

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
DECEMBER 20, 2021**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, December 20, 2021. President Heiland called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Black, Cromer, Elksnis, and Heiland. Commissioner Brown was present via cell phone. Also present were Solicitor Hovis, Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, 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 Heiland 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 November 15, 2021 Board of Commissioners meetings were approved as submitted.

PERSONS TO BE HEARD – CITIZEN'S COMMENTS:

Ms. Shanna Hollick, Guthrie Memorial Library, newly appointed Library Director, introduced herself, and stated she is looking forward to working with the community to learn how the library can best serve the needs of the residents.

PUBLIC HEARING – 2022 BUDGET:

Commissioner Heiland announced that the budget is balanced with no tax increase for 2022. The Commissioners commended Manager Rodgers, Department Heads and all involved for their hard work.

Commissioners Cromer/Black moved to adopt Ordinance No. 844, the 2022 budget. Motion carried on a 5-0 roll call vote.

Commissioners Cromer/Elksnis moved to adopt Ordinance No. 845, setting the real estate tax rate for 2022 at 4.40 mills. Motion carried on a 5-0 roll call vote.

Commissioners Cromer/Black moved to authorize the Township Manager to balance all 2021 funds by transferring surplus funds to those accounts showing deficits. Motion carried unanimously.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioner Elksnis had nothing to report.

Public Works & Recreation – Commissioner Black:

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 Black/Elksnis moved to adopt Ordinance No. 843, Amending Section 306(B) of the Stormwater Management Ordinance of 2011, prohibiting the use of retaining walls within a retention or detention basin. Motion carried on a 5-0 roll call vote.

Commissioners Black/Cromer moved to award the Ridge Avenue and Wilson Avenue Bridge Guide Rail Project to William Orr and Sons, Inc., 2845 State Route 72, Jonestown, Pa 17038, for the base bid price of \$39,955.00. Motion carried unanimously.

Planning – Commissioner Black:

Commissioners Black/Elksnis moved to rescind the motion passed at the February 17, 2020, Board of Commissioners Meeting to reduce the bond amount for Phase 3 of the Brookside Heights Land Development Plan from \$1,170,250.68 to \$233,685.43, thus reinstating the bond amount to \$328,825.53. Motion carried unanimously.

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 Black/Elksnis moved to approve the following Subdivision and Land Development plans for approval.

SL21-07 Stonewicke Phase III
SL21-11 Brookside, LLC & Meadow Springs, LLC
Motion approved unanimously.

Commissioners Black/Cromer moved to approve the following extension requests that will expire on March 21, 2022:

SL20-09 Pero Farms Hanover Facility LLC
SL20-10 AquaPhoenix Scientific Building Addition
SL21-09 Porter and Warehime Property, BPR, LLC
Motion carried unanimously.

Finance – Commissioner Cromer:

Commissioners Cromer/Elksnis moved to approve Township warrants in the amount of \$1,581,406.66. Motion carried unanimously.

Commissioners Cromer/Black moved to adopt Resolution No. 978, fixing the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2022. Motion carried unanimously.

Commissioners Cromer/Elksnis moved to adopt Resolution No. 979 setting fees for permits and services for 2022. Motion carried unanimously.

Personnel – Commissioner Elksnis:

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

Health & Sanitation – Commissioner Elksnis:

Commissioner Elksnis had nothing to report.

MANAGER’S REPORT:

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

OLD BUSINESS:

None.

NEW BUSINESS:

Commissioners Heiland/Black moved to adopt Ordinance No. 846 establishing the time and place of regular meetings of the Board of Commissioners. Motion carried on a 5-0 roll call vote.

Commissioner Heiland thanked Commissioners Clayton Black, and Jan Cromer for their service and knowledge that they brought to the Board of Commissioners for Penn Township.

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 Heiland/Elksnis moved for adjournment at approximately 7:15 p.m. Motion carried unanimously.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary