

MINUTES
PUBLIC WORKS COMMITTEE
JANUARY 7, 2014

The Penn Township Public Works Committee met in public session on Tuesday, January 7, 2014 at 7:00 PM. Present were Chairman Goldsmith and Commissioners Klunk, Heilman, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, Highway Foreman Mahan, WWTP Superintendent Mahone and Administrative Assistant Rodgers.

ANNOUNCEMENTS: Commissioner Goldsmith announced an executive personnel session was held following the finance committee meeting on January 6, 2014.

APPROVAL OF MINUTES: The minutes of the December 3, 2013 public works committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

ENGINEER'S REPORT: None.

CENTER STREET: Manager Garvick reported on the progress of the CSXT construction agreement for Center Street. The project is expected to be bid in February.

PUBLIC QUESTIONS FOR THE COMMITTEE: None

The meeting was adjourned at 7:02 PM.

Respectfully Submitted
Kristina J. Rodgers, Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
FEBRUARY 4, 2014

The Penn Township Public Works Committee met in public session on Tuesday, February 4, 2014 at 7:00 PM. Present were Chairman Goldsmith and Commissioners Klunk, Heilman, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Administrative Assistant Rodgers and Police Chief Laughlin.

ANNOUNCEMENTS: Commissioner Prieber read the announcement of the executive session held following the Board of Commissioners meeting on January 20, 2014.

APPROVAL OF MINUTES: The minutes of the January 7, 2014 public works committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Linda Ingram, 2 Bowman Road, was present to discuss changes she would like to make to her property at 40 Bowman Road, the former Mummert's Used Furniture. She provided a rough sketch but was instructed to meet with Zoning Officer Matt Swanner to review land development requirements.

Jennifer Flynn, 116 Timber Lane was present to complain about the plowing of the snow for the last several events. She noted that Monday's event showed improvement. Her concern was about the children that have no place to stand while waiting for the school bus. Rebecca Frey, 167 Timber Lane, expressed concern about the snow plowing along Breezewood Drive. The committee informed the two ladies that it would be reviewing the snow removal policy. The Manager commented that each snowfall event is quite different and the response will vary from storm to storm. The storm on Monday occurred during the day, which made it easier to get more equipment on the street more quickly.

ENGINEERS REPORT: Engineer Bortner reported that the public works department has been busy removing snow.

COST OF MATERIALS: Engineer Bortner reported that the salt deliveries have slowed up and they are not being delivered as quickly as they were in the early part of the season. He stated we could make it through the next two events before we run out. He reviewed all materials purchased to date and how much was spent. He noted that we do have an empty bin.

RESTROOM FACILITIES AT THE COMMUNITY PARK: Manager Garvick reported that the Township has applied for several years to get a grant to renovate the barn at the Penn Township Community Park but with little success due to the cost of the project. Manager Garvick suggested that the Township proceed with installing a small restroom facility at the park. The utilities to the facility are located at the old barn and that location would be best suited to construct something. The committee recommended utilizing the existing facilities and getting cost quotes for construction.

CENTER STREET: Manager Garvick stated that he has worked out the final details in the CSX Construction Agreement for the Center Street project and would like to have the agreement approved at the next meeting.

REGIONAL CHESAPEAKE BAY POLLUTANT REDUCTION PLAN UPDATE: Manager Garvick reported that the second meeting of the Regional Chesapeake Bay Pollution Reduction Steering Committee was held last week. Manager Garvick stated that the consortium presently consists of 34 MS4 municipalities, 4 MS4 municipalities with waivers, and 7 non-MS4 municipalities, including Penn because we have not yet officially received our MS4 designation. Based upon the population figures of the 2010 census, Manager Garvick believes that the MS4 designation will come within the year. The Steering Committee also discussed funding initiatives and how fees will be calculated. More on this to follow.

CLOVER LANE: It was noted that the Verizon wires have been moved at the Baltimore/Clover Lane intersection. The snow is causing a problem with the neighbor's driveways on the east side of Baltimore Street since the old driveways entrances have been removed and replaced with radius curbing. Manager Garvick would like to be able to plow the alley for the neighbors so they can now access their driveways. This had been anticipated but not until the signal was complete and all the blacktop was constructed. The commissioners were good with opening the access road.

AMISH MARKET: Commissioner Klunk expressed concern about the parking for the Amish Markets. He noted that the parking lot has been full to capacity so the owners have asked the vendors to park at Gold's Gym. There seems to be concern that there is not enough parking for all those visiting the site and it may need to be addressed in phase two of the development.

PUBLIC QUESTIONS FOR THE COMMITTEE: None

The meeting was adjourned at 7:35 PM.

Respectfully Submitted
Kristina J. Rodgers, Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
MARCH 4, 2014

The Penn Township Public Works Committee met in public session on Tuesday, March 4, 2014 at 7:00 PM. Present were Vice Chairman Klunk and Commissioners Heilman, Prieber and Felix. Commissioner Goldsmith was absent with notice. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, and Administrative Assistant Rodgers.

ANNOUNCEMENTS: Commissioner Felix announced that a personnel session was held following the finance committee meeting on March 3, 2014 and a personnel session will be held following the health and sanitation meeting on March 4, 2014.

APPROVAL OF MINUTES: The minutes of the February 4, 2014 public works committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEERS REPORT: Engineer Bortner reported that a special brush and limb collection has been scheduled for March 10, 2014 due to the storm damage.

CHESAPEAKE BAY POLLUTION REDUCTION PLAN STEERING COMMITTEE: Manager Garvick reported that the committee met on February 26th for the purpose of discussing BMP (Best Management Practices) projects to be included in the regional plan. Also discussed was the municipal cost sharing formula to be used by the participating members. The cost options are based on a 5-year operating budget (\$500,000 to \$1,000,000) for construction of projects. There are four options at this point: (1) Flat rate fee (MS4 Permit holders pay 90% of the total cost, waiver municipalities pay 6%, Non-MS4's pay 4%); (2) Cost per acre of impervious coverage (Based on total acres of impervious coverage with municipality); (3) Weighted cost utilizing streams, population and impervious coverage (20% of cost based on lineal feet of impaired streams, 30% based on population, 50% based in impervious coverage); (4) Tiered base Fee (\$1,000 base fee for non-MS4, \$2,000 base fee for others. MS4 permit holders pay base + natural breaks within weighted cost)

Cost to Penn Township over a 5-year period for each option:

Option 1:	\$2,857.14 to \$5,714.29
Option 2:	\$25,029.52 to \$50,059.03
Option 3:	\$22,447.95 to \$44,895.90
Option 4:	\$1,000

The options preferred by the non-MS4's (of which Penn is one) are 1 and 4. The options preferred by the MS4's are 2 and 3. We should keep in mind that although Penn is not yet an MS4 we will be shortly. The concept of reducing pollution by undertaking stormwater projects located within those participating municipalities on a countywide basis makes a lot of sense.

All participating municipalities should receive credit for pollution reduction even though a project might not be located within that specific municipality. Once Penn becomes an MS4 we will then have the obligation to meet certain goals individually that would be easier and less expensively met as part of this consortium.

A word of caution – although DEP is up with the concept of a regional approach to stormwater pollution reduction, EPA has yet to commit its willingness to approve. The group is fairly confident that EPA will get on board if it can be shown that this regional approach will be successful.

The steering committee plans on selecting a funding option at its next meeting on March 26th. We need to submit our preference by March 14th. Although it's presumed that our preferred option would be 1 or 4 we need to give thought to what our future participation would be if the majority MS4's select 2 or 3. Do we decide to withdraw or do we continue to participate? My preliminary suggestion would be to continue participation. Complicating the issue is the fact that the funding option will be decided upon **before** municipalities are required to formally commit to the consortium. If some municipalities decide to drop out this could increase the amounts each of us would need to pay.

The committee recommended continued participation in the regional group.

YORK COUNTY BRIDGE INSPECTION: York County has chosen C.S. Davidson to inspect the bridges in York County. They provided a letter to the Township to execute if we wish to have them inspect the three bridges in Penn Township. The committee recommended approving C.S. Davidson.

JOSHUA COURT: Manager Garvick noted that the developer has completed work on Joshua Court and is ready to dedicate the sewers and the streets to the Township. The committee recommended adopting the roads and sanitary sewers at the next meeting.

GRANDVIEW ROAD: Commissioner Klunk suggested that the Township require curb on those properties located along Grandview Road from Lark Drive to Beck Mill Road if they do not already have it. This would include the community park. Engineer Bortner stated that there maybe a slight problem with the houses east of Grandview Road at the intersection due to the slope of the driveways. There were concerns expressed about installing curb at the community park prior to making improvements. The utilities for the park are already installed so this should not be a problem. The committee suggested that Engineer Bortner should review the driveway problems and the committee will further discuss.

The meeting was adjourned at 7:19 PM.

Respectfully Submitted
Kristina J. Rodgers, Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
APRIL 1, 2014

The Penn Township Public Works Committee met in public session on Tuesday, April 1, 2014 at 7:00 PM. Present were Chairman Goldsmith and Commissioners Heilman, Klunk and Felix. Commissioner Prieber was absent with notice. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, and Administrative Assistant Rodgers.

ANNOUNCEMENTS: Commissioner Goldsmith read the announcement of the executive session held following the Board of Commissioners meeting on March 17, 2014. Commissioner Felix announced an executive personnel session would be held following the Health and Sanitation meeting.

APPROVAL OF MINUTES: The minutes of the March 4, 2014 Public Works committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEERS REPORT: Engineer Bortner reported on the progress of Breezewood Drive. The utility pole has not yet been moved and they are still having problems with Comcast. A stormwater pipe on Moore Drive has collapsed. There is eighty feet of pipe that we hope to be able to line and twenty feet of pipe that will need to be replaced.

CARROLL COUNTY CHRISTIAN CENTER: The Committee received a request dated March 11, 2014 from Jack Powell for a waiver of the land development requirements for a parking lot at Hanover Bible Baptist Church. The parking lot will have twenty-two parking spaces. Engineer Bortner stated that the plan has been designed to meet the requirements of our stormwater ordinance. The Penn Township Planning Commission will review the request at its next meeting.

AMISH MARKETS: The Committee discussed the second phase of the Amish Markets. They are proposing a signal light at their entrance. The Township representatives meet with representatives from the markets and no consensus was reached for the placement of an additional traffic signal. The Amish Markets will be requesting a permit from PennDOT to place the signal at their entrance. The Township has been in routine contact with a company that wishes to purchase the airport site from CD Investors. There are still several traffic issues that need to be addressed on Broadway and Moulstown Road.

RAIL TRAIL SPECIAL EVENTS: Manager Garvick provided a copy of the Rail Trail Special Event Form that the YCRTA would like to have submitted by any event organizer wishing to conduct an event on the Township's portion of the Hanover Trolley Trail. The Committee was agreeable with having the request for these events go through the YCRTA.

COMPREHENSIVE PLAN: The Joint Steering Committee will be conducting a meeting on April 22, 2014 for a review of the draft comprehensive plan prior to the joint planning commission meeting being held on May 14, 2014. This meeting will be open to the public for their comments.

SOUTH WESTERN RECREATION COMMISSION: Commissioner Klunk reported that we received a report from the South Western Recreation Commission but the Township was not represented at the meeting. South Western is requesting a small contribution from the Township for 2014 and is implementing a sliding scale for contributions in 2015 and 2016.

CLOVER LANE SIGNAL: Progress is being made for the Clover Lane signal and it should be completed within the next few weeks.

The meeting was adjourned at 7:26 PM.

Respectfully Submitted
Kristina J. Rodgers, Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
MAY 6, 2014

The Penn Township Public Works Committee met in public session on Tuesday, May 6, 2014 at 7:00 PM. Present were Chairman Goldsmith and Commissioners Heilman, Klunk and Felix. Commissioner Prieber was absent. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, and Administrative Assistant Rodgers.

ANNOUNCEMENTS: Commissioner Goldsmith announced an executive session was held following the Finance Committee to discuss personnel issues.

APPROVAL OF MINUTES: The minutes of the April 1, 2014 Public Works committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEERS REPORT: Engineer Bortner reported that the public works crews are collecting brush and limbs but there are large piles of leaves out as well. He was not anticipating collecting leaves at this time but if there is an opportunity to send the leaf truck out again he would look at it. He also noted that the Moore Drive emergency culvert repair has begun and may already be complete but he was unable to get to the site today. It was noted that if we can't get the leaf truck out on the road we should have the code enforcement officer send notices to those individuals who have leaves out.

APIO REQUEST: The Committee received a request dated April 17, 2014 from First Capital Engineering on behalf of APIO (formerly Green Line Foods) for a waiver of land development requirements for a parking lot. The request went before the Planning Commission at which time APIO withdrew their request until the issue of the sewer right-of-way is addressed.

MUSTANG HEIGHTS: The Committee received a request dated March 19, 2014 from HRG, Inc. on behalf of J.A. Myers Bldg. & Dev. for a waiver of the subdivision and land development ordinance for sections 506.e, minimum distance between centerlines of intersections of local streets, and 306.b.3, maximum permitted side slopes for detention and retention ponds. The Planning Commission made a favorable recommendation to the Board of Commissioners on this request. There was no disagreement with the planners' recommendation.

YMCA PLAN: Manager Garvick provided the Committee with a sketch plan for the proposed YMCA at Grandview Plaza. This project is still in the planning stage. The plan includes a fitness center, indoor field facility and future retail space.

30 McCLELLAN LANE: Commissioner Heilman noted that 30 McClellan Lane has been abandoned and posted. He wanted to make sure that it gets on the list to be mowed if necessary.

CLOVER LANE: Manager Garvick noted that the Clover Lane traffic signal has been energized and is currently on flash. It is anticipated that it will be fully active next week.

CENTER STREET: Manager Garvick stated that the Center Street project is moving towards bid letting but he is anticipating that it will take two construction seasons to complete. The developer has not completed the signal at the intersection of Center and York. The Township will be enforcing the provisions of the zoning hearing board decision by not issuing U&O's until the signal is operational.

The meeting was adjourned at 7:16 PM.

Respectfully Submitted
Kristina J. Rodgers, Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
JUNE 3, 2014

The Penn Township Public Works Committee met in public session on Tuesday, June 3, 2014 at 7:00 PM. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, and Administrative Assistant Rodgers.

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the May 6, 2014 public works committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEERS REPORT: Engineer Bortner provided a list of the anticipated paving projects for 2014. Some of these will be completed from General Fund revenue and some will be completed with Highway Aid revenue. PennDOT has already approved the projects to be completed with the Liquid Fuels funds.

APIO REQUEST: APIO had previously submitted a waiver request for a land development plan but withdrew it because of concerns with the dedication of the sewer right-of-way. APIO has since made dedication to the Township and will again be requesting a waiver of the land development plan at the next Planning Commission meeting. Manager Garvick reported that APIO would be not making any changes to the plan since when it was originally submitted for consideration. There was discussion that they might want to include additional sidewalk and site lighting but that consideration was withdrawn by Apio.

FIRE INSPECTION POLICY: A new fire inspection policy was presented for review and discussion. The fees in the policy are slightly lower than what was in the previous policy and will need to be adopted by resolution.

POTTER'S HOUSE: The committee received a letter dated April 29, 2014 from the Potter's House Christian Fellowship Church requesting use of the community park for a Christian "party" including music, games and food. The committee after some discussion recommended denying the request.

BUILDING SECURITY: The committee reviewed the proposed building security plans. The commissioners added three additional door locks. There was also discussion regarding other vendors for the equipment. The Architect, Jim Baumgardner, is recommending Honeywell as the supplier. Manager Garvick noted that additional doors could be added in the future as it becomes necessary. The electrical outlets for the control panels have been installed. The committee recommended looking at other security features while the system is being designed. The changes will be taken back to the architect along with the concerns about limiting it to one type of system.

JOINT ZONING ORDINANCE: Manager Garvick reported that the Comprehensive Plan is about complete and that the intent is to update the zoning ordinance following the completion. One of the options includes doing a joint zoning ordinance with Hanover Borough. If this were agreeable, the Borough would apply for a grant to help offset some of the costs but would need a resolution of support from the Township. The committee recommended approving the request.

GRANDVIEW CURBING: The committee discussed installing curbing and sidewalk along Grandview Road in front of the Community Park from Tyler Drive to the park entrance as well as curbing from the Community Park property to Grandview Road. There is some concern about the physical limitations to sidewalk being installed on the residential properties so curbing will only be installed at this time. There was some discussion about installing sidewalk and curbing along Tyler Drive adjacent to the Whispering Run subdivision. The committee agreed that curbing and sidewalk should be installed along Grandview Road.

AWARDS: Commissioner Goldsmith noted that Eric Bortner received an award from the South Western School District for the work he did this winter making sure that the roads were plowed during the numerous snow storms.

The meeting was adjourned at 7:45 PM.

Respectfully Submitted
Kristina J. Rodgers, Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
JULY 1, 2014

The Penn Township Public Works Committee met in public session on Tuesday, July 1, 2014 at 7:00 PM. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, and Administrative Assistant Rodgers.

ANNOUNCEMENTS: Commissioner Felix read the announcement of the executive session held following the June 16, 2014 Board of Commissioners meeting.

APPROVAL OF MINUTES: The minutes of the June 3, 2014 public works committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BUILDING SECURITY: Architect Jim Baumgardner was present to review the plan for modifying the door and lock access system for the building. The committee discussed the doors that were going to be included in the upgrade as well the specifications of security system suggested. The committee recommended Mr. Baumgardner proceed with the project and prepare it for bid.

ENGINEERS REPORT: Engineer Bortner provided the Stonewicke subdivision plan for review by the committee. Chris Raubenstine and Jeff Stough, representatives of J. A. Myers Homes, were present to review the plan. This plan as been around for several years and connects to existing developments as well as some "future" developments. One of the questions was regarding the Lark Avenue sewer pumping station that will be abandoned and replaced with gravity sewer. There was also concern by the committee with regards to a street that will go through the Anita Stein property. The committee suggested that a stub street be included on the Stonewicke plan to connect with the Stine property. There was a land development plan submitted for the Stein property several years ago but it was withdrawn. The Planning Commission will review the plan.

HANOVER LAND SERVICES: The committee received a request dated June 17, 2014 from Hanover Land Services on behalf of Michael Burkentine for a waiver of the preliminary plan requirement and the lot-to-depth ratio requirement for the Burkentine subdivision located on West Middle Street. The Penn Township Planning Commission at their next meeting will review the request.

PROPERTY MAINTENANCE CODE: Manager Garvick provided an ordinance to amend the property maintenance code to include not being allowed to blow or scatter grass and weeds in the streets. The committee recommended proceeding with the adoption of the ordinance.

HBH MANAGEMENT SIGNS: The committee received a request from HBH Management for a waiver of the sign requirements for their property located along West Granger Street. The

additional signage they are requesting is twenty-seven feet above what is allowed and includes signage for Aldus Brewing and Beach Filters. The committee recommended approving the request.

HANOVER SOCCER CLUB: Administrative Assistant Rodgers stated she received a request from the Hanover Soccer Club for the use of the soccer fields for July and August. When she informed the Club that these requests would be approved but no additional requests would be approved because they had not meet the filing deadline they stated they did not know there was as deadline for submitting requests. All organizations that were utilizing the fields were sent letters in the winter of 2013 stating that all future requests would need to be received by the Township by February 1st for the year they were requesting the fields. The Soccer club asked if they would be able to have the fields for their fall season. They were told the request would be taken to the Public Works Committee for their review and approval consideration. In addition the Soccer Club was asked why they needed the fields in July and August, as that is not a typical reservation time for the club. The response was the soccer club was "giving their fields a rest."

Ms. Rodgers also referenced the minutes from the August 2013 public works committee meeting when the representative from the Hanover Soccer Club stated that the temporary goal they were allowed to install at the Community Park would be removed at the end of the spring season as the soccer club would not need to rent the community park fields because their new fields would be ready in the fall of 2014. The additional time the soccer club is requesting is five nights a week from the last full week of August to the last full week of October. Ms. Rodgers also noted that the public works department has informed her that none of the groups utilizing the fields clean up after themselves and the department has to clean up trash, clothing etc. After some discussion the committee recommended not allowing the use of the fields for the fall season and to limit the number of nights that any one organization can rent the fields during the week to two. This will allow utilization by the residents since the area is becoming more developed.

RENOVATION OF THE COMMUNITY PARK: The committee discussed the development of the community park and suggested that RFP's be sent to landscape architects to review the park and make recommendations for what would be the best use of the land. It was suggested that the property at Youngs Woods also be reviewed as there is adjacent public land that in undeveloped. The RFP will be sent out in several months.

The meeting was adjourned at 8:20 PM.

Respectfully Submitted
Kristina J. Rodgers, Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
AUGUST 5, 2014

The Penn Township Public Works Committee met in public session on Tuesday, August 5, 2014 at 7:00 PM. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, and Administrative Assistant Rodgers.

ANNOUNCEMENTS: Commissioner Goldsmith announced an executive was held following the finance committee meeting last evening.

APPROVAL OF MINUTES: The minutes of the July 1, 2014 public works committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Jeff Stough, J. A. Myers, was present to discuss the Mustang Heights plan and the proposed stub street for Brad Drive. The plan was reviewed and the committee recommended keeping the proposed one-lot depth street for Brad Drive in the event there would be future development on the property adjacent to Brad Drive. Mr. Myers also submitted a request to withdraw the Whispering Run Phase 2C plan. Mr. Stough stated that Mr. Myers was unable to sell the lot he had under contract so they are withdrawing the plan until they have some lots under contract.

CHESAPEAKE BAY POLLUTANT REDUCTION PLAN: Alex Chiaruttini, environmental attorney from Stock & Leader, was present to explain the proposed Intergovernmental Cooperation Agreement for the Regional Chesapeake Bay Pollutant Reduction Plan. She reviewed the relevant terms and definitions. She reviewed the structure of the group, which allows all participants one vote at the regional committee. Each participant must select one representative and one alternate. There is also a management committee, and all meetings are subject to the Sunshine Act. She reviewed the opt in/opt out provisions, the annual contribution, the York County Planning Commission role, the meetings, the participant obligations and enforcement. She noted that the committee should think about whom they want for the representative and alternative. She noted that we are not an MS4 municipality but are anticipating becoming in the next several years. If we choose to opt in at year three we would be responsible for the full obligation of the 5-year agreement in years four and five. The committee will review the Agreement and make a decision with regards as to how to proceed.

2014 STREET OVERLAY: Engineer Bortner reported that the street overlay projects have begun with work being done on Hammond Avenue, Manor Street, Lion Drive and Park Heights Boulevard. They will be moving to South Blettner, North Blettner and Grandview Road within the next week. He will not be able to complete the work of Beck Mill Road because Bon Ton Builders still has two houses to build, which will require street excavation to connect to the natural gas. Engineer Bortner anticipates being done with the roads prior to the start of school.

BURKENTINE: The Committee received a request dated July 23, 2014 from Hanover Land Services for a waiver of the residential lighting requirements for the Michael Burkentine land development plan on West Middle Street. The committee reviewed the plan and suggested that the units that do not have a light in the front have one in the rear. The Penn Township Planning Commission will review the request at its next meeting.

The meeting was adjourned at 8:04 PM.

Respectfully Submitted
Kristina J. Rodgers, Township Secretary

MINUTES
PUBLIC WORKS COMMITTEE
SEPTEMBER 2, 2014

The Penn Township Public Works Committee convened on Tuesday, September 2, 2014 at 7:28 p.m. following the Public Finance Committee meeting. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Police Chief Laughlin, Fire Chief Cromer and Administrative Assistant Rodgers. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the August 5, 2014 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 STREET OVERLAY: Engineer Bortner reported that the Public Works Department is working on repairing the thermoplastic road markings at the Rail Trail and will return to the overlay projects on Grandview Road and Baer Avenue later in the week.

SHEPPARD MYERS FIELD ZONING: The Committee discussed the zoning conditions placed on the Sheppard Myers field by the Zoning Hearing Board. Representatives of Commissioners were present at the Zoning Hearing Board to get clarification from the Zoning Hearing Board on the use. The Zoning Hearing Board would consider additional school related uses other than those approved if the Hanover School District made application to the Zoning Hearing Board for them. The Commissioners recommended that the Township Manager and the Zoning Officer meet with representatives of the Hanover School District and discuss the concerns about utilizing the field for non school related uses. If the school wishes to request additional uses from the Zoning Hearing Board the fee will be waived for this request by the Board of Commissioners.

The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
OCTOBER 7, 2014

The Penn Township Public Works Committee convened on Tuesday, October 7, 2014 at 7:00 p.m. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Assistant Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: Commissioner Goldsmith announced there was an executive session regarding personnel matters following the Finance Committee meeting on October 6, 2014.

APPROVAL OF MINUTES: The minutes of the September 2, 2014 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEER'S REPORT: Engineer Bortner, Matthew Swanner, and Kristina Rodgers attended a scoping meeting at Penn Dot pertaining to the Amish Markets and the proposed land development of CD Investors. Penn Township has addressed this intersection of Broadway and Moulstown Road land use in our Comprehensive Plan concerning the current transportation impact. Future development of this area will need to address additional streets and street changes. Penn Dot is requesting a plan from CD Investors in conjunction with Amish Markets for their development.

HICKORY FALLS ENTERTAINMENT CENTER: The Committee received a request dated September 15, 2014 from Jack M. Powell requesting a waiver of a land development plan for Hickory Falls Entertainment Center. A question was asked when the last plan was submitted. It was confirmed they had previously submitted a land development plan on February 20, 2013. The Committee recommended approving the request.

STREET & SANITARY SEWER ADOPTION: Manager Garvick provided ordinances to adopt streets and sanitary sewers for portions of Alexander, Kaitlyn and Tyler Drives. These are for the High Pointe at Rojen Farms, North Section subdivision and land development plan. The developer has not installed the required street lights or the wiring for the lights. The subdivision and land development ordinance does not allow streets to be accepted after October 31st. Since the lights are not to the approved plan, the Committee will wait until spring before considering adopting the streets and sewers.

STREET VACATION: Manager Garvick provided an ordinance to vacate a small section of Grandview Road. The developer will be dedicating land on the opposite side of the road to straighten the curve near High Pointe at Rojen Farms. The Committee recommended adopting the ordinance and advertising the public meeting.

RFP FOR COMMUNITY PARK/YOUNGS WOODS: Assistant Manager Rodgers has completed the RFP for the development of the community park. A request to add Youngs Woods was discussed. The Committee recommended proceeding with the RFP with the addition of Youngs Woods. Manager Garvick reported that the Township can not utilize developer recreation fees for additional expenses and that there is no time limit on there use.

PLANNING COMMISSION VACANCY: Commissioner Felix suggested contacting the current applicant on file for the planning commission vacancy and have him attend the last two sessions of the year to see if he would still be interested in being appointed to the commission.

HANOVER HALLOWEEN PARADE: Commissioner Felix announced Manager Garvick is this year's Grand Marshall of the Hanover Halloween Parade. In addition, he and Commissioner Klunk will be riding in the parade representing the Township.

ZONING REQUESTS: Commissioner Felix requested a list of zoning cases brought before Judge Miner and his decision on the cases. The committee also requested a report listing zoning enforcement completed after normal work hours.

ZONING VEHICLE ENFORCEMENT: Manager Garvick and Zoning Officer Swanner met with Police Chief Laughlin to discuss a plan for zoning vehicle enforcement similar to what the police department uses. A carbon copy ticket will be created. Once issued, the original ticket will be placed on the vehicle and a notice sent to the violator. The carbon copy will be on file with the zoning office. After 10 days of inaction the information will be turned over to the Police Department.

2015 BUDGETS: Engineer Bortner went through the expenses he is requesting in the public works 2015 budget. There was some discussion on the purchase of new equipment. The Committee agreed to purchase two snow plows with the proceeds from the 2014 borrowing. There was some discussion about the leaf collector because there is only a presumption that we will be able to secure a grant for it. The Moore Drive and Little Bridge repairs have been included in the 2015 budget. The Flickinger Road repairs were part of the five year capital improvement plan. The recreation and highway aid budgets were also reviewed.

The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
NOVEMBER 4, 2014

The Penn Township Public Works Committee convened on Tuesday, November 4, 2014 at 7:00 p.m. following a public meeting regarding the 2015 budget. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Assistant Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: Commissioner Goldsmith announced there was an executive session held following the Finance Committee meeting on November 3, 2014 to discuss personnel matters.

APPROVAL OF MINUTES: The minutes of the October 7, 2014 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ENGINEER'S REPORT: Engineer Bortner reported that public works has completed brush and limb collection. Leaf collection has begun. It was noted that Hanover Borough was flushing hydrants in the Township during this time.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant

MINUTES
PUBLIC WORKS COMMITTEE
DECEMBER 2, 2014

The Penn Township Public Works Committee convened on Tuesday, December 2, 2014 at 7:00 p.m. Present were Chairman Goldsmith and Commissioners Heilman, Klunk, Prieber and Felix. Also present were Manager Garvick, Township Engineer Bortner, Highway Foreman Mahan, Assistant Manager Rodgers and Administrative Assistant Miller. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the November 4, 2014 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Alan Dusman representing his parent's property on Beck Mill Road is requesting a waiver of the Township's Subdivision & Land Development Ordinance from installing sidewalk until such time as it is installed on Beck Mill Road. They are currently getting quotes to install the curb. The Committee recommended he submit a letter to the Board of Commissioners for a temporary waiver of the sidewalk requirements.

ENGINEER'S REPORT: None.

WAIVER REQUEST – MUSTANG HEIGHTS: The Committee received a request dated November 19, 2014 from HRG for a waiver of the lot depths, double frontage lots and fencing for the Mustang Heights Subdivision. The Planning Commission will review at their next meeting.

STREETLIGHT REQUEST: Manager Garvick received a request from Township resident Judy Sterner about adding a streetlight at the intersection of Barrett Drive and Breezewood Drive. There is concern of a potential driving hazard at the end of the drive where motorists may miss the curve in the dark. There are no streetlights along that section of the road.

OTHER MATTERS: Commissioner Felix asked if the Committee had any objection to appointing William Woodward to the Planning Commission and Gary LeFevre to the Zoning Hearing Board at the next Board of Commissioners meeting. The Committee recommended proceeding with the appointments.

ARBITRATION: Commissioner Felix reminded the Committee about upcoming arbitration meetings: 12/15/2014 at 10:00 a.m. with our solicitor, 1/8/2015 at 10:00 a.m. for the police arbitration and 1/13/2015 at 10:00 a.m. for the firefighter arbitration.

RFP FOR COMMUNITY PARK/YOUNGS WOODS: Assistant Manager Rodgers reported she received one RFP of the six she sent out for the community park development. She will forward copies of the information to the Committee. The Committee asked her to look into getting a grant to prepare the plan.

The meeting was adjourned at 7:17 p.m.

Respectfully submitted,
Melissa A. Miller
Administrative Assistant