

MINUTES  
PUBLIC WORKS COMMITTEE  
JANUARY 5, 2016

The Penn Township Public Works Committee convened on Tuesday, January 5, 2016 at 7:00 P.M. Present were Chairman Klunk and Commissioners Brown, Felix, Heilman and Van de Castle. Also present were Township Manager Rodgers, Engineer Bortner, WWTP Superintendent Mahone, Highway Foreman Mahan, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk announced that an executive session to discuss personnel was held following the Finance Committee meeting on January 4, 2016.

APPROVAL OF MINUTES: The minutes of the December 1, 2015 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

YORK COUNTY STORMWATER AUTHORITY PRESENTATION: Felicia Dell with the York County Planning Commission (YCPC) thanked the Committee for making the time to hear her presentation. Ms. Dell shared the process of trying to regionalize the Chesapeake Bay Pollutant Reduction Plan (CBPRP). They began by obtaining approval from the DEP to regionalize, once that was granted all seventy-two municipalities in York County were invited to participate and forty-six opted in. A steering committee was formed, a project list was formed, and funding of these projects was discussed. At this time the efforts of the Regional CBPRP are awaiting final DEP approval and implementation.

Ms. Dell reported that a stormwater authority feasibility study was undertaken to make a recommendation to the York County Board of Commissioners concerning the formation of a local authority. There were multiple agencies and municipal officials involved in the study. The study led to the following recommendations: York County Commissioners establishing a County-wide authority, Appointing a mix of elected officials and citizen representatives and providing a core set of services to start. The Feasibility Study also led to the recommendations that individual municipalities should maintain responsibility for permit compliance, the authority should be staffed by administrative staff/project managers rather than field crews, and after a successful start-up an expanded set of stormwater services should be considered. These recommendations are being presented to the York County Board of Commissioners late in January.

TECHNOLOGY UPDATE: Manager Rodgers reported on the need for a better way of tracking and monitoring permits, inspections, and paperwork. She met with York Township and reviewed the program that they have been using, Citizenserve. The program allows immediate entry of violations and easy tracking. The hardware for this

program will be around \$2,000 to \$3,000. The software will cost between \$10,000 and \$15,000 yearly based on the number of users. This would include eight users and could possibly be scaled back. This will help alleviate things falling through the cracks. Everyone will know what has been going on with the property at any given time. Manager Rodgers also hopes to expand this to cover not only individual lots but subdivisions as well. Manager Rodgers reported that the program is cloud based and will not affect our server. There will be a webinar presentation at 2:00 P.M. on Thursday, January 7, 2016 and Manager Rodgers invited the Commissioners to attend. Commissioner Heilman pointed out that this program will help to streamline the Township's processes and alleviate some of the time and paperwork that is currently being spent. Manager Rodgers will report on the webinar and expense at the February Public Works meeting. Commissioner Heilman asked that contract information be included in Manager Rodgers report. The committee discussed Citizenserve and other options.

STREET LIGHT UPDATE: Engineer Bortner reported that he is meeting with MetEd on January 14, 2016 to discuss placement of street lights. Assistant to the Engineer Garrett has been working on a map that shows the street lights in the Township distributed more evenly. Engineer Bortner stated that approximately thirty-five new street lights would be added to more evenly light the Township. He doesn't believe that there is any upfront fee involved in adding new lights but MetEd will charge monthly fees. The committee further discussed placement of street lights and gave Engineer Bortner permission to move forward with MetEd.

THORNBURY HUNT BOND REDUCTION: Engineer Bortner reported that Thornbury Hunt has requested a bond reduction from \$699,399 to \$375,331.62.

HANOVER WESLEYAN CHURCH BOND: Engineer Bortner reported that the bond for Hanover Wesleyan Church will be set for \$66,918.50.

HANOVER LAND SERVICES MODIFICATION REQUEST: Engineer Bortner reported that in a letter dated December 10, 2015 Hanover Land Services requested a modification for sidewalk placement along the existing Hickory Lane curbing. The culvert is not 100% centered with the roadway and it was missed during inspection. There is not enough room to get the sidewalk as far back as required. Commissioner Klunk pointed out that this is on the agenda for Thursday evening's Planning Commission meeting.

EXTENSION REQUESTS: Zoning Officer Swanner reported on four extension requests. Stonewicke P04-26, South Heights P04-25, Brookside Heights Phase II P14-08, and Brookside Avenue Townhouses P06-23. They are all standard extension requests with the exception of Brookside Avenue Townhouses which is requesting a longer extension because the property was purchased by J.A. Myers from Mummert Enterprises and they have not had time to address everything. There were no questions concerning any of these requests.

LINE PAINTER: Commissioner Klunk addressed one of the concerns that Mr. Baker raised at the December 21, 2015 Board of Commissioners meeting. He asked Engineer Bortner to explain the line painter in the 2016 budget. Engineer Bortner explained that it is not a fee to rent a line painter but a fee for the service of painting the lines. Even if a line painter were purchased by the Township it would likely cost more in labor fees than what we pay for an outside service to do it. Engineer Bortner feels that the price offered through the Consortium is very competitive.

GEOCACHING REQUEST: Manager Rodgers reported on a request received from Bob Glover of 332 Azalea Drive. He would like to place a geocache in Youngs Woods to the rear of his property. It would most likely be a small bird house shaped box with an item inside. Following discussion the committee recommended approving the request.

OTHER MATTERS: None

The meeting was adjourned at 8:22 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary