

**MINUTES  
BOARD OF COMMISSIONERS PUBLIC MEETING  
MARCH 20, 2023**

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

The Penn Township Board of Commissioners met in a regular session on Monday, March 20, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Elksnis, Heiland, and Brown. Commissioner Allison was absent with notice. Also present were Solicitor Doyle, Township Manager Rodgers, Police Chief Hettinger, Fire Captain Adams, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney.

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

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

**ANNOUNCEMENTS:**

Commissioner Brown announced that due to the even number of Commissioners in attendance this evening if a motion ends in a tie vote, the motion fails. He 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 20, 2023, Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN’S COMMENTS:** There were none.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

**Public Safety – Commissioner Elksnis:**

Commissioners Elksnis/Heiland moved to approve a request dated February 1, 2023, from the Allied Veterans Council of Hanover to conduct the Annual Memorial Day Parade on Monday, May 29, 2023. Motion carried.

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

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.

Commissioners Heiland/Elksnis moved to adopt Resolution No. 1001, recognizing April 2023, as Pennsylvania Safe Digging Month. Motion carried.

Commissioners Heiland/Elksnis moved to approve an agreement with John W. Richardson and Sally Ann Richardson for the permanent right-of-way for the Oil Creek Stream Bank Stabilization project. Motion carried.

Commissioners Heiland/Elksnis moved approve an agreement with Catherine M. Moser and Catherine V. Moser for the permanent right-of-way for the Oil Creek Stream Bank Stabilization project. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to reduce the bond amount for Gitts Run Road Development from \$244,271.17 to \$51,774.93. Motion carried.

Commissioners Heiland/Berlingo moved to reduce the bond amount for Yazoo Mills, Inc. from \$66,046.75 to \$7,260.00. Motion carried.

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

The following Subdivision and Land Development plans were submitted for formal filing:

- SL23-02 York Road Investments, LLC
- SL23-03 Hanover Terminal Inc., 201 Center Street

Commissioners Heiland/Berlingo moved to approve the following Subdivision and Land Develop Plan:

- SL22-03 Panther Cat, LLC
- Motion carried.

Commissioners Heiland/Berlingo moved to approve SL22-14 High Pointe at ROJEN Farms Penn South-Phase S4 Subdivision and Land Development Plan on the condition of the addition of the sewer line right of way to the plan to the satisfaction of the Township engineer and solicitor. Motion carried.

Commissioners Heiland/Berlingo moved to approve the following extension requests to expire on June 19, 2023.

- SL22-07 Carroll County Christian Center
  - SL22-10 934 Baltimore Street-Cody Bentzel
  - SL22-11 Liberty Restoration & Construction LLC
  - SL22-15 WAWA Food Market & Fueling Station
- Motion carried.

Personnel – Commissioner Heiland:

Commissioner Heiland had nothing to report.

Finance – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to approve Township warrants in the amount of \$1,261,746.78. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request received February 13, 2023, from South Western High School Music Department for waivers to permit fees for their Spring Market Place Community Yard Sale to be held April 15, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request dated February 13, 2023, from the Exchange Club of Hanover for waivers to sign permit fees for their Evening of Comedy & Magic Show to be held April 28, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request dated February 13, 2023, from the Exchange Club of Hanover for waivers to sign permit fees for their Annual Builder's Home and Garden Show to be held March 24<sup>th</sup> and 25<sup>th</sup>, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request dated February 15, 2023, from The Hanover Area Chamber of Commerce for waivers to sign permit fees for their Annual Snack Town Street Fair to be held July 15, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1002, authorizing the disposition of municipal records in accordance with the Historical and Museum Commission Act 428 of 1968. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1003, allowing for sick time to be cashed out by the Township Manager. Motion carried.

Commissioner Brown opened the floor for discussion of the Franchise Agreement with Shenandoah Cable Television LLC. Manager Rodgers stated that the last agreement with Comcast is nonexclusive, but has expired. Solicitor Doyle stated that generally there is a clause in those agreements that states if nobody moves to terminate it continues. Manager Rodgers stated that the concern is what is being heard from other municipalities, there have been right of way issues with Shenandoah with street opening permits, and time of completion of installation. Solicitor Doyle will review the contract.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo had nothing to report.

**MANAGER'S REPORT:**

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

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Commissioners Brown/Heiland moved to amend the agenda under new business to consider the purchase of radios for the police department. Motion carried.

Police Chief Hettinger reported there is \$25,000 budgeted this year for the replacement of five radios for the police department. An opportunity has arisen to purchase the nineteen radios and two charging stations for an additional \$27,008.66 this year, eliminating the item from the budget for the next three years. He reported the order needs to be placed in the morning.

Commissioners Elksnis/Heiland moved to authorize Police Chief Hettinger to purchase nineteen radios and two charging stations, using the American Rescue Funds for the additional \$27,008.66. Motion carried.

**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 Brown/Heiland moved for adjournment at approximately 7:27 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary