

MINUTES
PUBLIC WORKS COMMITTEE
MARCH 1, 2016

The Penn Township Public Works Committee convened on Tuesday, March 1, 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 Garret, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: There was no executive session held after the February 15, 2016 Board of Commissioners meeting.

APPROVAL OF MINUTES: The minutes of the February 2, 2016 Public Works Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

MAPS: Engineer Bortner reported that the Commissioners were each given an electronic copy of the Penn Township subdivision map, facilities map, and natural features map. Commissioner Brown appreciated the subdivision map and found it to be very helpful. The Committee reviewed the maps.

STREET LIGHTS: Engineer Bortner reported that he, Commissioner Klunk, Assistant to the Engineer Garrett, and Manager Rodgers met to discuss street lights. A new map was created showing proposed street light locations. The new map attempts to minimize removing lights that residents have had for thirty of forty years and also shows additional lights along State routes and heavily traveled Township streets. Engineer Bortner reported that his most immediate concern is the six lights that are now on private property that were owned by the Township. There are also six lights that are out of MetEd contract. He would like to replace the six that are out of contract with the six that are on private property. Commissioner Klunk reviewed the location of the six lights that are on private property for the benefit of those who were not present for previous discussions. Commissioner Klunk would like to move forward with moving these lights.

Engineer Bortner reported that our current contract with MetEd has the Township paying \$9.06 per month for MetEd to maintain the bulbs and photocells while the Township is responsible for the rest, including the electric usage. MetEd showed an option for the acorn lights that would allow us to pay only the electric usage. We are currently paying \$6400 per year for MetEd to maintain the bulbs and photocells. There is an agreement that needs to be signed to remove the bulb and photocell service. Engineer Bortner requested the agreement to be sent but it has not been received yet. We are also paying for four electric meters at \$29.50 per month plus electric usage. Three are Adams Electric meters and one is MetEd. Engineer Bortner is not sure if Adams Electric will allow the Township to get rid of meters. If we are not able to remove the meters, then Engineer Bortner would like to keep as many lights as possible on

these meters. Engineer Bortner asked if the Township is ready to start transitioning to LED lights. He stated that the Public Works department is already moving in that direction. The high pressure sodium lights have a ballast and it's less expensive to put an LED light in it than to replace the ballast. We are paying around \$72,000 per year for our current situation and we could be down to \$51,000 per year if we make the proposed changes. The Committee discussed the options and decided to move forward with requesting MetEd to begin moving lights and wait until the contracts have ended in 2021 to begin using LED lights.

ADA COMPLIANCE: Engineer Bortner reported that Public Works hosted an LTAP conference last week on the Americans with Disabilities Act. They specifically addressed Transition Plans for the ADA during the meeting.

SUBDIVISION AND LAND DEVELOPMENT PLAN BONDS: Engineer Bortner reported on three bonds; P15-17-Pinebrook-Phase II, P15-16-Heights Avenue and P16-02-ConAgra Foods. The Committee recommended approval of all three bonds.

BREEZEWOOD DRIVE PROJECT: Engineer Bortner reported that an email was sent to Manager Rodgers stating that a maintenance bond in the amount of ten percent of the original bond, which is \$15,416.50, would be required for the Breezewood Drive project. Manager Rodgers stated that we received a deed of dedication showing the land already deeded to the Township, which is not our process. She contacted Phillip Garland, Crosswinds Associates Development Company, Inc., and told him that we need a bond and sewer deed. Mr. Garland can't get sewer surveyed this month, but he will do it. Manager Rodgers advised him that the bond will be required by April or the property will be deeded back to them.

EQUIPMENT DISCUSSION: Engineer Bortner reported on the Public Works Five-Year Capital Expenditure Plan for equipment. After the blizzard in January Engineer Bortner would like to keep the 1998 Mack because it is frequently used. The 2002 Sterling Dump Truck was not used during the blizzard with the exception of Fire Chief Cromer picking it up to clear the fire station. It can be sold along with the 2006 Ford F-350 and the 2003 Chevrolet Service Truck and all three replaced with a single Ford F-550 Dump Truck with Plow. The F-550 is not budgeted for this year and costs \$83,703.

This year a replacement for the 1999 Ford F-350 truck was budgeted. Rather than a service body we can get a straight pick up and spend \$34,000 instead of the budgeted \$55,000. A Ham HD 13VV roller was budgeted at \$66,000 but will cost \$47,343. A Kubota M7060 is proposed to be in the budget for 2017. A Flex Wing mower is also budgeted for 2017. A plow for the John Deere tractor is budgeted at \$3,885 but we could use a larger plow that would cost closer to \$4,800. The one way plow that was used during the blizzard made the snow very hard to control and this reversible plow would be an improvement. Engineer Bortner also requested a plow for the Bobcat T770 and a reversible plow with hydraulics for the grader. After discussion the Committee authorized the purchase of all of these items. Commissioner Klunk instructed to use the funds budgeted in the General Fund and take the remaining cost

from the Capital Reserve Equipment Fund. He also instructed that the proceeds of equipment sold be deposited in to the Capital Reserve Equipment Fund going forward.

Commissioner Klunk asked about equipment that has been lent to other municipalities and Engineer Bortner gave an update.

PINEBROOK PHASE II TRAFFIC STUDY: Manager Rodgers reported that the Engineering department conducted a traffic study on Breezewood Drive from Hufnagle Drive to the Morelock Hills Subdivision. Assistant to the Engineer Garrett stated that the traffic study showed the street is not wide enough to support parking on both sides and “No Parking” signs should be placed along the west side of Breezewood Drive. Manager Rodgers asked if the builder would be responsible for the signs since they are building on the East side of the street and not the West. It will be discussed at the March 3, 2016 Planning Commission meeting.

HEIGHTS AVENUE, LLC WAIVER REQUEST: Engineer Bortner read a letter dated January 29, 2016 from Hanover Land Services requesting a waiver to use a different vertical datum. When the survey was the measurement was not provided by the U.S. Coast and Geodetic Survey Datum. Since the elevation does not affect the plan, Engineer Bortner was of the opinion that it should be approved with the understanding that this will not be permitted again. The Committee recommended approval.

The following extensions were reported on:

P15-14 – Hanover Storage: Zoning Officer Swanner reported that he contacted Scott Barnhart, Burkentine and Sons, for clarification on how the comments are being addressed.

P15-17- Pinebrook Phase II: Zoning Officer Swanner reported that a revision to the plan was received on February 26, 2016.

The committee recommended approval of the requests.

CITIZEN SERVE: Manager Rodgers reported on the quote and service agreement from Citizen Serve. The total cost for the first year, with eleven users, will be \$26,700 and \$16,500 thereafter. Some additional hardware may be required. After discussion the Committee recommended approval of the Citizen Serve service agreement.

RECREATION: Manager Rodgers reported that she created an updated Request for Proposal (RFP) for planning and development of a master plan for the Penn Township Community Park and Young’s Woods. There are two options available in the RFP; one option is to submit a master plan for both and the other option is to submit separate plans. The RFP was written in a way so as to make grant applications possible. Commissioner Klunk asked if the Township would be required to accept a plan if the cost is too high. Manager Rodgers answered that there is a provision in the

RFP giving the Township the right to perform interviews before accepting a plan as well as plan denial. The committee agreed to move forward with the RFP.

Manager Rodgers reported that Play By Design submitted a quote to assess the Kid's Kingdom playground. The fee would be \$950 plus travel costs to include a hotel for one and mileage for driving from Ithaca. Commissioners Klunk and Brown both visited the playground in the past month and agreed that an outside opinion would be valuable. The Committee recommended approval for Play By Design to perform an audit.

STORMWATER UPDATE: Manager Rodgers reported that York County authorized a stormwater authority implementation study. Between March and June of 2016 they will visit municipalities to make a presentation on the study. They may come to Penn Township, but possibly not. There are still several large municipalities in York County that are not supporting the authority at this time. Manager Rodgers does not anticipate the County having anything in place by year end. The Manger's Association has agreed to have a presentation made at one of their meetings once the implementation study is completed. Commissioner Klunk stated that the possibility of joining the Hanover Area authority is still open. Manager Rodgers reported that there is a class in Pittsburgh in April for stormwater inspector certification. It won't work to send anyone this year, but it is available in the future if we want someone to attend.

REPORTS: Commissioner Heilman asked when the Committee would like to hear department reports. The Committee will hear them at regular committee meetings.

WAYNE RICE WAIVER REQUEST: Zoning Officer Swanner reported that Wayne Rice of Hanover Terminal put in a permit application and asked for a waiver on paving requirements. They currently have a driveway coming out on Poplar Street and they want to add a second coming out at the back of the property on to West Chestnut. We could recommend that they submit a letter for consideration of a waiver or send them through the normal land development process. After discussion concerning parking, traffic flow, and a possible traffic study the Committee asked that a formal waiver request be submitted for future consideration.

WELLSPAN: Zoning Officer Swanner reported that he will be attending a meeting with WellSpan on March 10, 2016 at 10:00 A.M. to discuss a WellSpan facility at the end of Willow Court behind Weis Market. Zoning Officer Swanner invited the Committee members to attend if they are interested.

COLUMBIA GAS WORK: Engineer Bortner reported that he received an email today stating that Columbia Gas will begin work on Frederick Street between Kilpatrick and Westminster in the next couple of days. According to the Columbia Gas website Center Street is listed as a project for the fourth quarter of this year. Commissioner Klunk asked for an update on Center Street. Manager Rodgers reported that she met with the railroad and they are ready to close the books on the project. Commissioner Klunk asked that we make sure they do not charge the Township for the twelve inch lights that were not installed.

The meeting was adjourned at 8:50 P.M.

Respectfully submitted,

Angela Hallett
Township Secretary