

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
DECEMBER 18, 2017**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, December 18, 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 Hovis, Township Manager Rodgers, Police Chief Laughlin, Township Engineer Bortner, Interim Zoning Officer Garrett, 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 November 20, 2017 Board of Commissioners meeting were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Jan Cromer, former Penn Township Fire Chief, acknowledged Commissioner Heilman's final meeting and thanked him for all he did for the Fire and EMS service as well as for him personally. He believes Commissioner Heilman always had what was best for the residents of Penn Township at heart. Commissioner Heilman thanked him for his words.

PUBLIC HEARING – 2018 BUDGET:

There were no Commissioners who wished to comment on the 2018 budget.

There were no Penn Township residents at the meeting who wished to comment on the 2018 budget and the public hearing was closed.

Commissioners Klunk/Felix moved to adopt Ordinance No. 801, the 2018 budget. Motion carried on a 4-1 roll call vote with Commissioner Brown casting the dissenting vote.

Commissioners Klunk/Felix moved to adopt Ordinance No. 802, setting the real estate tax rate for 2018 at 4.40 mills. Motion carried on a 4-1 roll call vote with Commissioner Brown casting the dissenting vote.

Commissioners Brown/Felix moved that the Township Manager be authorized to balance all 2017 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Health & Sanitation – Commissioner Van de Castle:

Commissioner Van de Castle had nothing to report.

Public Safety – Commissioner Felix:

Commissioner Felix had nothing to report.

Finance – Commissioner Brown:

Commissioners Brown/Klunk moved to approve Township warrants in the amount of \$3,152,353.24. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a request dated November 14, 2017 from York County Youth Aid Panel for a waiver of rental fees for use of the Community Room in 2018. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 899, amending Resolution No. 897, approving the transfer of Liquor License No. R-15064 into Penn Township from Paradise Township, York County, Pennsylvania. Commissioner Heilman informed the audience that they are only approving this Resolution because they have to. Solicitor Hovis explained that the Resolution is changing the name of the business. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 900, fixing the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2018. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 901, providing a schedule of fees for permits and services. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve an amendment to the general obligation note of 2017 for the Township to pay interest and principal on the amount outstanding. Motion carried unanimously.

Commissioners Brown/Klunk moved to rescind the purchase agreement with Penn Township Volunteer Emergency Services dated November 18, 2016. They further authorized the President of the Board to execute all documents. Solicitor Hovis explained that rescinding the agreement, Resolution No. 902 and approving a new purchase agreement were necessary steps to ensure the Township qualifies for realty transfer tax relief on the purchase of the 204 Clover Lane fire station. Motion carried unanimously.

Commissioners Brown/Klunk moved to adopt Resolution No. 902, to purchase property located at 204 Clover Lane for the purpose of facilitating ongoing fire and emergency services within the Township. Motion carried unanimously.

Commissioners Brown/Klunk moved to approve a purchase agreement with Penn Township Volunteer Emergency Services for the purchase of the fire station located at 204 Clover Lane. Motion carried unanimously.

Personnel – Commissioner Brown:

Commissioners Brown/Klunk moved to reappoint Douglas Stambaugh, GHI Inc., as the Township Sewage Enforcement Officer. They further moved that Douglas Barmoy and Reginald Baugher, Hanover Land Services, be appointed as the Township Alternate Sewage Enforcement Officers. Motion carried unanimously.

Commissioners Brown/Klunk moved to accept the resignation of Justin Heiland from the Planning Commission, effective December 31, 2017. Commissioner Heilman explained that this motion is necessary because Mr. Heiland will become a Township Commissioner effective January 2, 2018. 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 a Memorandum of Understanding with York County Planning Commission for the implementation of the CMP traffic signal timing project. Commissioner Heilman said this will help to improve the intersections of Grandview Road & Black Rock Road and Grandview Road & Baltimore Street. Motion carried unanimously.

Planning & Recreation – Commissioner Klunk:

Commissioners Klunk/Van de Castle moved to approve a request dated October 17, 2017 from GHI Engineers & Surveyors for a waiver to Section 605 of the Penn

Township Subdivision and Land Development Ordinance for an evergreen buffer at 1040 Baltimore Street. Commissioner Van de Castle stated that the Planning Commission gave a favorable recommendation on this request with the understanding that the owners of 1040 Baltimore Street would be responsible for replacing any trees removed from the existing evergreen buffer on the adjoining Hanover Borough property. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a request dated October 17, 2017 from GHI Engineers & Surveyors for a waiver to Section 605 of the Penn Township Subdivision and Land Development Ordinance for the fencing requirements at 1040 Baltimore Street. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Brookside, LLC Phase 1 from \$129,264.30 to \$124,864.30. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Brookside, LLC Phase 2 from \$88,511.53 to \$86,311.53. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Hanover Storage, LLC from \$180,152.5 to \$18,194. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Heights Ave, LLC from \$54,840.50 to \$5,513.75. Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve a bond reduction for Pinebrook – Phase 2 from \$97,019.34 to \$30,668. 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 plans:

SL17-08 – Proposed Medical Office Facility (Wellspan)
SL17-17 – Brookside Heights – Phase 2 Lots 15E & 16A
Motion carried unanimously.

Commissioners Klunk/Van de Castle moved to approve the following extension request that will expire on March 19, 2018:

SL17-13 – Burkentine Plaza Units 7 & 8
Motion carried unanimously.

The following Subdivision and Land Development plan was formally filed:

SL17-19 – J.A. Myers

MANAGER’S REPORT:

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

OLD BUSINESS:

None.

NEW BUSINESS:

Commissioners Van de Castle/Felix moved to adopt Ordinance No. 803, establishing the time and place of the regular meetings of the Board of Commissioners. Motion carried on a 5-0 roll call vote.

On behalf of the Board of Commissioners, Commissioner Klunk presented Commissioner Heilman with a plaque, thanking him for his service as a Commissioner from 2006 to 2017 and for serving as president from 2016-2017. Commissioner Heilman thanked the Board for their recognition. He said it was a pleasure to serve among such wonderful people. After thirty-eight years with Southwestern school district and twelve years with the Township he’s had fifty years worth of meetings to attend and looks forward to a break.

Commissioner Heilman explained, for those in the audience, that the purpose of this evening’s meeting was to vote on items already discussed during Committee meetings. The meetings are held on the first Monday and first Tuesday of each month at 7:00 p.m.

Commissioner Heilman’s family was present to recognize his final Board meeting and they each introduced themselves.

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 Klunk/Van de Castle moved for adjournment at approximately 7:22 p.m. Motion carried unanimously.

Respectfully submitted,

Angela M. Hallett
Township Secretary