

## **MINUTES**

### **SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS**

### **REGULAR MEETING JANUARY 12, 2023**

#### **REGULAR MEETING:**

President Lynch called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, January 12, 2023, at approximately 7:19 PM.

#### **EXECUTIVE SESSIONS:**

President Lynch informed those in attendance that an Executive Session occurred prior to this meeting where matters of personnel and real estate were discussed.

#### **ROLL CALL:**

#### **COMMISSIONERS:**

Jody Rebarchak – Present  
Gary Rothrock – Present  
Carl Hisiro – Present  
Frank Lynch – Present  
Tom Pyne – Present  
Fred Faylona – Present  
Fred Engle – Present  
Steven Napper – Excused

#### **TOWNSHIP PERSONNEL:**

David Pribulka – Secretary-Manager  
Michael Miller, Esq. – Township Solicitor  
Betsy Logan – Assistant Township Manager  
Alex Greenly, P.E. – Township Engineer  
Robert Martin – Director of Public Safety  
Jill Lovett – Director of Finance  
Nathan Bragunier – Director of Public Works  
Kathy Fry, Executive Assistant

#### **OTHERS IN ATTENDANCE:**

Beryl Kuhr

#### **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:**

President Lynch asked Commissioner Williams to lead the Pledge of Allegiance followed by a Moment of Silence.

#### **PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS:**

Beryl Kuhr, 1413 Appletree Road was in attendance to thank the Board of Commissioners for their consideration in reappointing her to the Zoning Hearing Board.

#### **APPROVAL OF MINUTES.**

Commissioner Hisiro moved to approve the December 8, 2022, Board of Commissioners Regular Meeting Minutes. The motion was seconded by Commissioner Faylona and then unanimously approved.

## **REPORTS OF COMMITTEES**

1. Building & Grounds – Commissioner Rothrock reported that the front parking lot area of the Township Building will be cleared this weekend. Manager Pribulka noted that there are several punch list items that need to be completed.
2. Budget, Finance, Insurance & Pension – No Report
3. Public Works – No Report
4. Health & Sanitation – Commissioner Rebarchak reported that Penn Waste will be collecting Christmas trees on January 14<sup>th</sup> and 21<sup>st</sup>.
5. Administration & Personnel – No Report
6. Police – Commissioner Engle reminded residents to lock their vehicles due to the increase of thefts of vehicles and items from vehicles.
7. Fire, EMS, EMA – Commissioner Hisiro reported that a meeting will occur later this month.
8. Recreation – Commissioner Faylona reported that a RAC meeting occurred last evening where they discussed the Bike & Pedestrian plan and Wedgewood Hills.
9. Planning & Zoning – Commissioner Rothrock reported that the Planning Commission Meeting in December and the Zoning Hearing Board in January were cancelled.

## **BIDS AND AGREEMENTS**

### **1. AWARD OF CONTRACT FOR CONSULTING SERVICES TO DEVELOP THE SUSQUEHANNA TOWNSHIP BICYCLE/PEDESTRIAN PLAN**

Doug Knauss, Director of Parks and Recreation informed the Board of Commissioners that there are two agreements regarding this plan. He stated that the Township was awarded a \$30,000 grant from the Harrisburg Area Transit System (HATS) for the Bicycle, Pedestrian and Greenway Plan. These funds along with those awarded by the DCNR and the Walks Works Grant will fund the study for this plan.

Mr. Knauss also reported that proposals were solicited from various consultants to develop the Township-wide Bicycle, Pedestrian and Greenway Plan. He noted that 23 Requests for Proposals were sent out, with three replies being received. After careful review and with the Recreation Advisory Committee's recommendation, the proposal from Campbell Thomas and Company is recommended for approval.

Commissioner Hisiro moved that the Board of Commissioners authorize the Board President to execute the HATS Grant Agreement in an amount of \$30,000; and, further, authorize the Board President and Secretary to execute the contract for consulting services with Campbell Thomas and Company in the

amount of \$79,906. He also stated that a caveat be added to Appendix A's non-discrimination clause to include gender, race, creed, color, religion, age, national origin, disability, marital status, veteran's status, gender identity, or gender expression. The motion was seconded by Commissioner Faylona and then unanimously approved.

## **2. APPROVAL OF 2023 MUNICIPAL DOMESTIC ANIMAL PROTECTIVE SERVICES AGREEMENT WITH HE HUMANE SOCIETY OF HARRISBURG AREA**

Robert Martin, Director of Public Safety reported that this contract assists with the safe housing of cats and dogs when they are found on the street.

Commissioner Rebarchak moved that the Board of Commissioners authorize the Township Manager to execute the agreement renewal with the Humane Society of Harrisburg Area for a term beginning on January 1, 2023 and ending on December 31, 2023. The motion was seconded by Commissioner Engle and then unanimously approved.

## **3. AWARD OF CONTRACT FOR EXTERIOR LED LIGHTING CONVERSION AT THE SUSQUEHANNA TOWNSHIP MUNICIPAL BUILDING**

David Pribulka, Township Manager reported that this proposal will convert the exterior and parking lot lighting to more efficient and cost effective LED technology. He also stated that this proposal will provide a rebate to the Township.

Commissioner Pyne moved that the Board of Commissioners award the contract for LED lighting conversion at the Susquehanna Township Municipal Building to Bottom Line Systems in an amount not to exceed \$9,976.30. The motion was seconded by Commissioner Engle and then unanimously approved.

## **REPORTS**

1. Township Manager – Manager Pribulka stated that his report was provided to the Board in their packets. He took a moment to highlight the approval by the Susquehanna Township Authority of the engagement with the National League of Cities' Service Line Warranty Program in partnership with HomeServe. This partnership will allow for homeowners to be eligible to purchase low-cost coverage for broken or leaking sewer service laterals. Commissioner Hisiro inquired as to whether this warranty program would be applicable to water laterals as well. Manager Pribulka initially stated that it would only apply to what the Susquehanna Township Authority oversees. He later clarified that the water laterals can be added if the property owner so desires.

2. Public Safety/Police – No Report

3. Community and Economic Development – Assistant Manager Logan provided the Board of Commissioners with the highlights from this department. These statistics included the number of permits issued, inspections completed, Stormwater and MS4 activity and code violations issued.

4. Engineer – Alex Greenly, Township Engineer reported that Boyd's Park project is set to go out for bid and the roads that were missed when the initial mapping was done are being added.



5. Solicitor – No Report

6. School Board – Commissioner Pyne reported that the School Board is expected to consider a LERTA in Ward 1. He also noted that the independent audit has been completed, with no remarkable findings.

7. Authority – David Pribulka, Township Manager reported that the Authority met on January 3<sup>rd</sup> where they approved the 2023 Budget. This Budget included a 7% rate increase in the fees for Stormwater and Sanitary Sewer. This increase will accommodate the fee increase from Capital Region Water. He also noted that Staff is working on drafting a Sanitary Sewer Lateral Policy.

Commissioner Pyne stated that he has received calls from residents whose payments were misplaced by the Post Office. Manager Pribulka commended the Finance Department team in their efforts to provide assistance to property owners who were affected by this situation.

8. Shade Tree – Commissioner Pyne reported that shade tree planting will occur again in October. Anyone interested in planting a tree can acquire the application from the last Township Newsletter.

9. Communications – Commissioner Williams reported that the next Township Newsletter is slated to be mailed on January 23<sup>rd</sup>.

10. Human Relations – No Report

11. Parks & Recreation – No Report

12. Public Works – No Report

## **TRAFFIC STUDY RESULTS – CROOKED HILL ROAD**

Robert Martin, Public Safety Director provided a narrative of the most recent traffic study completed on Crooked Hill Road in area of the intersection with Laurel Glen Drive. The study was requested by a resident in response to accidents that occurred in this vicinity. He provided the highlights that included the number of vehicles that traveled the road per day and per week. He stated that he concurs with the findings in this study to install a speed hump/cushion between 4512 and 4513 Crooked Hill Road. He also noted that there is a lot of pedestrian activity in this area, specifically school age children.

Commissioner Rothrock moved that the Board of Commissioners direct staff to install a speed cushion between 4512 and 4513 Crooked Hill Road. The motion was seconded by Commissioner Engle.

Manager Pribulka noted that the installation of this speed hump/cushion will be delayed until the weather gets warmer.

Commissioner Rothrock thanked the Public Safety Director for his help in this matter.

The motion passed with a unanimous vote.

## **NEW BUSINESS**

### **1. CONSENT AGENDA**

- a. Approval of 2023 Salary/Wage Listing for All Employees
- b. Acceptance of Repository Bid for Highland Avenue (T.P. 62-027-079)
- c. Conditional Offer of Employment to Luke Belic (Parks Maintenance)
- d. 2023 Authorities, Board, and Commissions Meeting Schedule
- e. Financial Security Reduction
- f. Statement of Bills Paid
- g. 2023 Appointments to Authorities, Boards and Commissions

Commissioner Pyne moved that the Board of Commissioners approve the items listed on the Consent Agenda. The motion was seconded by Commissioner Rothrock.

Manager Pribulka provided an explanation of the Repository Bidding Process. He stated that properties that have gone through Sheriff Sale and other unsuccessful means to clear the property are put out for Repository Bid. This process helps to satisfy liens and other debts and allows the property to be put on the tax rolls.

The motion passed with a unanimous vote.

## **2. REVIEW OF DRAFT ORDINANCE AMENDMENT – CHAPTER 1, ADMINISTRATION AND GOVERNMENT; PART 11, ATTORNEY FEES; SECTION 1-1104, SCHEDULE OF REASONABLE ATTORNEY FEES**

Betsy Logan, Assistant Township Manager reported that the purpose of the amendment is to remove the placement of fees from the Code of Ordinances so they may be set by the Fee Schedule that is adopted by the Board of Commissioners annually.

Commissioner Engle moved that the Board of Commissioners review the draft ordinance amendment and authorize the advertisement of a public hearing on the amendment for Thursday, February 23, 2023. The motion was seconded by Commissioner Hisiro and then unanimously approved.

### **COMMISSIONERS COMMENTS**

No additional comments were received from the Board of Commissioners.

### **ADJOURNMENT**

Commissioner Engle moved to adjourn the Board of Commissioners meeting. The motion was seconded Commissioner Hisiro. The motion was approved with a unanimous vote and the meeting ended at 8:06 P.M.

Signed



David Pribulka  
Secretary-Manager