

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
AUGUST 21, 2023**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, August 21, 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. Also present were Solicitor Hovis, Police Chief Hettinger, 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 there was an executive session held following the August 7, 2023, Health and Sanitation Committee meeting, this evening prior to the Board of Commissioners meeting to discuss personnel. 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 July 17, 2023, Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

Ms. Barb Sipling, 500 block of Baer Avenue, was present to express her concern the lack of maintenance of the Township's alleys. She stated that the alleys are filled with potholes. The Committee advised that millings are available and can be obtained by the Recycling Center on Wilson Avenue.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Berlingo moved to set the date for Trick-or-Treat for Tuesday, October 24, 2023, from 6 pm to 8 pm. Motion carried.

Commissioners Elksnis/Berlingo moved to adopt Resolution No. 1010, adopting the policies of the Police Department. Motion carried.

Commissioners Elksnis/Berlingo moved to approve a Municipal Service Agreement for the Maintenance of Traffic Control Signals with Atlantic Transportation Systems, Inc. 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 approve C.S. Davidson, Inc. Contract Change Order No. 2, in the amount of a credit of \$1,200. Motion carried.

Commissioners Heiland/Elksnis moved to approve an agreement with CSX Transportation, Inc. for the temporary right of entry to conduct paving work on Wilson Avenue. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to reduce the bond amount for AquaPhoenix Scientific Land Development Plan from \$105,752.65 to \$9,926.97.

Commissioners Heiland/Berlingo moved to approve a request dated July 19, 2023, from Dynamic Engineering Consultants, PC, requesting a waiver to Section 605 (Landscaping and Bufferyards) of the Penn Township Subdivision and Land Development Ordinance for WAWA Food Market & Fueling Station Land Development Plan. Motion carried.

Commissioners Heiland/Elksnis moved to authorize the advertisement of a public hearing for a rezoning request. Motion carried.

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

There were no Subdivision and Land Development plans submitted for formal filing.

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

SL22-13 – Stonewicke – Phase IV

Commissioners Heiland/Elksnis moved to approve the following extension requests to expire on November 20, 2023:

SL17-10 – Mustang Pointe
SL21-05 – Elsner Engineer Works, Inc.
SL22-01 – Water Street Four, LLC
SL23-04 – 820 Hershey Heights Road – Small & Rinker
Motion carried.

Personnel – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to adopt Resolution No. 1011, appointing Tammi Ledley as Township Manager, Treasurer, and Open Records Officer. Motion carried.

Finance – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to approve a request dated July 18, 2023, from Barley Snyder Attorneys at Law for a refund of the Subdivision and Land Development fees for York Road Investments, LLC. Motion carried.

Commissioners Berlingo/Heiland moved to approve a request dated July 28, 2023, from the Exchange Club of Hanover for a waiver of permit fees to place temporary signs advertising the 2023 Chili Cookoff to be held September 3, 2023. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1012, Authorizing the sale of personal property with a value of less than one thousand dollars. Motion carried.

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1013, appointing Smith Elliott Kearns & Company, LLC as the Township auditor for the audit year ending 2023. Motion carried.

Commissioners Berlingo/Heiland moved to approve Township warrants in the amount of \$1,796,869.11. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to authorize a letter of support to the Pennsylvania Liquor Control Board. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS:

Commissioner Berlingo presented a draft design for business cards for the Commissioners and Department Heads.

Commissioner Brown announced that Thomas Allison resigned from his position of Penn Township Commissioner effective immediately due to moving outside of the Township.

PERSONS TO BE HEARD/CITIZEN'S COMMENTS:

Mr. Mike Hoover, Hanover, asked the Board for information regarding the public hearing for the rezoning request. Zoning Officer Smith reported that it is a small portion of a land off Moulstown Road that is currently zoned Shopping/Commercial, and the owner is requesting to rezone to the R-8 zone as it is part of a proposed development.

He also requested information on the letter of support for the Liquor Control Board. Commissioner Brown reported that it is for a vacant property on Baltimore Street, the property owner is seeking an economic development liquor license for a proposed business.

He also requested information on the process for replacing former Commissioner Allison. Solicitor Hovis stated that the board has thirty days to appoint a replacement.

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