

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
FEBRUARY 20, 2017**

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

The Penn Township Board of Commissioners met in a regular session on Monday, February 20, 2017 at the Penn Township Municipal Building. President Heilman called the meeting to order at 7:00 P.M. with a roll call of members. Present were Commissioners Brown, Felix, Heilman, Klunk, and Van de Castle. Also present were Solicitor Tilley, Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Township Engineer Bortner, Zoning Officer Swanner, 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 Heilman 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 16, 2017 Board of Commissioners meeting were approved as submitted.

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

Harold and Marie Welk, 1146 Baltimore Street addressed the Board concerning a tree that fell on the property at 1140 Baltimore Street on September 12, 2016. Mr. Welk said the neighbors got together and cleared the alleyway being blocked by the tree. He said the tree is precariously perched on an outbuilding and looks like it could fall at any moment. Is there anything the Township can do about it? Zoning Officer Swanner said, when the tree first came down, an initial violation was sent to the lien holder on the property. After that a citation was issued and there has been no response as of today. He explained that the property is already condemned for the water being shut off.

Commissioner Felix asked if we should move forward with correcting the problem and putting a lien on the property, since the Township could be liable for the safety issue. Solicitor Tilley said the Township is not liable for any safety issues, but the Property Maintenance Code does give the Township the right to take corrective action

where there's a public safety risk. He advised Zoning Officer Swanner to contact the lien holder and let them know they have ten days to correct the situation or the Township will do it for them and the property will go to sheriff's sale and the Township lien will then take precedent over the mortgage. Manager Rodgers asked if we need to bill the lien holder for the tree removal and give them thirty days to pay prior to putting a lien on the property. Solicitor Tilley confirmed she is correct. Zoning Officer Swanner asked if the Township is liable for any damage done to the building the tree is resting on. Solicitor Tilley said the contractor performing the work will be responsible for that. Zoning Officer Swanner said he will send a letter tomorrow and he will contact Mr. Welk when he has an update.

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

### **Public Safety – Commissioner Felix:**

Commissioners Felix/Van de Castle moved to approve a request dated January 9, 2017 from Hanover Allied Veterans to conduct the annual Memorial Day parade on May 29, 2017. Motion carried unanimously.

### **Personnel – Commissioner Brown:**

Commissioners Brown/Klunk moved to adopt Resolution No. 888, appointing Frederick W. Stine to a term as an alternate member on the Zoning Hearing Board, said term to expire March 2020. Motion carried unanimously.

Commissioners Brown/Klunk moved to enact the Penn Township Harassment Policy. Motion carried unanimously.

### **Finance – Commissioner Brown:**

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$1,408,485.78. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated January 15, 2017 from St. Joseph Parrish for a waiver of the permit fees associated with their annual yard sale, to be held March 4, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated January 26, 2017 from Hanover Area Chamber of Commerce for a waiver of the permit fees associated with the annual Dutch Festival, to be held July 29, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated January 30, 2017 from the Hanover Exchange Club for a waiver of the permit fees associated with two fundraisers; the Hanover Builders Home & Garden Show, to be held March 9-11,

2017 and the Evening of Comedy & Magic, to be held April 14, 2017. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 889, providing a schedule of fees for permits and services. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated February 15, 2017 from York County Youth Aid Panel for a waiver of rental fees for use of the Community Room in 2017. Motion carried unanimously.

Health & Sanitation – Commissioner Van de Castle:

Commissioners Van de Castle/Felix moved to approve Change Order No. 2 from 4-M Construction to change the substantial completion date to May 19, 2017 for the Mullertown Pumping Station Upgrade Project. Motion carried unanimously.

Public Works – Commissioner Klunk:

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

Commissioners Klunk/Van de Castle moved to approve an agreement with MetEd for the installation of fourteen LED street lights. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Van de Castle moved to appoint Engineer Bortner as an alternate member of the YAMPO Association. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to set the bond amount for TrueNorth Wellness Services at \$100,953.60. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to accept the final inspection of the Martins Ridge improvements thus reducing the bond amount to \$0.00. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to accept the final inspection of the High Pointe North improvements thus reducing the bound amount to \$0.00. Motion carried unanimously.

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

Commissioners Klunk/Van de Castle moved to approve the following subdivision and land development plan:

P16-13 – TrueNorth Wellness Services  
Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the following extension requests, to expire May 15, 2017:

P01-28 – High Pointe @ Rojen Farms  
P03-30 – Mustang Pointe  
P16-06 – Brookside Heights, Phase 3  
Motion carried unanimously.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PERSON’S TO BE HEARD – CITIZEN’S COMMENTS:**

Garrett Trout, CEO of TrueNorth Wellness Services, thanked the Board and Township Staff for helping him through the land development process. He said he was new to the process and Township Staff did an excellent job explaining things. Commissioner Heilman thanked him for his comments.

**ADJOURNMENT:**

There being no further business to come before the Board, Commissioners Klunk/Van de Castle moved for adjournment at approximately 7:19 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary