

**MINUTES
BOARD OF COMMISSIONERS PUBLIC MEETING
DECEMBER 18, 2023**

CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:

The Penn Township Board of Commissioners met in a regular session on Monday, December 18, 2023. President Brown called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Berlingo, Black, Elksnis, Heiland, and Brown. Also present were Solicitor Hovis, Manager Ledley, Police Chief Hettinger, Township Engineer Bortner, WWTP Superintendent Lank, and Zoning Officer Smith.

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 on December 5, 2023, following the Health and Sanitation Committee meeting to discuss personnel matters. He also announced that following 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.

Board of Commissioners President Brown awarded Commissioner Clayton Black a Certificate of Recognition in acknowledgment of his exceptional dedication to the citizens of Penn Township. Commissioner Black has consistently stepped forward, filling crucial roles on the Board, both presently and in 2022. In addition, he has contributed numerous years of service to the Planning Commission and volunteers as a representative of Penn Township with the York County Rail Trail Authority.

APPROVAL OF THE MINUTES:

The minutes of the November 20, 2023, Board of Commissioners meeting were approved as submitted.

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

PUBLIC HEARING – 2024 BUDGET:

- A. Board of Commissioners – Commissioner Heiland stated that the budget is balanced and announced that there will be no tax increase for the sixth consecutive year.
- B. Public Comments – There were none.

C. With no further comments forthcoming, Commissioner Black concluded the Public Hearing.

Commissioners Black/Heiland moved to adopt Ordinance No. 861, the 2024 Budget. Motion carried 5-0 on a roll call vote.

SET REAL ESTATE TAX RATE FOR 2024:

Commissioners Black/Heiland moved to adopt Ordinance No. 862, setting the real estate tax rate for 2024 at 4.40 mills. Motion carried 5-0 on a roll call vote.

BALANCE OF 2023 FUNDS:

Commissioners Black/Heiland moved to authorize the Township Manager to balance all 2023 funds by transferring surplus funds to those accounts showing deficits. Motion carried.

TOWNSHIP REPORTS – STANDING COMMITTEES:

Public Safety – Commissioner Elksnis:

Commissioners Elksnis/Heiland moved to approve a Memorandum of Understanding for a Post Employment Health Plan for Firefighters. Motion carried.

Personnel – Commissioner Elksnis:

Commissioners Elksnis/Heiland moved for the appointment of Police Officer Connor Perone from probationary patrol officer to regular status. 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/Berlingo moved to approve an agreement with Hanover Real Estate Partners, LP for the temporary construction easement for Barnhart Drive Culvert project. Motion carried.

Planning – Commissioner Heiland:

Commissioners Heiland/Berlingo moved to set the bond amount for Maitland Investment Corporation at \$36,717.45. 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:

SL23-07-WAWA Food Market and Fueling Station
SL23-08-1750 Young's Road-Jason L & Diana E. Shoe

There were no Subdivision and Land Development Plans for approval.

Commissioners Heiland/Elksnis moved to approve the following extension requests to expire on March 18, 2024:

SL22-10 – 934 Baltimore Street – Cody Bentzel
SL22-11 – Liberty Restoration and Construction LLC
SL23-05 – Maitland Investment Corporation-630 Westminster Avenue
Motion carried.

Finance – Commissioner Black:

Commissioners Black/Elksnis moved to approve Township warrants in the amount of \$2,042,605.33. Motion carried.

Commissioners Black/Elksnis moved to adopt Resolution No. 1020, setting the rates of pay and various benefits for management and non-uniformed employees of Penn Township for 2024. Motion carried.

Commissioners Black/Elksnis moved to adopt Resolution No. 1021, setting Fees for Permits and Provided Services for 2024. Motion carried.

Commissioners Black/Elksnis moved to adopt Resolution No. 102, reducing the Fireman's pension contribution for 2024. Motion carried.

Commissioners Black/Elksnis moved to deny a request dated November 29, 2023, from Daniel and Tanya Goldsmith for a waiver of the Zoning Hearing Board fees related to their application of a variance to relocate a shed. Motion carried.

Health & Sanitation – Commissioner Berlingo:

Commissioners Berlingo/Heiland moved to adopt Resolution No. 1019, amending the deduct water meter sewer invoice adjustment policy. Motion carried, with Commissioner Brown abstaining.

Commissioners Berlingo/Heiland moved to adopt Ordinance No. 860, amending Section 5 of Penn Township Ordinance 633, Providing for the Method of Measuring Volume of Sewage and Waste. Motion carried 4-0 on a roll call vote, with Commissioner Brown abstaining.

MANAGER’S REPORT:

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

OLD BUSINESS: There was none.

NEW BUSINESS:

Commissioners Brown/Heiland moved to adopt Ordinance No. 863, establishing the time and place of the regular meeting of the Board of Commissioners. Motion carried 5-0 on a roll call vote.

PERSONS TO BE HEARD/CITIZEN’S COMMENTS:

Mr. Dan Goldsmith of 51 Little Knoll Drive conveyed his dissatisfaction regarding the rejection of his request for a waiver of Zoning Hearing Board fees. Commissioner Heiland clarified that these fees are implemented to offset the personnel costs and attorney fees involved.

Ms. Tanya Leese, residing at 744 Barrett Street, raised inquiries concerning the Breezewood pumping station project. Following this evening’s meeting, Ms. Leese will meet with WWTP Superintendent Lank and Township Engineer Bortner to address her questions.

ADJOURNMENT:

There being no further business to come before the Board, Commissioners Brown/Heiland moved for adjournment at approximately 7:23 p.m. Motion carried.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary