

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
MARCH 16, 2020**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, March 16, 2020 at the Penn Township Municipal Building. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Elksnis, Heiland, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. 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 Heiland announced that an executive session was held following the Health & Sanitation Meeting on March 3, 2020, to discuss right of way negotiations. Commissioner Heiland also announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss personnel, and other legal matters involving attorney/client privilege.

APPROVAL OF THE MINUTES:

The minutes of the February 17, 2020 Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Mr. Max Kuznik, 381 Sonny Street, was in attendance to follow up with his concern of having Sonny Street designated no parking on the north side on which he resides. Since the last meeting he has removed the flower bed at the corner of his property which enables him to park his vehicle up against his fence, doing so gives three additional feet to the roadway. He stated there is enough room for two school buses simultaneously/or the fire truck to travel thru. He stated in his opinion the concern should be the sharp corner of Sonny Street and Nancy Street. Commissioner Heiland asked Chief Hettinger if he could check into the current parking situation. Commissioner Heiland stated that the subject will be revisited at the next Public Safety Meeting.

Ms. Linda Terlizzi, 7 Andrew Court, was present to read a statement regarding her opposition to a Second Amendment Sanctuary ordinance that was recently passed in another township. Ms. Terlizzi requested to be contacted if this subject should come before the Board. Commissioner Heiland thanked Ms. Terlizzi for her statement and asked Manager Rodgers to obtain her contact information.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Van de Castle moved to approve the Northern York County Regional Police MOU. Motion carried unanimously.

Public Works – Commissioner Van de Castle:

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

Commissioner Van de Castle stated that the MS4/Stormwater Coordinator is available Monday through Friday from 8:00 am to 4:30 pm to answer any questions.

Commissioners Van de Castle/Elksnis moved to approve an agreement with Met-Ed for the installation of street lights at 2 Meadowview Drive and 120 Hufnagel Drive. Motion carried unanimously.

Commissioners Van de Castle/Brown moved to approve the proposal for professional fees from Play by Design for the Kids Kingdom redevelopment. Motion carried unanimously.

Planning – Commissioner Van de Castle:

Commissioners Van de Castle/Brown moved to deny a request dated February 17, 2020 from Sharrah Design Group, Inc. for a waiver of Section 509.a of the Penn Township Subdivision and Land Development Ordinance specifically lot depths shall be not less than one nor more than two- and one-half times the average width. Motion carried unanimously.

Commissioners Van de Castle/Elksnis moved to set the bond amount at \$131,069.40 for Billy J. & Sadie Kress land development plan.

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

There were no plans submitted for formal filing.

There were no subdivision and land development plans submitted for approval.

Commissioners Van de Castle/Elksnis moved to approve the following extension requests that will expire on June 15, 2020:

SL19-15 South Hills Golf Course
SL19-17 1020 Baltimore Street
Motion carried unanimously.

Finance – Commissioner Brown:

Commissioners Brown/Van de Castle moved to approve Township warrants in the amount of \$1,318,259.88. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to approve a request dated February 17, 2020 from Denise Myatt for a waiver of the sign permit and yard sale fees for a multi-vendor yard sale for her Relay for Life Team. Motion carried unanimously.

Commissioners Brown/Elksnis moved to approve a request dated February 18, 2020 from Jefferson Carnival for a waiver of the sign permit fees to advertise their carnival to be held July 13 through July 18, 2020. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the contract for Street Milling Services, including mobilization fees, for the period of April 1, 2020 to March 31, 2021 to low bidder, Donegal Construction, PO Box 450, New Scranton, PA 15672, in the amount of \$2.90 per square yard. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the 2003 Case 590 small backhoe bid to Paul Dean, 26 Turnpike Road, Ashland, PA 17921, for a bid price of \$19,300.00. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the Frink Snow plow, model 440A-169LK bid to James Langkam, 526b Pumping Station Road, Hanover, PA 17331, for a bid price of \$52.00. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the Sno-King plow, model 11 bid to Robert Sullivan, PO Box 281, Milton, MA 02186, for a bid price of \$1,770.00. Motion carried unanimously.

Commissioners Brown/Van de Castle moved to award the Valk Manufacturing plow, model 511-84 bid to Richard Johnson, 6920 Kimmel Road, Mt. Airy, MD 21771, for a bid price of \$110.00. Motion carried unanimously.

MANAGER’S REPORT:

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

OLD BUSINESS: None.

NEW BUSINESS:

Commissioner Heiland presented a Declaration of Emergency for Penn Township, due to the outbreak of the Coronavirus which has caused a world-wide pandemic. Solicitor Hovis explained that the declaration is needed in case federal and state aid funds become available. Commissioner Van de Castle asked if we need to have additional meetings to extend the declaration. Solicitor Hovis stated that the declaration may be extended every 7 days, and allows for ratification. Two Commissioners are needed to agree to extend each time and each extension can be ratified at the next public meeting. Manager Rodgers stated that this procedure has been done before during the 2010 & 2016 blizzards, allowing aid to be received from FEMA.

Commissioner Van de Castle/Brown stated, pursuant to the provisions of the Pennsylvania Emergency Management Services Code, it is moved to declare a disaster emergency for March 16-23, 2020. They further moved to authorize the Township Manager to make application for state and federal reimbursement of all eligible expenses associated with the COVID-19 Pandemic events occurring on the above referenced dates. Motion carried unanimously.

Manager Rodgers presented a Press Release regarding the cancellation of all public meetings and township offices closing to public traffic. The press release explained the offices will remain open for business for the public to contact via phone, online, and payments may be placed in the drop boxes. Commissioner Elksnis asked for clarification on all of the township parks. Manager Rodgers stated that it is not feasible to barricade the small neighborhood parks, however, she requested Chief Hettinger to barricade the Community Park, and Youngs Woods, and patrol the parks for enforcement. Manager Rodgers stated the recycling center will remain open at this time, but is subject to change.

Commissioner Van de Castle/Brown moved for a motion to approve the press release. Motion carried unanimously.

Commissioner Heiland asked Emergency Management Coordinator Jeff Waltman if he would like to update the Board on the Coronavirus. EMA Coordinator Waltman stated that the issue with this virus is the unknown. There is so much that we do not know and methods of transmission changes daily. He stated that it is untrue that only the elderly that are affected. It is up to all of us to remain calm and practice the guidance that comes from the experts.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS: There were none.

QUESTIONS FROM THE PRESS: There were none.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Brown/Van de Castle moved for adjournment at approximately 7:34 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary