

**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 24th and 25th, 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 8th thru 10th, 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