

**PENN TOWNSHIP
BOARD OF SUPERVISORS
MINUTES**

DATE & TIME:

February 8, 2016

7:00 PM

ATTENDANCE:

Board Members Present:

Jill Groff

Ronald Krause

Richard Landis

Dick Shellenberger

Board Member Absent:

Benjamin Bruckhart

OTHERS IN ATTENDANCE:

Betsy Logan, Director of Community Development

George Osenburg, resident

Joey Hughes, Manheim Auto Auction

Steve Gergely, Harbor Engineering

Steve Stauffer, Manheim Central School District

Gary Stevens, resident

Amanda Groff, Harbor Engineering

David Christian, DCA Inc.

Tom Matteson, Diehm & Sons

Mark Hiester

Linda Brown, resident

Rodger Brown, resident

Justin Stoltzfus, LNP

Jeryl Metzler, resident

Daryl Myer, Myers Furniture Store

Connie Weidle, Recording Secretary

Call to Order and Pledge of Allegiance—7 P.M.-Jill Groff, Vice-Chairperson

Public Comment/Guest Recognition

Gary Stevens, resident, stated he would like to welcome the two new Township Board Members.

Darren Teague and Joey Hughes, Manheim Auto Auction Managers, addressed the Board relative to the changes that are taking place in their business. They requested the consideration of discussing the Conditional Use Decision that was made in 2003 and inquired as to what steps to take to begin the process of discussing the decision that had been made relative to satellite car lots. B. Logan advised them that an application for a Conditional Use Hearing would need to be submitted. Further discussion took place concerning the matter and no action was taken at this time.

Approval of Minutes— January 25, 2016

A motion was made by R. Krause, with a second by R. Landis, to approve the minutes of the January 25, 2016 Board of Supervisors' Meeting. The motion passed unanimously.

Treasurer's Reports

The Treasurer's Report was presented. The full report can be obtained at the Township Office. A motion was made by D. Shellenberger, with a second by R. Krause, to accept the Treasurer's Report as presented. The motion passed unanimously.

Approval to Pay Invoices

A motion was made by R. Krause, with a second by D. Shellenberger, to approve the payment of invoices submitted to the Board. The motion passed unanimously.

Building and Zoning

The monthly report was reviewed by the Board.

Community Development and Public Outreach

B. Logan presented her monthly report to the Board.

Public Works Department

D. Lefever highlighted the following items from his monthly report:

- The multi-municipal bidding resolution needs to be enacted for the bidding process to be administered. Eight municipalities will join together in the process.
- Pipe replacement on N. Penryn Road will start February 15, 2016 and the road will be closed.
- Discussion took place concerning the Dirt and Gravel Low Volume Road Program. D. Lefever commented that he or someone in his department will need to attend training to participate in this program.

On motion by D. Shellenberger, with a second by R. Krause, it was unanimous to authorize advertisement and release of bids (Black Top In-Place, Black Top FOB, Stone, Road Oil, and ¼" Chip Seal Coating) relative to the Township's 2016 Roadway Improvement Program.

Sewage Enforcement

The monthly report was reviewed by the Board.

The Board acknowledged receipt of the following Communications:

- Penryn Special Fire Police Annual Report for 2015
- Invoice from the Lancaster County Drug Task Force
- Thank You Letter from Lititz Rec Center re: 1st Quarter Contribution
- Thank You Letter from Northwest Emergency Medical Services re: Pledge to the Northwest EMS Building Project

Subdivision, Land Development, and Stormwater Management:

- On motion by R. Landis, with a second by D. Shellenberger, it was unanimous to grant conditional approval for a waiver from land development plan approval for Cassel Signs for the expansion of an existing legal non-conforming business located at 782 Fruitville Pike, conditioned upon the items mentioned in the township staff letter dated January 28, 2016.
- On motion by D. Shellenberger, with a second by R. Landis, it was unanimous to conditionally approve the Final Lot Add-On Plan for Jeryl L. & Dorinda L. Metzler 164 E. Sun Hill Rd., Manheim, conditioned upon the township solicitor letter dated January 9, 2016 and the township staff letter dated February 4, 2016.
- On motion by R. Landis, with a second by R. Krause, it was unanimous to grant conditional approval of the ordinance waivers for the Final Land Development Plan for Doe Run Elementary, replacing the existing elementary school with a new, larger school on a 20-acre site, located at 281 Doe Run Road, zoned T-5R, per the conditions outlined in the township staff letter dated February 3, 2016.
 - §22-602.5.A.(3)-Curbs shall be provided along each side of an existing street that is required to be improved by the Board of Supervisors;
 - §22-609.5.B.-Curbs shall be constructed according to the specification set forth in Appendix 22-16; - conditioned that on the 6" vertical curb, a 4" reveal is maintained at all times;
 - §22-602.6.A.(2)-Sidewalks and associated graded areas shall be provided along each side of any existing street required to be improved by the Board of Supervisors – conditioned as follows:

- §22-602-24.B-Overhead wiring shall be relocated underground when a street widening necessitates the replacement or relocation of such utilities;
- §22-603.4- Large parking lots, containing more than 50 parking spaces, shall be broken down into sections, not to exceed 50 parking spaces, separated from other sections by pedestrian aisles, bio-infiltration areas, or planting strips;
- §22-610.4.B,C & G(3) – All institutional buildings on properties of 1 acre or greater shall be landscaped as follows:
 - A. One 3- to 3 ½- inch caliper deciduous tree and one 8- to 10-foot evergreen tree shall be planted for every 50-foot length of building edge.
 - B. Five evergreen and/or deciduous shrubs shall be planted for every 20 feet of length of building façade.
- §22-610.10.A, §§1014.1-3-Curbed ‘islands’ for tree and groundcover plantings shall be provided for all parking areas of 50 spaces. Eight foot wide planting strips shall be provided in these larger parking areas;
- §1011.3-Surface off-street parking areas shall be constructed to direct flows to bio-infiltration areas located within designated planting strips;
- §1004.3-Pedestrian-scaled street lights shall be installed and maintained along both sides of streets within designated T-5,T-4 and T-3 Districts – approval conditioned upon lights being installed upon the pedestrian path based upon the recommendation of the Penn Township Planning Commission.
- §23-302.3.A. – All projects with total watershed area of 25 acres or more shall utilize the USDA SCS method for stormwater analysis.
- §23-303.2.A – Inlet grates within public streets or right-of-way or outside public right-of-way in vehicular loading situations must be sumped 2-inches from the proposed grade.
- §23-304.2.A – Subsurface storage facility design criteria shall comply with the design criteria for Loading Ratios (maximum) per the PA BMP Manual.

- On motion by R. Krause, with a second by D. Shellenberger, it was unanimous to authorize a full release of the Letter of Credit for Phase 1 of Cedar Hollow.
- On motion by R. Krause, with a second by D. Shellenberger, it was unanimous to authorize a partial release of the Letter of Credit for Phase 2 of Cedar Hollow leaving a balance of \$247,846 posted by JWB Cedar Hollow Inc.
- On motion by R. Krause, with a second by R. Landis, it was unanimous to acknowledge the grant of an additional 60 day extension to commence the required public hearing for Conditional Use Application- Westside RE Holdings, LLC, with a new deadline of May 17, 2016.

Old Business:

- Discussion took place relative to the previous discussion on False Alarm Billing. B. Logan advised the Board that the fire companies and Chief Steffen were notified of the Board’s concerns. The police will be monitoring the fire companies’ calls and the fire companies will be improving on noting the false alarms. B. Bruckhart will be scheduling a meeting with all parties to further discuss the details.
- R. Krause responded to the questions from the Board at the last meeting relative to the police budget items of overtime and unemployment payments, explaining that the overtime was due to the Christmas and New Year’s holidays, which are not billed until 2016. The unemployment payments are higher because the employer contribution is based on a taxable wage base of the first \$9,500 of each employee’s earnings.

New Business:

- On motion by R. Landis, with a second by R. Krause, it was unanimous to approve the request for the closure of North Penryn Road from Newport Road to Airy Hill Road for the Mud Sale on Saturday, March 19, 2016 between the hours of 6:00 a.m. to 6:00 p.m.

- On motion by D. Shellenberger, with a second by R. Landis, it was unanimous to approve the revised listing of 1st and 2nd Line Members of the Penn Township Special Fire Police Officers for 2016 as provided by the Penryn Fire Company.
- After discussion took place concerning the authorizing of the Township to provide Notice to Connect letters to 16 property owners along Holly Tree Road and Hill Street for sewer and water it was the consensus of the Board to table the matter until a future meeting to acquire additional information concerning the time allowed to connect.
- After discussion took place concerning the proposal from General Code to convert Penn Township's Code of Ordinances to eCode360 online code, updating of the 2012 Code to include uncodified legislation, and reprinting of three Code books in light of Keystate Publishing stopping online hosting on March 31, 2016, it was the consensus of the Board to acquire additional quotes in order to make a decision.
- On motion by D. Shellenberger, with a second by R. Landis, it was unanimous to approve Resolution #2016-07 for Penn Township to administer and participate in a joint bidding and purchasing agreement for the procurement of road work with multiple municipalities.
- Discussion took place relative to contributing funds to the Chiques Creek Watershed Alliance towards the cost of preparing a Site Concept Restoration Plan for the White Oak Dam area. On motion by D. Shellenberger, with a second by R. Krause, it was unanimous to pledge \$2,500.00 to the Restoration Plan for the White Oak Dam area.

Other Business:

- B. Logan discussed with the Board the agenda items for Joint Board/Commission meeting on February 29, 2016, which could include discussion on Form-based Code and MS4 requirements.
- B. Logan reported that Pleasant View Retirement Community has changed the name of their Community Day to Big Saturday and it will take place on May 7, 2016. They have requested the use of township signs and cones, electrical panel and recycle bins. The consensus of the Board was to authorize the loaning of these items to PVRC.
- On motion by D. Shellenberger, with a second by R. Landis, it was unanimous to authorize the Township Treasurer to sign the Phase 1 Final Land Development for Penn Towne Center.
- Discussion took place concerning the purchase of electronic tablets for use by the Board of Supervisors. After discussion, it was determined that each Board member could purchase their own tablet and township staff could help in setting up the tablet for use if necessary.
- Two residents, George Osenburg and Rodger Brown, voiced their concerns relative to the satellite car lots that Manheim Auto Auction has requested to be used for parking cars.
- J. Groff introduced Mark Hiester to the audience as the new Township Manager effective February 22, 2016.

Adjournment:

On motion by R. Krause, with a second by D. Shellenberger, it was unanimous to adjourn the Meeting at 9:00 p.m.

Respectfully Submitted,
 Connie Weidle, Recording Secretary