**MINUTES**

**BOARD OF COMMISSIONERS PUBLIC MEETING**

**JANUARY 21, 2019**

**CALL TO ORDER – ROLL CALL – DECLARATION OF QUORUM:**

 The Penn Township Board of Commissioners met in a regular session on Monday, January 21, 2019 at the Penn Township Municipal Building. President Van de Castle called the meeting to order at 7:00 p.m. with a roll call of members. Present were Commissioners Brown, Heiland, Klunk, and Van de Castle. Also present were Solicitor Hovis, Township Manager Rodgers, Acting Police Chief Hettinger, Township Engineer Bortner, and Zoning Officer Smith. Commissioner Felix was absent with notice.

**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 Van de Castle announced that after the public meeting this evening the Board of Commissioners would convene in an executive session with the Solicitor to discuss legal, personnel, and other matters involving attorney/client privilege.

**APPROVAL OF THE MINUTES:**

 The minutes of the December 18, 2018 Board of Commissioners meeting were approved as submitted.

**PERSONS TO BE HEARD – CITIZEN’S COMMENTS:**

 There were no citizens present to address the Board.

**TOWNSHIP REPORTS – STANDING COMMITTEES:**

Public Safety – Commissioner Brown:

 Commissioners Brown/Klunk moved to adopt Ordinance No. 814 amending Section 300.29 Parking Prohibited at all times of the Penn Township Code. The motion carried on a 4-0 roll call vote.

 Commissioners Brown/Klunk moved to approve a request dated January 7, 2019 from the Allied Veterans Council of Hanover to conduct the annual Memorial Day Parade on Monday, May 27, 2019. They further moved that all street closings and public safety considerations be coordinated through the Chief of Police. Motion carried.

 Commissioner Brown noted that the Penn Township Police Department participated in an active shooter training drill on January 21, 201 at South Western School District.

Public Works & Recreation – Commissioner Klunk:

 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 Klunk/Brown moved to approve a proposal dated December 5, 2018 from Hanover Land Services for MS4 permitting. Motion carried.

 Commissioners Klunk/Brown moved to approve a proposal dated January 10, 2019 from Pennoni for engineering services to study the possibility of constructing Timber Lane. Motion carried.

Planning – Commissioner Klunk:

 Commissioners Klunk/ Heiland moved for the reduction of Mark’s Auto Body bond from $5,445.00 to zero dollars. Motion carried.

 Commissioners Klunk/Heiland moved to approve a bond reduction for 1040 Baltimore Street form $228,966.10 to $13,062.50. Motion carried.

 Commissioners Klunk/Heiland moved to approve a bond reduction for Burkentine Plaza form $49,307.50 to $4,125.00. Motion carried.

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

 The following Subdivision and Land Development plan was formally filed:

 SL 18-20 – Stonewicke

 Commissioners Klunk/Heiland moved to approve the following land development plans:

 SL18-15 – Michael and Mary Kuhn Subdivision

 SL18-16 – Bradley S. and Christy L. Hill

 SL 18-17 – Thomas L. and Rhonda Allison

 Motion carried.

 Commissioners Klunk/Heiland moved to approve the following extension request that will expire on April 15, 2019:

 P04-25 – South Heights

 Sl18-11 – 670 Gitt’s Run Road L/S

 Motion carried unanimously.

 Commissioners Klunk/Heiland moved to approve a request dated November 9, 2018 from GHI for a waiver of Section 404 Environmental Impact Studies of the Penn Township Subdivision and Land Development Ordinance for the 670 Gitt’s Run Road Land Development Plan. Motion carried.

 Commissioners Klunk/Heiland moved to approve a request dated November 16, 2019 from K & W Designing Environment for a waiver of Section 402 Preliminary Plan Requirements, Section 403 Feasibility Report on Water and Sewer Facilities, Section 404 Environmental Impact Studies of the Penn Township Subdivision Land Development Plan for the South Western School District Emory H. Markel Intermediate School additions and renovations. They further moved to approve a waiver to Section 303 Volume Controls of the Stormwater Management Ordinance for the same plan. Motion carried.

Finance – Commissioner Brown:

 Commissioners Brown/Klunk moved to approve Township warrants in the amount of $3,280,867.20. Motion carried unanimously. Motion carried.

 Commissioners Brown/Klunk moved to adopt Resolution No. 922 providing a schedule of fees for permits and services. Motion carried.

 Commissioners Brown/Klunk moved to deny a request dated November 15, 2018 from South Western School District for a waiver of the land development plan fees. Motion carried.

 Commissioners Brown/Klunk moved to ratify the agreement that was signed with MDIA on December 26, 2018 for third party inspections. Motion carried.

Personnel – Commissioner Brown:

 Commissioners Brown/Klunk moved for the appointment of Charles Stauffer to a one year term on the Penn Township Vacancy Board. Motion carried.

 Commissioners Brown/Klunk moved to adopt Resolution No. 923 appointing a member to the Penn Township Zoning Hearing Board. Motion carried.

 Commissioners Brown/Klunk moved to approve the Penn Township Civil Service Commission Rules and Regulation for the Penn Township Firefighters. Motion carried.

Health & Sanitation – Commissioner Heiland:

 Commissioners Heiland/Klunk moved to approve the DEP 902 Municipal Recycling Grant agreement. Motion carried.

 Commissioners Heiland/Klunk moved to approve the DEP Electronic File Administrator registration and security agreement. Motion carried

 Commissioners Heiland/Klunk moved to approve an agreement with GHD for professional services related to the UV disinfection system upgrade. Motion carried.

**MANAGER’S REPORT:**

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

**OLD BUSINESS:**

 None.

**NEW BUSINESS:**

 None

**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/Brown moved for adjournment at approximately 7:20 p.m. Motion carried unanimously.

Respectfully submitted,

Kristina J. Rodgers

Township Manager