing West Manheim Township. He asked that the Board consider approving an agreement of sale between West Manheim Township and York Water Company for the West Manheim Township sewer collection system. He said Penn Township's consent is a required part of the sales process. Commissioner Klunk said Township Staff have a number of concerns about the sale that haven't been addressed. He will not approve an agreement until these concerns are addressed and Commissioner Brown agreed. Mr. Stinnett said one of the concerns was about who the Township would be dealing with and he felt that was taken into consideration when West Manheim Township chose a local company, York Water. He also understood there was a concern about industrial pretreatment and said York Water will enforce any Penn Township ordinances.

Mr. JT Hand, CEO of York Water Company introduced himself. He said York Water is the oldest industrial utility in the United States and they've been in business in

York County for two hundred and two years. They handle water and waste water for forty-seven municipalities. He said they took over water in West Manheim eight years ago and now they'd like to take over the waste water. In the eight years they've serviced West Manheim they have not received a single complaint. They have a lot of experience with inter-municipal agreements. They are a regulated public utility and work through the Public Utility Commission (PUC). The PUC will need to approve an agreement between Penn Township and York Water Company. Mr. Hand gave his assurance that it would be a seamless transition and he will personally handle any questions or concerns.

Mr. Stinnett asked how to proceed and Commissioner Van de Castle said the Board will discuss this and Manager Rodgers will communicate with West Manheim Township.

Scott Barnhart, Burkentine & Sons Builders, addressed a waiver request for Beechwood Way. He explained they are asking to not put any post lights in. Most townhouses have a light every twenty feet and are thirty-five feet off the road, these townhouses are nine feet off the curb. They'd like to put lights on the front of the house for safety reasons; in this case they'd have light an arm length apart if post lights are installed. They would like to place a light on each unit, twenty feet apart and have the lights meet the same requirements as post lights. The lights will be dusk to dawn and made out of aluminum so they don't rust. Commissioner Van de Castle asked how tall the lights will be and Mr. Barnhart said six to seven feet from the ground. Commissioner Klunk asked if this could be discussed at the February 6, 2018 Public Works Committee meeting and Mr. Barnhart agreed.

#### **TOWNSHIP REPORTS – STANDING COMMITTEES:**

##### **Public Safety – Commissioner Brown:**

Commissioner Brown had nothing to report.

##### **Public Works – Commissioner Klunk:**

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

##### **Planning & Recreation – Commissioner Klunk:**

Commissioners Klunk/Brown moved to approve a bond reduction for Meadow Springs, LLC from \$146,424.30 to \$36,575. Motion carried unanimously.

Commissioners Klunk/Brown moved to accept the final inspection of TrueNorth Wellness Services, thus reducing the bond amount to \$0. Motion carried unanimously.

Commissioners Klunk/Brown moved to approve a request dated December 6, 2017 from Hanover Land Services for a waiver to Sections 303 (Preliminary and Final Plan Submission), 505.K.1 (Curbs), and 603 (Curbs, Gutters and Sidewalk) of the

Subdivision and Land Development Ordinance for Above & Beyond Christian Child Care Center. Motion carried unanimously.

Commissioners Klunk/Brown moved to approve a request dated December 5, 2017 from Hanover Land Services for a waiver to Section 404 (Environmental Impact Studies) of the Subdivision and Land Development Ordinance for Burkentine Plaza Units 7 & 8. Motion carried unanimously.

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

Commissioners Klunk/Brown moved to approve the following extension requests that will expire April 16, 2018:

- P04-25 – South Heights
  - SL17-14 – Above & Beyond Christian Child Care Center
- Motion carried unanimously.

There were no Subdivision and Land Development plans for approval.

The following Subdivision and Land Development plan was formally filed:

- SL18-01 – Wellspan Medical Oncology & Hematology

Finance – Commissioner Felix:

Commissioners Felix/Brown moved to approve Township warrants in the amount of \$2,479,247.30. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioners Felix/Brown moved for the appointment of John J. Ernst to an unexpired term as an alternate member of the Civil Service Commission, said term to expire January 2023. Motion carried unanimously.

Health & Sanitation – 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:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Felix moved for adjournment at approximately 7:24 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JANUARY 24, 2018**

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

The Penn Township Board of Commissioners met in a special session on Wednesday, January 24, 2018 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 6:30 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heiland, Klunk, and Van de Castle. Also present was Township Manager Rodgers.

**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 the purpose of the meeting was to interview candidates to fill the vacancy of the Penn Township Tax Collector and any other Board business as deemed appropriate.

**CONDUCT INTERVIEWS:**

The Commissioners interviewed Robin Hoke and Tom Coyne.

President Van de Castle recessed into executive session at 7:00 p.m. for the purpose of deliberation.

President Van de Castle reconvened the meeting at 7:15 p.m.

Commissioners Felix/Brown moved to adopt Resolution No. 906, appointing Robin Hoke Tax Collector until the next municipal election. Motion carried unanimously.

Commissioners Felix/Klunk moved to rescind the agreement with Campbell, Durrant, Beatty Palombo & Miller, P.C. as special labor counsel. They further moved to appoint Michael Miller, Eckert & Seamans, as labor counsel for the sole purpose of negotiating and arbitrating the Penn Township firefighter's contract. Motion carried unanimously.

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

Commissioner Klunk thanked Mr. Coyne and Ms. Hoke for their interest and said they were both well qualified candidates.

**QUESTIONS FROM THE PRESS:** None

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Felix/Klunk moved for adjournment at approximately 7:19 p.m. Motion carried unanimously.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
FEBRUARY 19, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, February 19, 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, Felix, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Township Engineer Bortner, Interim Zoning Officer Garrett, Police Chief Laughlin, and Township Secretary 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 Van de Castle announced that after 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 matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the January 15, 2018 and the January 24, 2018 Board of Commissioners meetings were approved as submitted.

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

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioners Brown/Klunk moved to approve a request dated January 9, 2018 from the Allied Veterans Council of Hanover to conduct the annual Memorial Day Parade on Monday, May 28, 2018. They further moved that all street closings and public safety considerations be coordinated through the Chief of Police. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve an agreement with the York County Department of Emergency Services for mobile data computers. Motion carried unanimously.

Commissioner Brown asked Police Chief Laughlin to explain what happened over the weekend at the South Western High School. Chief Laughlin said there was an incident at the high school on Friday and one individual has been charged. Over the weekend there were also some juveniles from the middle school making comments on social media and it was addressed with no charges filed. The police department is making themselves visible at the schools to help reassure the students and parents.

Public Works & Recreation – Commissioner Klunk:

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

Planning – Commissioner Felix:

Commissioners Felix/Heiland moved to deny a request dated December 19, 2017 from GHI for a waiver of residential street lighting requirements for Beechwood Way. Motion carried on a 4-1 vote with Commissioner Klunk casting the dissenting vote.

Commissioners Felix/Heiland moved to set the bond amount for Above & Beyond Christian Child Care Center at \$21,255.85. Motion carried unanimously.

Commissioners Felix/Heiland moved to set the bond amount for Burkentine Plaza Units 7 & 8 at \$49,307.50. Motion carried unanimously.

Commissioners Felix/Heiland moved to accept the final inspection of Hanover Storage, LLC thus reducing the bond amount to \$0. Motion carried unanimously.

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

There were no plans for formal filing.

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

- SL17-13 – Burkentine Plaza Units 7 & 8
  - SL17-14 – Above & Beyond Christian Child Care Center
  - SL17-19 – Cloverlane Development, LP
  - SL18-01 – Wellspan Medical Oncology and Hematology
- Motion carried unanimously

Commissioners Felix/Heiland moved to approve the following extension requests that will expire on May 21, 2018:

P01-28 – High Pointe @ Rojen Farms  
SL17-10 – Mustang Pointe  
SL17-12 – Brookside Heights Phase 3  
SL17-16 – 1040 Baltimore Street  
SL17-18 – Beechwood Way  
Motion carried unanimously.

Finance – Commissioner Felix:

Commissioners Felix/Heiland moved to approve Township warrants in the amount of \$1,419,059.51. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a request dated January 4, 2018 from Saint Joseph Parish for a waiver of the permit fees associated with their annual yard sale to be held on February 24, 2018 with a snow date of March 3, 2018. Motion carried unanimously.

Commissioners Felix/Brown moved to approve a request received January 23, 2018 from South Western High School Bands for a waiver of the permit fees associated with their annual Spring Marketplace to be held on April 21, 2018 with a snow date of March 3, 2018. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a request dated January 25, 2018 from Hanover Chamber of Commerce for a waiver of the permit fees associated with the annual Dutch Festival to be held on July 28, 2018. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a renewal of the Township disability benefits and increase the maximum weekly benefit. They further moved to authorize the Township Manager to execute the documents. Motion carried unanimously.

Commissioners Felix/Heiland moved to appoint R.J. Hall as third party administrator on the Township pension plans. They further moved to authorize the Township Manager to execute the documents. Motion carried unanimously.

Commissioners Felix/Heiland moved to adopt Resolution No. 908, the consolidation and elimination of certain bank accounts. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a lease agreement with Robin Hoke, the Penn Township Tax Collector, for use of office space in the Municipal Building located at 20 Wayne Ave. Commissioner Heiland asked if that would be retroactive to February 1, 2018. Township Manager Rodgers said it will. Ms. Hoke has moved items into the office but she will not be in until February 26, 2018 due to the death of her fiancé. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a lease agreement with the Hanover Area Fire & Rescue Commission for use of the fire station located at 204 Clover Lane, effective February 1, 2018 at a monthly rent of \$19,031.47. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioners Felix/Heiland moved to adopt Resolution No. 907, setting the rate of pay for the Zoning Officer. Motion carried unanimously.

Health & Sanitation – Commissioner Heiland:

Commissioners Heiland/Klunk moved to award the ultraviolet disinfection system bid to Xylem/Wedeco for a bid price of \$486,629.51 in total capital and operations/maintenance cost. Motion carried unanimously.

Commissioners Heiland/Klunk moved to ratify the right of way agreements for the Barnhart Drive project as prepared by the Township Attorney, Paul Mullin, and executed by the Township Manager. Motion carried unanimously.

**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:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Heiland/Brown moved for adjournment at approximately 7:15 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MARCH 19, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, March 19, 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, Felix, Heiland, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Township Engineer Bortner, Zoning Officer Smith, Fire Chief Clouser, Police Lieutenant Hettinger, and Township Secretary Hallett. Commissioner Klunk was absent with notice.

**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 for the purpose of discussing legal, personnel and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the February 19, 2018 Board of Commissioners meeting were approved as submitted.

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

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioner Brown asked for a report from Fire Chief Clouser and Police Lieutenant Hettinger on the fires that occurred over the weekend. Chief Clouser gave an update on both fires that occurred on March 17, 2018.

Police Lieutenant Hettinger said they had officers on the scene all day. They assisted in traffic control until the fire police arrived. They investigated with the Fire Marshall and helped gather evidence. At this time both are considered fire scenes, not criminal scenes. They are assisting in any way they can.



Commissioner Brown thanked the Fire Department and the Police Department on behalf of the Board of Commissioners for their work at both fires. Saving the building next to the Baltimore Street fire was quite an accomplishment. He asked how many fire companies participated and Chief Clouser said Pleasant Hill, SAVES, Porters, and United Hook and Ladder were on the scene. He's not sure who came to cover the area. Commissioner Brown asked that Chief Clouser pass the Board's congratulations and thanks along to the firefighters.

Commissioner Van de Castle said he spoke to Chief Clouser Saturday evening and was told Firefighter Wysocki behaved commendably during the Baltimore Street fire. Chief Clouser would like to speak to Firefighter Wysocki and possibly recommend a commendation for his actions. Commissioner Van de Castle believes that sounds warranted. Chief Clouser said there was also a neighbor who was instrumental in helping.

Public Works & Recreation – Commissioner Felix:

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

Commissioners Felix/Brown moved to ratify an agreement with Met-Ed for the installation of eight LED street lights. Motion carried unanimously.

Commissioners Felix/Brown moved to deny a request from Case Builders, LLC for a waiver of the sign requirements for a sign at 950 Black Rock Road. They are permitted the eight square foot maximum amount of signage for the existing Construction Entrance sign only. Motion carried unanimously.

Planning – Commissioner Heiland:

Commissioners Heiland/Felix moved to approve a request dated February 15, 2018 from First Capital Engineering for a waiver of the feasibility report and environmental impact study of the Subdivision and Land Development Ordinance for the South Western Turf Fields plan. Motion carried unanimously.

Commissioners Heiland/Felix moved to approve a request dated February 15, 2018 from First Capital Engineering for a waiver of the landscaping and buffer yards of the Subdivision and Land Development Ordinance for the 1056 and 1060 Baltimore Street Rear/Aero Energy plan. Motion carried unanimously.

Commissioners Heiland/Felix moved to set the bond amount for Beechwood Way at \$223,179. Motion carried unanimously.

Commissioners Heiland/Felix moved to set the bond amount for 1040 Baltimore Street at \$228,966.10. Motion carried unanimously.

There were no additions or changes to the Zoning Officer's Report. Zoning Officer Smith noted that the Zoning Hearing Board approved case ZHB18-02 – Apostolic Ministries. They will be permitted to hold their carnival each year as long as they abide by the conditions set forth by the Zoning Hearing Board and notify the Township in advance.

The following plans were formally filed:

SL18-02 – Aero Energy, Bulk Plant Canopy  
SL18-03 – South Western Turf Fields  
SL18-04 – Penn Township Community Park

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

SL17-18 – Beechwood Way.

There were no extension requests.

Finance – Commissioner Brown:

Commissioners Brown/Heiland moved to approve Township warrants in the amount of \$1,343,357.65. Motion carried unanimously.

Commissioners Brown/Felix moved to approve a request dated February 12, 2018 from Saint Joseph Parish for a waiver of the permit fees to advertise an Easter Flower sale being held on March 24<sup>th</sup> and 25<sup>th</sup>, 2018. Motion carried unanimously.

Commissioners Brown/Heiland moved to approve a request dated February 5, 2018 from the Hanover Exchange Club for a waiver of the permit fees to advertise their Builder's Home & Garden Show that was held March 8<sup>th</sup> thru 10<sup>th</sup>, 2018 and a modification to the temporary sign regulations to allow their temporary sign to remain up until April 14, 2018. Commissioner Heiland asked if The Hanover Exchange Club had reviewed our request for a fee waiver and they have not yet. Motion carried unanimously

Commissioners Brown/Heiland moved to approve a request dated February 5, 2018 from the Hanover Exchange Club for a waiver of the permit fees to advertise their Comedy & Magic Show being held April 13, 2018. Motion carried unanimously.

Commissioners Brown/Heiland moved to adopt Resolution No. 909, the disposition of municipal records. Motion carried unanimously.

Commissioners Brown/Heiland moved to authorize the Township Manager to execute an engagement letter with Pillar-Aught. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioners Felix/Brown moved for the reappointment of David Baker and Clayton Black to terms on the Penn Township Planning Commission, said terms to expire May, 2022. Motion carried unanimously.

Commissioners Felix/Brown moved to adopt Resolution No. 910, setting the rate of pay for the Acting Chief of Police. Motion carried unanimously.

Health & Sanitation – Commissioner Heiland:

Commissioners Heiland/Felix moved to approve the purchase of a 1991 International dump truck from Manheim Township. Motion carried unanimously.

**MANAGER'S REPORT:**

There were no additions or changes to the Manager's Report. Manager Rodgers expressed her gratitude for the firemen, police officers and public works employees for everything they did Saturday. She appreciated all three departments working together.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

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

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:22 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
APRIL 16, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, April 16, 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, Felix, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Township Engineer Bortner, Zoning Officer Smith, Acting Police Chief Hettinger, and Township Secretary 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 Van de Castle announced that before the public meeting this evening the Board of Commissioners convened in an executive session with the Solicitor for the purpose of discussing the purchase of fire equipment.

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 March 19, 2018 Board of Commissioners meeting were approved as submitted.

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

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioners Brown/Heiland moved to approve the purchase of a 2018 Pierce Enforcer seventy-five foot aerial ladder truck not to exceed \$1,000,000. Motion carried unanimously.

**Public Works & Recreation – Commissioner Klunk:**

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

Commissioners Klunk/Felix moved to appoint Engineer Bortner as the representative to the York County Local Government Committee on MS4. They further moved to appoint Manager Rodgers as the alternate representative. Motion carried unanimously.

Commissioners Klunk/Felix moved to authorize an agreement with Republic Services for the disposal of street sweepings. They further authorized the Township Manager to execute all documents. Motion carried unanimously.

Commissioners Klunk/Felix moved to ratify an agreement with Met-Ed for the installation of four LED street lights. Motion carried unanimously.

Planning – Commissioner Felix:

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

Commissioners Felix/Brown moved to approve the following subdivision and land development plans:

SL17-16 – 1040 Baltimore Street  
SL18-04 – Penn Township Community Park  
Motion carried unanimously.

Commissioners Felix/Brown moved to approve the following extension request that will expire on July 16, 2018:

P04-25 – South Heights  
Motion carried unanimously.

The following subdivision and land development plans were formally filed:

SL18-05 – ESAB Storage Building  
SL18-06 – Legacy building expansion

Finance – Commissioner Felix:

Commissioners Felix/Heiland moved to approve Township warrants in the amount of \$1,334,928.60. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a request dated March 14, 2018 from the Hanover Lions Club for a waiver of the sign permit fees for their chicken barbecue to be held on May 5, 2018. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a waiver of the sewer charges for the Penn Township fire station at 204 Clover Lane. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a waiver of the filing fees for the reverse subdivision plans for the Penn Township Community Park and Young's Woods. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioners Felix/Heiland moved to appoint Kathy Gill to an unexpired term on the Penn Township Planning Commission, said term to expire May, 2021. Motion carried unanimously.

Health & Sanitation – Commissioner Heiland:

Commissioners Heiland/Brown moved to adopt Ordinance No. 804, amending Ordinance No. 434, establishing the collection of recycling materials and fixing the penalties for violations thereof. Motion carried 5-0 on a roll call vote.

**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:** None.

**ADJOURNMENT:**

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

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MAY 21, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, May 21, 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, Felix, Heiland, Klunk, and Van de Castle. Also present were Solicitor McGannon, Township Manager Rodgers, Township Engineer Bortner, Zoning Officer Smith, Acting Police Chief Hettinger, and Township Secretary 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 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 April 16, 2018 Board of Commissioners meeting were approved as submitted.

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

Brion McConville, 147 Forry Avenue, was present. Mr. McConville told the Board of Commissioners that he has problems with an alleyway running between his home and his neighbor's house at 155 Forry Avenue. Entrance into his garage, from the alleyway, is blocked by an inoperable vehicle and other stored items, owned by his neighbor. In addition to not being able to access his garage, Mr. McConville has concerns for the safety of his home. He supplied copies of his and his neighbor's deeds to show ownership of the alleyway. Commissioner Van de Castle said the Township will look into whether this is a public or private alleyway and contact Mr. McConville once a determination is made.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety – Commissioner Brown:

Commissioner Brown had nothing to report.

Public Works & Recreation – Commissioner Klunk:

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

Commissioners Klunk/Brown moved to approve a memorandum of agreement with York County Rail Trail Authority for maintenance of the Hanover Trolley Trail. Motion carried unanimously.

Commissioners Klunk/Brown moved to adopt Resolution No. 911, authorizing the advertisement and public sale of excess public works equipment. Motion carried unanimously.

Manager Rodgers stated that the MS4/Stormwater Inspector is available Monday thru Friday from 8:00 a.m. to 4:30 p.m. to answer questions.

Planning – Commissioner Felix:

Commissioners Felix/Heiland moved to set the bond amount for Brookside Heights Phase 3 at \$1,170,250.68. Motion carried unanimously.

Commissioners Felix/Heiland moved to set the bond amount for ESAB at \$5,710.98. Motion carried unanimously.

Commissioners Felix/Heiland moved to set the bond amount for South Western Turf Fields at \$389,934.33. Motion carried unanimously.

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

The following subdivision and land development plans were formally filed:

SL18-07 – Young's Woods  
SL18-08 – Wellspan Hanover Urgent Ortho

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

SL17-12 – Brookside Heights – Phase 3  
SL18-02 – Aero Energy - Bulk Plant Canopy  
SL18-05 – ESAB - Storage Building  
Motion carried unanimously.



Commissioners Felix/Heiland moved to approve the following extension requests that will expire on August 20, 2018:

P01-28 – High Pointe at Rojen Farms South  
SL17-10 – Mustang Pointe  
Motion carried unanimously.

Finance – Commissioner Felix:

Commissioners Felix/Heiland moved to approve Township warrants in the amount of \$1,857,069.85. Motion carried unanimously.

Commissioners Felix/Heiland moved for the appointment of Holly Liska as Deputy Tax Collector. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a request dated March 14, 2018 from the Jefferson Carnival for a waiver of the sign permit fees to advertise their carnival being held July 16 thru July 21, 2018. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a request received April 25, 2018 from Friends of Codorus for a waiver of the sign permit fees to advertise the Codorus Blast being held June 15 thru June 17, 2018. Motion carried unanimously.

Commissioners Felix/Klunk moved to authorize a public hearing for the purpose of considering whether Legacy 92, LLC property should be declared blighted and eligible for LERTA designation. Motion carried on a 4-0 vote with Commissioner Heiland abstaining.

Commissioners Felix/Heiland moved to approve a lease agreement with the Hanover Area Fire & Rescue Commission for use of the 2018 Pierce Enforcer aerial ladder truck at a cost of \$18,195.85 per month over a five-year term. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioners Felix/Heiland moved to adopt Resolution No. 912, appointing Larry Smith to an unexpired term on the Penn Township Zoning Hearing Board, said term to expire January, 2023. Motion carried unanimously.

Commissioner Felix introduced Police Lieutenant Corey Merwede and congratulated him on his promotion to Lieutenant. Lieutenant Merwede has been with the Penn Township Police Department for eighteen years.

Commissioners Felix/Heiland moved to adopt Resolution No. 913, setting the rate of pay for the Police Lieutenant for the remainder of 2018. Motion carried unanimously.

Health & Sanitation – Commissioner Heiland:

On Monday, April 30, 2018 the following bids were opened and publicly read aloud by Manager Rodgers for the refuse bag bid:

<u>Bidder</u>	<u>Amount</u>	
Central Poly Corporation 2400 Bedle Place Linden, NJ 07036	Option 1	\$21.10 per 100
	Option 2	\$20.50 per 100
X-L Plasctics 220 Clifton Blvd. Clifton, NJ 07011	Option 1	\$22.59 per 100
	Option 2	\$22.08 per 100

Commissioners Heiland/Felix moved to award the 2018 Refuse Bag Bid, option no. 2, to Central Poly Corporation of Linden, NJ for a bid price of \$20.50 per one hundred bags with an order of five hundred thousand bags, for a total bid price of \$102,500. Motion carried unanimously.

On Thursday, May 10, 2018 the following bids were virtually received and publicly read aloud by Joel Kostelac from GHD for the Barnhart Drive Sanitary Sewer Interceptor bid:

<u>Bidder</u>	<u>Amount</u>
HRI, Inc. Utilities Group	\$1,913,675.00
DOLI Construction Corporation	\$2,297,099.00
Wexcon, Inc.	\$2,372,254.50
Joao Bradley Construction Co., Inc.	\$2,431,731.50
Ankiewicz Enterprises, Inc.	\$2,768,236.00
Greenland Construction, Inc.	\$2,787,787.00

Commissioners Heiland/Felix moved to award the Barnhart Drive Sanitary Sewer Interceptor bid to HRI, Inc. Utilities Group of State College, PA for a bid price of \$1,913,675. Motion carried unanimously.

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:**

John Luciani, with First Capital Engineering, represented the South Western Turf Fields plan. He said they have not received their NPDES permit yet, but the fields need to be completed in time for the field hockey season. He asked the Board if they could hold a special meeting to take action on the plan on June 5, 2018, if the NPDES permit has been received by then. He said they will pay the cost of advertising the special meeting. Manager Rodgers said she will need to advertise the meeting by May 31, 2018. The Board was not opposed to this request.

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

**ADJOURNMENT:**

Commissioners Klunk/Brown moved for adjournment at approximately 7:28 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JUNE 18, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, June 18, 2018 at the Penn Township Municipal Building. Vice President Klunk called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Felix, Heiland and Klunk. Also present were Solicitor McGannon, Zoning Officer Smith, Police Lieutenant Merwede and Township Secretary Hallett. Commissioner Van de Castle was absent with notice.

**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 followed by a period of silent meditation.

**ANNOUNCEMENTS:**

Commissioner Klunk 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 May 21, 2018 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD/CITIZENS COMMENTS:**

Brion McConville, 147 Forry Avenue, was present. Mr. McConville stated he continues to have problems with the alleyway between his home and 155 Forry Avenue. Since he first brought this to the Board's attention at the May 21, 2018 Board of Commissioners meeting there have been some improvements. The mess along the side of the garage and the trailer have been moved. He is still unable to get in and out of his garage easily. Mr. McConville quoted from Section 201.4 of the Penn Township Zoning Ordinance, "In no case is a use permitted which by reasonable noise, dust, odor, appearance, or other objectionable factor creates a nuisance, hazard, or other substantial adverse effect upon the reasonable enjoyment of the surrounding property. Every reasonable effort must be made to prevent this effect. . . ." Mr. McConville believes this problem is a nuisance and a hazard. Commissioner Klunk said the Township is in the process of updating the Zoning Ordinance and will keep these concerns in mind.

Solicitor McGannon asked if this was determined to be a private alleyway. Commissioner Klunk said it's owned by William Penn and Commissioner Felix said it's a private alleyway with public access. Commissioner Klunk said the Police Department and Zoning Officer have been working on this and encouraged Mr. McConville to stay in communication with Township Staff. Mr. McConville said he has been in touch with an attorney and Commissioner Klunk said that's a good idea.

Brigitte Moore, 538 Meade Avenue, was present. Ms. Moore stated she has called the Township and Police Department several times concerning an RV parked across the street from her house. She believes someone was living in it but it is now vacant. She asked if the Township could do anything to get it moved. Ms. Moore stated that the owner of the vehicle doesn't reside on Meade Avenue and it appears to be abandoned. Police Lieutenant Merwede said the RV was red tagged today for an expired registration and the owner has ten days to respond. If the vehicle were registered properly and operable it is considered to be legally parked on the road, even if the owner doesn't reside on Meade Avenue.

**LERTA PUBLIC HEARING:**

At this time Commissioner Klunk opened the hearing to consider Local Economic Revitalization Tax Act (LERTA) designation for 300 Fame Avenue. The hearing began with Staff review and comments.

Commissioner Klunk read the following statement prepared by Township Manager Rodgers:

"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 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.

The property at 300 Fame Avenue was previously owned by B & F Tool & Gear, Inc. which submitted a land development plan in 2010 for Legacy Athletics. At that time a 20,000 square foot addition for manufacturing was added to the facility. Legacy moved to the facility on 300 Fame Avenue in 2011.

On April 23, 2018 the Township received a request from Barley Snyder on behalf of Legacy 92, LLC, the owner of 300 fame Avenue, to consider the establishment of a LERTA boundary comprising 300 Fame Avenue. The request is for consideration of a ten 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%. L & W Apparel Co. (doing business as Legacy Athletic) currently operates its manufacturing facility on the property at 300 Fame Avenue and is looking to expand in order to grow its business. Legacy 92 is considering the acquisition of approximately six acres of land

that adjoin the property to allow Legacy to increase the size of the existing building and expand its operations. They have submitted to the Township a land development plan for an addition of 106,239 square feet which will increase the size of the building to about 177,000 square feet. They are planning a merger with League Collegiate and the merger and expansion will allow them to add an additional 75-100 jobs to the area.

All three taxing authorities, the Township, the South Western School District, 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.

These are the Staff review comments regarding the request. We are available to respond to any questions that the Commissioners may have now or at any time during this hearing.”

Mr. Paul Minnich, attorney, Barley Snyder, and Mr. Paige Wingert, owner, Legacy 92, LLC made a presentation to the Commissioners. Mr. Minnich began by stating this is very much a good news story for the community, considering what has already happened and what is planned going forward. Since Legacy moved in in 2011, 150 jobs have been created associated with this facility. With the expansion Legacy is looking at creating 75-100 more jobs and within five years adding another 75-100 jobs. This is in addition to temporary construction jobs associated with expanding the facility. Mr. Wingert is local to Hanover and is the CEO who started this company. It started as a headwear manufacturer and has expanded significantly. They now produce apparel, home décor and fashion accessories. There has just been a merger with League Collegiate, located in Bridgeport, PA and Mr. Wingert will serve as CEO to the merged entity and control of the company will remain local. Mr. Minnich stated this is a great opportunity for Mr. Wingert to return to his new business partners and tell them they made a good choice in moving the manufacturing to Penn Township because it is a great place to do business and is receptive to a project like this. Mr. Minnich stated that Penn Township has a history of being supportive to business enterprise in the Township. In May of 2015 APIO was granted a LERTA designation and Mr. Minnich stated this is a very similar operation.

Mr. Wingert began his presentation by thanking the Commissioners for the opportunity to make a presentation. He explained this is a time of a lot of change for Legacy. They were approached about a merger last year and, after a lot of consideration and due diligence, moved forward with that transaction in April, 2018. League Collegiate is located outside of Philadelphia in an antiquated old factory that's five stories tall. He explained that Legacy is basically a decorating company. They have to be very lean and efficient to compete with companies in China, Vietnam and Bangladesh. League Collegiate liked the facility and operations in Hanover and asked if it could be expanded and if the necessary workforce could be hired. Mr. Wingert told them he wasn't sure if the land could be purchased and it is a tight labor market right now, but Legacy 92 has worked very hard on their benefits package, pay rate, and culture. Jobs start in the \$14 range and go up from there based on shift and tenure with the company, which Mr. Wingert believes has made them an attractive employer.

Mr. Wingert showed the Commissioners a plan for the proposed expansion of the property. He explained that the plans have changed very slightly. They determined that

the actual decoration space within the 106,000 square foot expansion was not adequate, so they are proposing a 35,000 square foot mezzanine. The actual square footage of the addition will be 141,000 square feet, which will make the overall facility 225,000 square feet. Mr. Wingert showed the Board where the parking will be located. He explained they are trying to work with the property itself, which is not flat and has significant slope. It's basically land locked with the surrounding parcels. For this reason Mr. Wingert believes it's a good candidate for the LERTA designation. Mr. Wingert stated that he was born in Hagerstown but has lived in Hanover since he was seven years old. He's very proud of the growth they've had in the community and the jobs they've created as well as the philanthropic activities and community service that Legacy participates in.

Commissioner Klunk asked if part of the six acres was already purchased. Mr. Wingert stated they were only able to negotiate the purchase of one acre in 2015. At that time they added approximately 30,000 square feet. Commissioner Brown asked if League Collegiate is closing their facility in Philadelphia. Mr. Wingert stated they will maintain a creative and design office in Philadelphia, along with some ancillary operations. They have a very inefficient space but would like to keep the DNA of the company in Philadelphia.

Mr. Minnich stated that the Industrial Park has been around for a long time and this track has remained unused because the development of the Industrial Park looks different than originally envisioned. This is a long standing vacant parcel with excessive land coverage, it's land-locked and hasn't been susceptible to development prior to this date. For these reasons the property meets the criteria of a deteriorated property. Mr. Minnich stated this will not impact any existing tax, but will grow the tax base incrementally because of the LERTA. Mr. Minnich stated that there has been tremendous community support for this project. He stated that Mr. Laid from the Chamber of Commerce and Ms. Hansen from the York County Economic Alliance are both present this evening in support of the project. He also stated that South Western School District is familiar with the project and has analyzed the taxes. The largest portion of the tax dollars to the school district and they are in support of the LERTA designation. Mr. Minnich offered the Commissioners a copy of a letter of support from South Western School District, but they already had the letter.

South Western School District did not have anyone present to comment on this request. Commissioner Klunk stated that a letter of support was received from Jeffrey Mummert, SWSD Business Administrator/Board Secretary.

The York County Commissioners did not have anyone present to comment on this request.

The Penn Township Planning Commission did not review or make comment on this request.

Ms. Kenetha Hansen spoke on behalf of the York County Economic Alliance. Ms. Hansen reviewed a prepared statement from Kevin Schrieber, President and CEO, York County Economic Alliance:

"On behalf of Paige Wingert and Legacy, it is my distinct pleasure to offer the following testimony supporting this request to deem the property (under review) for LERTA designation and participation.

The LERTA site designation is supported pursuant to the LERTA act under defective design. The particular lot design has deterred development on this site for many years, precluding it from significantly increasing its tax base.

I applaud Mr. Wingert for his efforts to start, grow and keep Legacy here in Hanover, York County, Pennsylvania. The YCEA partnered with him and his team multiple times relative to the acquisition and expansion of the Fame Avenue facility. Legacy proudly has grown its workforce from a few to 210 full-time employees.

We are thrilled that Legacy is postured to continue its growth trajectory. The projected \$6 million construction project would spur total economic output of \$8.8 million.

Given the competitive nature and declining levels of state economic development funding, locally driven programs such as LERTA have become increasingly vital to our economic development tool kit.

On behalf of Mr. Wingert, Legacy and the YCEA, I thank the Penn Township Commissioners for considering the LERTA site designation and participation request."

Mr. Gary Laird spoke on behalf of the Hanover Area Chamber of Commerce. Mr. Laird stated that the Chamber is very much in support of the project at 300 Fame Avenue and respectfully requested that the Commissioners give strong consideration to this request. He stated that the backbone of our community has been manufacturing and Legacy has been fortunate to be able to sustain their business and grow over time. He recalled in 2003 when the original Legacy location was in downtown Hanover on Carlisle Street, just a small retail space selling caps. The growth they've achieved since that time has been amazing and can be attributed to strong leadership and commitment to our community. They've grown their employee base to almost 200 employees and offer a good family sustaining wage and benefits package, which is good for our community. Mr. Laird believes, under Mr. Wingert's continued leadership, Legacy will continue to see growth that will benefit our community. Legacy has been a member of the Hanover Area Chamber of Commerce since 2003 and have been incredibly invested through charitable and financial contributions as well as encouraging their employees to get involved in the community. Mr. Laird thanked the Commissioners for their time.

There were no comments from Public Officials.

There were no comments from Solicitor McGannon.

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

### **BRIEF RECESS**



After a brief recess the Board of Commissioners reconvened at 7:36 p.m.

Commissioners Felix/Brown moved to adopt Ordinance No. 805, amending the Local Economic Revitalization Tax Assistance Program (LERTA) for Legacy 92, LLC. Motion carried 3-0 on a roll call vote with Commissioner Heiland abstaining.

**TOWNSHIP REPORTS - STANDING COMMITTEES:**

**Public Safety – Commissioner Brown:**

Commissioners Brown/Felix moved to adopt Ordinance No. 806, amending Section 300-29 Parking Prohibited at all Times of the Penn Township code. Motion carried 3-1 on a roll call vote with Commissioner Heiland dissenting.

Commissioners Brown/Heiland moved to approve a request dated June 13, 2018 from the Hanover Police Department for use of the Penn Township Fire Police during the Fourth of July activities. Motion carried unanimously.

**Public Works & Recreation – Commissioner Felix:**

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

Commissioners Felix/Brown moved to award the 2003 Chevy K3500 Truck Bid to Keith Frederick of Doylestown, PA for a bid price of \$8,500. Motion carried unanimously.

Commissioner Felix stated that the MS4/Stormwater Inspector is available Monday thru Friday from 8:00 a.m. to 4:30 p.m. to answer any questions.

**Planning – Commissioner Felix:**

Commissioners Felix/Brown moved to approve a request dated May 18, 2018 from GHI Engineers & Surveyors for a waiver of Section 404 (Environmental Impact Study) of the Subdivision and Land Development Ordinance for the Legacy land development plan. Motion carried on a 3-0 vote with Commissioner Heiland abstaining.

Commissioners Felix/Brown moved to deny a request dated May 18, 2018 from GHI Engineers & Surveyors for a waiver of Section 306.B.4.a (Fencing) of the Stormwater Ordinance for the Legacy land development plan. Motion carried on a 3-0 vote with Commissioner Heiland abstaining.

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

The following subdivision and land development plan was formally filed:

SL18-10 – Mark's Auto Body

Commissioners Felix/Brown moved to approve the following subdivision and land development plans:

SL18-03 – South Western Turf Fields  
SL18-08 – Wellspan Hanover Urgent Ortho  
Motion carried unanimously.

There were no extension requests.

Finance – Commissioner Felix:

Commissioners Felix/Brown moved to approve Township warrants in the amount of \$885,201.77. Motion carried unanimously.

Commissioners Felix/Brown moved to approve a request dated June 1, 2018 from Denise Myatt with Relay for Life, for a waiver of the yard sale permit requirements. They further moved that Denise Myatt be required to obtain one yard sale permit for her multi-vendor yard sale. Motion carried unanimously.

Personnel – Commissioner Felix:

Commissioner Felix had nothing to report.

Health & Sanitation – 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:** None.

**ADJOURNMENT:**

Commissioners Brown/Heiland moved for adjournment at approximately 7:47 p.m. Motion carried unanimously

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
JULY 16, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, July 16, 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, Felix, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, Engineer Bortner, Zoning Officer Smith, and Township Secretary 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 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. He also announced that an executive session to discuss personnel was held following the Health & Sanitation Committee meeting on July 3, 2018.

**APPROVAL OF THE MINUTES:**

The minutes of the June 18, 2018 Board of Commissioners meeting were approved as submitted.

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

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety Committee – Commissioner Brown:

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

Commissioners Brown/Klunk moved to approve an agreement with York County for radio equipment distribution. Motion carried unanimously.

Commissioners Brown/Heiland moved to approve a request dated June 19, 2018 from Pleasant Hill Volunteer Fire Company for the use of Penn Township's fire police for their carnival being held July 23 thru July 28, 2018. Motion carried unanimously.

Commissioners Brown/Heiland moved to approve a memorandum of understanding with Penn Township Patrolman's Association. Motion carried unanimously.

Public Works & Recreation Committee – Commissioner Klunk:

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

Commissioners Klunk/Brown moved to adopt Ordinance No. 807, creating a Recreation Board. Motion carried on 4-1 roll call vote with Commissioner Felix casting the dissenting vote.

Manager Rogers stated that the MS4/Stormwater Inspector is available Monday thru Friday from 8:00 a.m. to 4:30 p.m. to answer any questions.

Planning Committee – Commissioner Felix:

Commissioners Felix/Brown moved to set the bond amount for Legacy Building Expansion at \$255,891.90. Motion carried on a 4-0 vote with Commissioner Heiland abstaining.

Commissioners Felix/Heiland moved to set the bond amount for Stonewicke – Phase 1 at \$1,867,512.21. Motion carried unanimously.

Commissioners Felix/Heiland moved to accept the final inspection of the 401 Moulstown Road improvements, thus reducing the bond amount to \$0. Motion carried unanimously.

Commissioners Felix/Brown moved to approve a request dated June 26, 2018 from Group Hanover, Inc. for a modification to Section 306.B.3 of the Stormwater Management Ordinance for the Legacy land development plan. Motion carried on a 4-0 vote with Commissioner Heiland abstaining.

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

The following subdivision and land development plans were formally filed:

SL18-09 – Stonewicke – Phase 1  
SL18-11 – 670 Gitts Run Road  
SL18-12 – Woodside Avenue  
SL18-04 – Community Park

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

SL18-07 – Youngs Woods  
SL18-04 – Community Park  
Motion carried unanimously.

Commissioners Felix/Klunk moved to approve the following extension requests that will expire on October 15, 2018:

P04-25 – South Heights  
SL18-06 – Legacy Building Expansion  
Motion carried on a 4-0 vote with Commissioner Heiland abstaining.

Finance Committee – Commissioner Felix:

Commissioners Felix/Heiland moved to approve Township warrants in the amount of \$1,415,800.06. Motion carried unanimously.

Commissioners Felix/Heiland moved to approve a request dated June 12, 2018 from Saint Joseph Parish for a waiver of all permit fees associated with their annual yard sale being held August 18, 2018. Motion carried unanimously.

Personnel Committee – Commissioners Felix:

Commissioner Felix had nothing to report.

Health & Sanitation Committee – Commissioner Heiland:

Commissioner Heiland had nothing to report.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

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

Ron Fanelli, 860 Ripple Drive, introduced himself. He is new to Penn Township and plans on attending meetings to stay up to date on what's going on in his community. Mr. Fanelli moved here from East Brandywine Township, where he served

on various commissions and task forces. The Commissioners welcomed him to Penn Township.

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

**ADJOURNMENT:**

Commissioners Klunk/Heiland moved for adjournment at approximately 7:11 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
AUGUST 20, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, August 20, 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, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, Police Lieutenant Merwede, Engineer Bortner, Zoning Officer Smith, and Township Secretary Hallett. Commissioner Felix was absent with notice.

**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 two executive sessions with the Solicitors to discuss legal, personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the July 16, 2018 Board of Commissioners meeting were approved as submitted.

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

James Miller, 641 Gitts Run Road, was present to share concerns about proposed development of Lot 4 Gitts Run Road. He stated he represents the neighboring properties and they have concerns about the building being proposed across the street from his home. He is worried about lowered property value, noise, dirt, odor, and traffic. Commissioner Klunk suggested they attend a Planning Commission meeting. He is not familiar with the plan and believes the Planning Commission would be the best place to start. Commissioner Heiland informed Mr. Miller that the Planning Commission meets at 7 p.m. on the first Thursday of the month.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety Committee – Commissioner Brown:

Commissioners Brown/Klunk moved to approve changes to the Hanover Area Fire and Rescue Commission 2018 budget, resulting in a decrease of the funding allotment. Motion carried unanimously.

Commissioners Brown/Klunk moved to set Trick or Treat night for October 23, 2018 from 6:00 p.m. to 8:00 p.m. Motion carried unanimously.

Acting Police Chief Hettinger thanked the Board of Commissioners for providing a banner in recognition of the Police Department's fiftieth anniversary as a full-time police department. He presented the Commissioners and Township Staff with a challenge coin to celebrate fifty years of service, professionalism, and integrity.

Public Works & Recreation Committee – Commissioner Klunk:

There were no additions or changes to the Engineer's Report. Engineer Bortner noted that a modified report was sent earlier in the day.

Commissioners Klunk/Brown moved to set the eighteen month performance bond for the acceptance of the streets in High Pointe North at \$134,961.89. They further moved to adopt Ordinance No. 808, adopting as public roads portions of Kaitlyn Drive and Alexander Drive. Motion carried 4-0 on a roll call vote.

Commissioners Klunk/Brown moved to ratify an agreement with Judith W. Horst and Elaine W. Bowersox for permanent right-of-way and temporary construction easement for road improvements on Flickinger Road, which was executed by the Township on August 3, 2018. Motion carried unanimously.

Commissioner Klunk stated that the MS4/Stormwater Inspector is available Monday thru Friday from 8:00 a.m. to 4:30 p.m. to answer any questions.

Planning Committee – Commissioner Klunk:

Commissioners Klunk/Heiland moved to approve a request dated July 24, 2018 from KPI for a waiver of the buffer yard and landscaping requirements for the Mark's Auto Body land development plan. Motion carried unanimously.

Commissioners Klunk/Heiland moved to deny a request dated July 24, 2018 from KPI for a waiver of the fencing requirements for the stormwater basin for the Mark's Auto Body land development plan. Motion carried unanimously.

Commissioners Klunk/Heiland moved to set the bond amount for Mark's Auto Body at \$5,445.00. Motion carried unanimously.



Commissioners Klunk/Heiland moved to reduce the bond amount for High Point North from \$318,243.04 to \$148,439.50. Motion carried unanimously.

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

There were no subdivision or land development plans for formal filing.

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

SL18-06 – Legacy Building Expansion  
SL18-09 – Stonewicke – Phase 1  
SL18-10 – Mark's Auto Body – Parking Lot Expansion  
Motion carried on a 3-0 vote with Commissioner Heiland abstaining.

Commissioners Klunk/Heiland moved to approve the following extension requests that will expire on November 19, 2018:

P01-28 – High Pointe @ Rojen farms  
SL17-10 – Mustang Pointe  
Motion carried unanimously.

Finance Committee – Commissioner Brown:

Commissioners Brown/Heiland moved to approve Township warrants in the amount of \$1,196,627.94. Motion carried unanimously.

Personnel Committee – Commissioner Brown:

Commissioner Brown had nothing to report.

Health & Sanitation Committee – Commissioner Heiland:

Commissioners Heiland/Klunk moved to adopt Ordinance No. 809, approving the plan of construction of sanitary collection sewers within and to that portion of Penn Township consisting of Kaitlyn Drive and Alexander Drive. Motion carried 4-0 on a roll call vote.

Commissioners Heiland/Klunk moved to adopt Resolution No. 914, authorizing the advertisement and the public sale of excess sewer department equipment. Motion carried unanimously.

Commissioners Heiland/Klunk moved to ratify an agreement with GHD for engineering services for the Barnhart Drive Interceptor project. Motion carried unanimously.

**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:** None.

**ADJOURNMENT:**

Commissioners Klunk/Heiland moved for adjournment at approximately 7:13 p.m.  
Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
SEPTEMBER 17, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, September 17, 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, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, and Engineer Bortner. Commissioner Felix was absent with notice.

**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 two executive sessions with the Solicitors to discuss legal, personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

The minutes of the August 20, 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.

**PRESENTATION:**

The Penn Township Police department was presented their reaccreditation certificate from the PA Chief's Association.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety Committee – Commissioner Brown:**

Commissioners Brown/Klunk moved to approve the Klugh Animal Control Service agreement for 2019. Motion carried

Commissioners Brown/Klunk moved to approve a request dated August 30, 2018 from Hanover High School to conduct their Homecoming Parade on September 14, 2018. Motion carried.

Commissioners Brown/Klunk moved, with reservations, to approve a request dated August 28, 2018 from the Hanover Area Jaycees to conduct their annual Halloween Parade on October 25, 2018 with a rain date of October 29, 2018. After some discussion the motion carried. The Township Manager will send a letter to the Jaycees addressing the concerns expressed by the Board. A copy of the letter will be forwarded to Hanover Borough's manager.

Public Works & Recreation Committee – 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 Committee – Commissioner Klunk:

Commissioners Klunk/Brown moved to approve a request dated August 1, 2018 from GHI for a waiver of the preliminary plan requirements for the 221 Woodside Avenue Plan. Motion carried unanimously.

Commissioners Klunk/Brown moved to set the bond amount for 221 Woodside Avenue at \$28,325.55. Motion carried unanimously.

Commissioners Klunk/Brown moved to approve the final inspection of the Robert E. and Cheryl M. Hemler plan, thus reducing the bond amount to \$0. Motion carried unanimously.

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

There following plans were formally filed:

SL18-13-LCBC –Hanover

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

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

SL18-000012-221 Woodside Avenue

Motion carried.

Finance Committee – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$899,954.58. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt the 2019 Minimum Municipal Obligations for the Penn Township Non-Uniformed Plan in the amount of \$187,904.41, the Penn Township Firefighter's Pension Plan in the amount of \$201,061.62 and the Penn Township Police Pension Plan in the amount of \$691,062.92. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated August 7, 2018 from Grace United Methodist Church for a waiver of the sign permit fees to advertise their Christmas Bazaar being held on November 17, 2018. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated June 12, 2018 from Saint Joseph Parish for a waiver of the yard sale permit fees for their yard sale held on August 18, 2018. Motion carried.

Commissioners Brown/Klunk moved to adopt Resolution No. 916, authorizing the disposition of municipal records. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated September 1, 2018 from the York County Juvenile Probation Department for a waiver of fees to use the Community Room for the Youth Aid Panel meetings in 2019. Motion carried.

Personnel Committee – Commissioner Brown:

Commissioners Brown/Klunk moved to adopt Resolution No. 915, setting the vacation benefits for the Zoning Officer. Motion carried.

Commissioners Brown/Klunk moved to accept the resignation of Gary Mummert from the Civil Service Commission effective August 31, 2018. Motion carried.

Commissioners Brown/Klunk moved accept the resignation of Henry Senatore from the Penn Township Planning Commission effective September 7, 2018. Motion carried.

Commissioners Brown/Klunk moved to accept the resignation of Angela M. Hallett from the position of Township Secretary effective September 17, 2018. Motion carried.

Health & Sanitation Committee – Commissioner Heiland:

Commissioners Heiland/Klunk moved to award the 1981 International Dump Truck bid to Carl Orlosky of Johnstown, PA for a bid price of \$3,300. Motion carried.

Commissioners Heiland/Klunk moved to award the 1997 Ford F-15 Truck bid to Bogdan Bodnar of Suffield, CT for a bid price of \$3,900. Motion carried.

Commissioners Heiland/Klunk moved to award the 4' Barns submersible pump bid to Gary Trate of Milton, PA for a bid price of \$460. Motion carried.

**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:** None.

**ADJOURNMENT:**

Commissioners Brown/Klunk moved for adjournment at approximately 7:44 p.m. Motion carried unanimously.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

**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

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
NOVEMBER 19, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, November 19, 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, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, Zoning Officer Smith, Engineer Bortner, and Administrative Assistant McMaster. Commissioner Felix was absent with notice.

**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 October 15, 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 2019 York County SPCA Care and Housing agreement. Motion carried.

Commissioners Brown/Klunk moved to approve the Hanover Area Fire and Rescue Commission budget for 2019 with a contribution from Penn Township not to exceed \$682,070. Motion carried.

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 Klunk/Brown moved to approve the release of the bond for Above and Beyond Christian Child Care Center as the improvements on the land development plan have been completed. Motion carried.

Commissioners Klunk/Brown moved to approve a bond reduction for Beechwood Way from \$223,179.00 to \$142,109. Motion carried.

Commissioners Klunk/Brown moved to approve a bond reduction for Stonewicke - Phase 1 from \$1,867,512.21 to \$1,605,003.41. Motion carried.

Commissioners Klunk/Brown moved to approve a bond reduction for Brookside Heights – Phase 3 from \$1,170,250.68 to \$430,050.50. Motion carried.

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

There following plan was formally filed:

SL18-18 – American Home Contractors LLC

Commissioners Klunk/Brown moved to approve the following extension requests that will expire on February 18, 2019:

P01-28 – High Pointe @ Rojen Farms  
SL17-10 – Mustang Pointe  
Motion carried.

Finance Committee – Commissioner Felix:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,426,449.64. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated October 15, 2018 from the Knights of Columbus for a waiver of the sign permit fee for their holiday sign. Motion carried.

Commissioners Brown/Klunk moved to approve a request dated October 15, 2018 from the Hanover West Manheim Township Lions Club for a waiver of the sign permit fee to advertise their Christmas tree sale. Motion carried.

Commissioners Brown/Klunk moved to adopt a Resolution 918 appointing the township auditor and setting the compensation for services rendered for audit year 2018. Motion carried.

Township Manger Rodgers presented the first reading of the 2019 budget. She reported the General Fund is balanced with \$13,785,010 in revenue and expenditures. Manager Rodgers reported the Highway Aid Fund is balanced with \$1,483,672 in revenue and expenditures. Manager Rodgers reported the Sewer Revenue Fund is balanced with \$9,172,206 in revenue and expenditures. The budget will be presented for the public display on December 5, 2018.

Personnel Committee – Commissioner Felix:

Commissioners Brown/Klunk moved to adopt Resolution Number 919 appointing the Township Treasurer, Secretary, and Assistant Secretary. Motion carried.

Health & Sanitation Committee – Commissioner Heiland:

Commissioners Heiland/Klunk moved to award the Ultraviolet Disinfection general contractor bid to Conewago Enterprises, Inc. for a bid price of \$1,072,518.00. They further moved to award the Ultraviolet Disinfection electrical contractor bid to Swam Electric Co. Inc. for a bid price of \$152,039.00. The total bid price of the project is \$1,224,557. Motion carried.

Commissioners Heiland/Klunk moved to ratify the agreement between Penn Township and Hanover Foods that was executed on November 13, 2018 for the three hundred twenty-two phosphorus credits at a price of \$1,207.50. Motion carried.

Commissioners Heiland/Klunk moved to set the maintenance bond for the Wellspan Properties sanitary sewer dedication at \$9,793.20. Motion carried.

**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 Klunk/Brown moved for adjournment at approximately 7:16 p.m.  
Motion carried unanimously.

Respectfully submitted,

Courtney McMaster  
Recording Secretary

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
DECEMBER 17, 2018**

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

The Penn Township Board of Commissioners met in a regular session on Monday, December 17, 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, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary McMaster. Commissioner Felix was absent with notice.

**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 November 19, 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.

**PUBLIC HEARING – 2018 BUDGET:**

There were no Commissioners who wished to comment on the 2019 budget.

There were no Penn Township residents at the meeting who wished to comment on the 2019 budget and the public hearing was closed.

Commissioners Klunk/Brown moved to adopt Ordinance No. 810, the 2019 budget. Motion carried on a 4-0 roll call vote.

Commissioners Klunk/Brown moved to adopt Ordinance No. 811, setting the real estate tax rate for 2019 at 4.40 mills. Motion carried on a 4-0 roll call vote.

Commissioners Klunk/Brown moved that the Township Manager be authorized to balance all 2018 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety – Commissioner Brown:

Commissioner Brown reported that he went to Zachary Puller's graduation on December 6, 2018 with Manager Rodgers, Chief Hettinger, and Lieutenant Merwede. Commissioner Brown stated he will be a fine police officer.

Public Works & Recreation – Commissioner Klunk:

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

The MS4/Stormwater Inspector is available Monday through Friday from 7:00 am to 3:30 pm to answer any questions.

Planning – Commissioner Klunk:

Commissioners Klunk/Heiland moved to set the bond amount at \$10,147.50 for Thomas & Rhonda Allison's land development plan. Motion carried unanimously.

Commissioners Klunk/Heiland moved to approve a bond reduction for Wellspan from \$1,394,403.45 to \$80,370.62. 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:

SL18-19-Emory H. Markle Intermediate School

Commissioners Klunk/Heiland moved to approve the following extension request that will expire on March 18, 2019:

SL18-13-LCBC-Hanover  
Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Heiland moved to approve Township warrants in the amount of \$1,011,552.89. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 920, fixing the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2019. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Heiland moved to rescind temporarily the appointment of Wendell Felix to the Penn Township Planning Commission. They further moved to appoint temporarily Joseph Klunk to the Penn Township Planning Commission. Motion carried unanimously.

Commissioners Brown/Heiland moved to appoint Ronald Fanelli to the Penn Township Planning Commission, said term to expire May 2020. Motion carried unanimously.

Commissioners Brown/Heiland moved to adopt Resolution No. 921 appointing a voting delegate and one alternate to represent Penn Township on the York County Tax Collection Committee. Motion carried unanimously.

Commissioners Brown/Heiland 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 Brown/Heiland moved to appoint Joseph Klunk to a two year term as Penn Township's representative to the Hanover Area Fire & Rescue Commission, said term to expire December 31, 2020. Motion carried unanimously.

Commissioners Brown/Heiland moved to appoint George Zimmerman as a regular member of the Civil Service Commission, said term to expire August, 2024. They further moved to appoint Edward Masenheimer III as an alternative to the Civil Service Commission, said term to expire December, 2024. Motion carried unanimously.

Health & Sanitation – Commissioner Heiland:

Commissioners Heiland/Klunk moved to adopt Ordinance No. 813 approving the plan of construction of sanitary sewers within the Wellspan Properties, Inc. land development. Motion carried on a 4-0 roll call vote.



**MANAGER'S REPORT:**

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

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Commissioners Heiland/Klunk moved to adopt Ordinance No. 812 establishing the time and place of regular meeting of the Board of Commissioners. Motion carried on a 4-0 roll call vote.

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

**QUESTIONS FROM THE PRESS:** None.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Heiland/Brown moved for adjournment at approximately 7:16 p.m. Motion carried unanimously.

Respectfully submitted,

Courtney L. McMaster  
Township Secretary