

## **MINUTES**

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

### **REGULAR MEETING JANUARY 11TH, 2024**

#### **REGULAR MEETING:**

President Lynch called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, January 11th, 2024, at 6:52 p.m.

#### **ROLL CALL:**

#### **COMMISSIONERS:**

Jody Rebarchak – Present  
Gary Rothrock – Present  
Carl Hisiro – Present  
Frank Lynch – Present  
Sean Sanderson - Present  
Fred Faylona – Present  
Fred Engle – Present  
Pamela Cross - Present  
Steven Napper – Present

#### **TOWNSHIP PERSONNEL:**

David Pribulka – Secretary-Manager  
Betsy Logan - Assistant Township Manager  
Michael Miller, Esq. – Township Solicitor  
Jill Lovett - Finance Director  
Rob Martin – Director of Public Safety  
Nathan Bragunier –Public Works Director  
George Drees, Fire Marshal/Assistant Public Safety Director

#### **EXECUTIVE SESSION:**

President Lynch announced that an Executive Session occurred prior to this meeting where matters of personnel, legal, and real estate were discussed as allowed by law.

**OTHERS IN ATTENDANCE:** Diane McNaughton; Brittany Van Strien; Brian LaTorre; Dave Kegerise; Doug Wagner; and Amy Putnam.

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

President Lynch asked Diane McNaughton to lead the Pledge of Allegiance, followed by a Moment of Silence.

**PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS:** None

#### **APPROVAL OF MINUTES:**

*Commissioner Hisiro moved that the Board of Commissioners approve the December 14, 2023 meeting minutes. The motion was seconded by Commissioner Sanderson. The motion carried unanimously.*

*Commission Rebarchak moved that the Board of Commissioners approve the January 2, 2024 meeting minutes. The motion was seconded by Commissioner Hisiro. The motion carried unanimously.*

## **RECOGNITIONS AND PRESENTATIONS:**

### **1. POLICE DEPARTMENT PROMOTIONS.**

Prior to considering the candidates for Patrol Officer First Class, the Board is asked to approve the 2024 Promotional List submitted by the Chairman of the Civil Service Commission and provided with the agenda.

*Commissioner Engle made a motion that the Board of Commissioners certify the 2024 Patrol Officer First Class Promotional List. Commissioner Sanderson seconded the motion. Motion unanimously approved.*

Public Safety Director Rob Martin asked for prayers for the Scranton police officer that was shot this morning at 4:30 am and is in critical condition.

Public Safety Director Martin introduced the candidates for promotion to the following ranks:

- a. Patrol Officer First Class
  - a. Darryl Brown

*Commissioner Engle made a motion that the Board of Commissioners promote Darryl Brown to the rank of Patrol Officer First Class of the Susquehanna Township Police Department. Commissioner Faylona seconded the motion. The motion carried unanimously.*

- b. Brian Lorenzo

*Commissioner Engle made a motion that the Board of Commissioners promote Brian Lorenzo to the rank of Patrol Officer First Class of the Susquehanna Township Police Department. Commissioner Faylona seconded the motion. The motion carried unanimously.*

- b. Corporal

a. Julian Gomez

*Commissioner Engle made a motion that the Board of Commissioners promote Julian Gomez to the rank of Corporal of the Susquehanna Township Police Department. Commissioner Hisiro seconded the motion. The motion carried unanimously.*

c. Sergeant

a. Alex Wagner

*Commissioner Engle made a motion that the Board of Commissioners promote Alex Wagner to the rank of Sergeant of the Susquehanna Township Police Department. Commissioner Faylona seconded the motion. The motion carried unanimously.*

Chief Martin also took a moment to acknowledge the transition the department has been going through. He recognized Corporal Doyle and Corporal Tillman. Both have stepped in and are running platoons.

**REPORTS OF COMMITTEES:**

1. Building and Grounds – Commissioner Rothrock reported that we obtained the occupancy permit for this building.
2. Budget, Finance, Insurance & Pension – No report; however Commissioner Sanderson remarked the Committee should meet sometime in February. If any of the Commissioners have ideas how to reduce the structural deficit, please forward them to Manager Pribulka.
3. Public Works – Commissioner Napper congratulated the Public Works department for their efforts in the months of December and January. Staff replaced 400 feet of pipeline on Doehne Road, along with 21 inlet throughout the Township. By utilizing Public Works staff, this is a huge cost savings rather than performing an Emergency Repair Request. Commissioner Napper also noted the numerous phone calls and messages he received concerning the excellent road conditions throughout the Township. 50% of the Public Works Township staff is new. Snow route training is now being given to Public Works staff. Last year we had 13 drivers, we now have 17 drivers. The Commissioner would ask Township residents to please be patient, it takes 8 hours to plow the entire township. Commissioner Hisiro commended everyone who was involved in the roadwork in 2023.
4. Health & Sanitation – Commissioner Rebarchak reminded the Board that Penn Waste will be picking up Christmas trees 1/13 and 1/20.
5. Administration & Personnel – Commissioner Napper reported the committee met recently to review employee performance evaluations, merit adjustments, goals, and

training requirements for staff in 2024. Other topics discussed included the Police Department organizational chart and appointments to Authorities.

6. Police – No report
7. Fire, EMS, EMA – No report
8. Planning & Zoning – Commissioner Rothrock reported a joint Planning Commission and RAC meeting was held on 12/18/23. There was no quorum so no action could be taken. The Township-wide Pedestrian and Greenways Plan was presented and the 45 day comment period began that day. A Zoning Hearing Board meeting was held on 1/3/24 regarding the exception request for non-conforming business use for 4613 Front Street. The request was approved.
9. School Board – No report
10. Authority – Commissioner Napper announced the Sewer Authority Board met on January 9<sup>th</sup> to hold the re-organization meeting. Election of Officers was appointed and committee assignments were given. The Southeast Sanitary Sewer Extension Project continues. This month, Modern Recovery Services (MRS) will review delinquent sewer accounts. A complete list will be completed by March and shut off will begin in April.
11. Shade Tree – Commissioner Cross noted the next meeting is scheduled for 1/18/24.
12. Communications – No report – The newsletter is being drafted and the goal is to have it ready for distribution by the end of January.
13. Human Relations – Commissioner Cross reported the next meeting is scheduled for 1/17/24.
14. Parks & Recreation – No report – The next meeting is scheduled for 1/16/24.

## **PUBLIC HEARINGS**

1. **A PUBLIC HEARING ON AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING CHAPTER 15, MOTOR VEHICLES; PART 2, TRAFFIC REGULATIONS; SECTION 214, STOP INTERSECTIONS ESTABLISHED BY DESIGNATING A STOP SIGN ON THE NORTHBOUND APPROACH OF WEDGEWOOD ROAD AT ITS INTERSECTION WITH CLOVERFIELD ROAD**

On December 14, 2023, the Board authorized advertisement of a public hearing on an amendment to Chapter 15 of the Code of Ordinances establishing a new stop intersection on the northbound approach on Wedgewood Road at its intersection with Cloverfield Road. The authorization came after review of a study completed by the Police Department concluding the stop sign placement met PennDOT warrants for a stop sign placement. President Lynch adjourned the Regular Meeting at 7:20 pm. Solicitor Miller called the public hearing to order and conducted the public hearing on the amendment as advertised. The Board was asked to consider adoption of the ordinance after the

Regular Meeting is reconvened. A copy of the ordinance was provided with the agenda as well as the legal advertisement. There were no public comments offered at the hearing.

The public hearing was adjourned at 7:22 pm and President Lynch reconvened the Regular Meeting at 7:22 pm.

## **BIDS AND CONTRACTS**

### **ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS**

1. **ORDINANCE 24-01 AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING CHAPTER 15, MOTOR VEHICLES; PART 2, TRAFFIC REGULATIONS; SECTION 214, STOP INTERSECTIONS ESTABLISHED BY DESIGNATING A STOP SIGN ON THE NORTHBOUND APPROACH OF WEDGEWOOD ROAD AT ITS INTERSECTION WITH CLOVERFIELD ROAD**

A copy of the ordinance amendment to Chapter 15 of the Code of Ordinances establishing a stop intersection on the northbound approach of Wedgewood Road at its intersection with Cloverfield Road and the warrant study completed by the Police Department was presented. The public hearing was conducted earlier this evening, and staff is recommending adoption of the ordinance amendment as advertised.

*Commissioner Engle made a motion to adopt the ordinance amending Chapter 21, Streets and Sidewalks. Commissioner Faylona seconded the motion. The Motion carried unanimously.*

2. **RESOLUTION 2024-R-01 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT AND SECRETARY TO EXECUTE AN INTERMUNICIPAL COST SHARING AGREEMENT WITH DAUPHIN COUNTY FOR THE DAUPHIN COUNTY BRIDGE BUNDLING PROGRAM, MUNICIPAL ROUND 2 TO REPLACE THE SUPERSTRUCTURE OF THE KOHN ROAD BRIDGE (T-431)**

A copy of a resolution authorizing the President and Secretary to execute an agreement with Dauphin County for the Bridge Bundling Program, Municipal Round 2 was presented. The purpose of the grant is to replace the Kohn Road Bridge Superstructure to address structural degradation that has been observed before it leads to further weight restrictions or closure. The Board approved an earlier grant agreement on June 23, 2022, but delays in federal funding paused the project timeline. Since then, the cost estimate

has increased from approximately \$1.23 million to \$1.81 million, but an increase in available grant funding has reduced the Township's local share from \$303,000 to \$36,140. The remainder of the project will be funded by County, Commonwealth, and Federal sources. Design to be completed this year. Construction expected to begin next year. The Board is impressed with the Township share decreasing so significantly.

*Commissioner Hisiro made a motion to adopt the resolution authorizing the President and Secretary to execute an agreement with Dauphin County for the Bridge Bundling Program, Municipal Round 2. Commissioner Napper seconded the motion. The Motion carried unanimously.*

**3. RESOLUTION 2024-R-02 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER TO EXECUTE A STREET LIGHT SERVICES AGREEMENT AMENDMENT WITH PPL ELECTRIC UTILITIES CORPORATION**

A copy of a resolution authorizing the Manager to execute an amended agreement with PP&L for the installation and maintenance of streetlights on certain Township streets and others to be offered for dedication in the future was presented. These include two new LED "cobra head" style lights on Hickory and Chestnut Avenues, as well associated with Phases 7 & 8 of Stray Winds Farm on Gallant Fox Drive, Antonella Drive, and Citation Drive. The installations on Township streets were previously authorized by the Board but had not yet been included in an amendment to the Street Light Services Agreement. The lights on streets yet to be dedicated are required to be installed and operational prior to the streets' offer of dedication. Commissioner Hisiro asked if the list of street lights are included on the PPL rate tariff. They are included. The Board asked if the agreement includes the maintenance and repairs. Maintenance and repairs are included in the agreement.

*Commissioner Faylona made a motion to adopt the resolution authorizing the Township Manager to execute a Street Light Services Agreement Amendment with PPL Electric Utilities Corporation. Commissioner Engle seconded the motion. The motion carried unanimously.*

**4. RESOLUTION 2024-R-03 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 1 HEMLOCK COURT, HARRISBURG, PENNSYLVANIA 17109**

Chief Martin presented a copy of a resolution authorizing the installation of an ADA accessible parking space in front of property located at 1 Hemlock Court. The property owner has submitted an application for review as required by Chapter 15, Section 403A, Establishment of Restricted Parking for Handicapped Persons or Severely Disabled Veterans. Staff recommends the Board adopt the resolution authorizing the installation of an ADA-accessible parking space at 1 Hemlock Court.

*Commissioner Engle made a motion to adopt the resolution authorizing the installation of an ADA-accessible parking space at 1 Hemlock Court. Commissioner Hisiro seconded the motion. The motion carried unanimously.*

**5. RESOLUTION 2024-R-04 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA APPOINTING FIFTH WARD COMMISSIONER SEAN SANDERSON TO SERVE AS ASSISTANT SECRETARY OF THE BOARD OF COMMISSIONERS**

A copy of a resolution affirming the appointment of Commissioner Sean Sanderson as Assistant Secretary of the Board of Commissioners. Commissioner Sanderson was nominated at the January 2<sup>nd</sup> Reorganizational Meeting, but his appointment must be ratified by resolution per the First-Class Township Code. The resolution further establishes the minimum bonding requirement for the position and that there will be no additional compensation provided for his service as Assistant Secretary. The Assistant Secretary would act in the absence of the Secretary.

*Commissioner Faylona made a motion to adopt the resolution appointing Commissioner Sean Sanderson to serve as Assistant Secretary of the Board of Commissioners. Commissioner Engle seconded the motion. The motion carried unanimously.*

**6. FINAL MINOR SUBDIVISION PLAN FOR LAUREL HILL (NKA RIVER BEND) LOT ADD-ON FOR LOT 60 – PLAN DATED OCTOBER 10, 2023**

A staff summary of outstanding conditions and review comments for a lot line adjustment between 1828 Pebble Court and 1836 Ethan Drive was presented. The purpose of this plan is to subdivide Lot A (4,034 s.f.) from Laurel Hill Lot 60 and combine Lot A with 1828 Pebble Court for a total lot area of 45,710 s.f. The project is located in the R-2 Medium Density Residential Zoning District (Ward 9).

A waiver from §24-403 Preliminary Plan Requirements of the Subdivision and Land Development Ordinance is requested by the applicant. On November 27, 2023, the

Planning Commission recommended approval of the waiver from Section §24-403 and the plan subject to the following conditions:

1. Address all outstanding comments provided by the Township Engineer in their letter dated November 20, 2023, Dauphin County Planning Commission in their report dated November 27, 2023, and the Township Staff Report dated November 27, 2023.
2. Provide a copy of the revised deeds for Township staff to review [General].

*Commissioner Rothrock made a motion to grant the waiver from §24-403 Preliminary Plan for the Minor Subdivision Plan for Laurel Hill Lot Add-On for Lot 60. Commissioner Rebarchak seconded the motion. The motion carried unanimously.*

*Commissioner Rothrock made a motion to approve the lot line adjustment between 1828 Pebble Court and 1836 Ethan Drive. Commissioner Faylona seconded the motion. The motion carried unanimously.*

## **STAFF REPORTS**

1. Township Manager – Mr. Pribulka’s report is in the packet. Reviews and demonstrations of potential accounting software solutions have begun, and staff is on pace to have a recommendation for the Board in February or March, pending the availability of client references for site visits. Ashley Quinones-Delgado began employment through a staffing agency as the Township Receptionist. Ms. Quinones-Delgado has a background in customer service and administrative support roles. The Certificate of Occupancy for the Administrative Building has been issued conditional on a few small punch list items that remain to be addressed. The Township staff had been occupying the space on a temporary certificate. This issuance will conclude the Administrative Building Renovation Project. The Administration & Personnel Committee met on Thursday, 1/4 to review salary adjustments for staff in 2024. Other topics discussed included the Police Department organizational chart and appointments to Authorities, Boards, and Commissions that are on the Consent Agenda for approval this evening.
2. Public Safety/Police – No report
3. Community and Economic Development – Mrs. Logan reported 2023 highlights. In 2023, 17 subdivision plans were received, 21 Zoning Board Hearing appeals were received, 1,059 permits were issued, and 3,166 inspections were completed.
4. Public Works – No report
5. Engineering – No report
6. Solicitor – No report
7. Parks and Recreation – The 2023 year-end report is included in the board packet. Commissioner Hisiro remarked that the report was excellent and very thorough.



**OLD BUSINESS** – None.

**NEW BUSINESS**

**1. CONSENT AGENDA**

- a. Statement of Bills Paid
- b. Financial Security Reduction #6 – Stray Winds Farm Phase 7 (-\$1,485)
- c. Financial Security Reduction #2 – Stray Winds Farm Phase 8 (-\$7,700)
- d. Payment Application #4 – 2023 Susquehanna Township Paving Project (\$6,479.50)
- e. Payment Application #11 – Administrative Offices Renovation (\$50,397.50)
- f. Payment Application #12 – Administrative Offices Renovation (\$2,256.24)
- g. Township Engineer Retainer Agreement – HRG, Inc.
- h. Authorization to advertise the 2007 Johnson Street Sweeper on Public Surplus®
- i. Approval of 2024 Salary/Wage Listing for All Employees
- j. 2024 Appointments to Authorities, Boards, and Commissions

The Board questioned Ms. Lupton’s residence as her address on her CV states she lives in Lancaster. Ms. Lupton recently moved to the Township from Lancaster. Ms. Lupton is a new member of the Human Relations Commission. Mr. Brian LaTorre is a new member of the Planning Commission.

*Commissioner Hisiro made a motion to approve the consent agenda. Commissioner Sanderson seconded the motion. The motion carried unanimously.*

**2. AUTHORIZATION OF A PUBLIC HEARING ON AN INTERMUNICIPAL LIQUOR LICENSE TRANSFER APPLICATION FROM 320 CHESTNUT STREET IN THE CITY OF HARRISBURG TO 4351 GARRISON AVENUE IN SUSQUEHANNA TOWNSHIP**

An application for intermunicipal liquor license transfer from the City of Harrisburg to 4351 Garrison Avenue in Susquehanna Township was received on January 3, 2024. Pursuant to the Pennsylvania Liquor Code, the Board of Commissioners must schedule and conduct a public hearing on the requested transfer within 45 days of receipt of the application. The applicant, Primanti Corporation, intends to open a Primanti Brothers restaurant at the Garrison Avenue location, and is requesting a transfer of the liquor license currently at the premises of Dewberry Restaurant of 320 Chestnut Street in Harrisburg. The applicant has submitted the requisite application fee and supporting documentation per the Township’s Ordinance. Staff is recommending the Board authorize advertisement of a public hearing on the intermunicipal liquor license transfer application pursuant to the requirements of the Liquor Code for Thursday, February 8, 2024. At the conclusion of the public hearing, the Board may consider approving the transfer by resolution. Public Safety Director Martin has reviewed the request and has no objections or concerns about the transfer. A copy of the request and draft resolution submitted by the law firm Flaherty & O’Hara on behalf of the applicant was provided.

*Commissioner Sanderson made a motion to authorize advertisement of a public hearing pursuant to the Pennsylvania Liquor Code on the requested intermunicipal liquor license transfer from 320 Chestnut Street in the City of Harrisburg to 4351 Garrison Avenue in Susquehanna Township for Thursday, February 8, 2024. Commissioner Hisiro seconded the motion. The motion carried unanimously.*

### **3. AUTHORIZATION TO SUBMIT A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (“RACP”) GRANT APPLICATION FOR THE CONSTRUCTION OF A NEW PROGRESS FIRE STATION**

The Commonwealth of Pennsylvania recently opened a grant round for the Redevelopment Assistance Capital Program. Applications require legislator sponsorship and an applicable line-item appropriation to qualify for funding. Staff has received authorization from the Dauphin County Department of Community and Economic Development to submit an application utilizing its line-item appropriation this round, and Representative Justin Fleming has agreed to submit a letter of support on behalf of this project. Staff is seeking a grant of \$2 million to offset costs of acquisition, site preparation, and construction of a new Progress Fire Company. The total project cost has an estimate of \$8 to \$10 million, and funding is appropriated in the 2024 Annual Budget to begin design and preliminary engineering in 2024.

*Commissioner Hisiro made a motion to authorize the submission of a Redevelopment Assistance Capital Program grant application for a new Progress Fire Station. Commissioner Faylona seconded the motion. The motion carried unanimously.*

### **COMMISSIONER COMMENTS - None**

### **ADJOURNMENT**

*Commissioner Engle moved to adjourn the Board of Commissioners Regular Meeting for January 11, 2024, at 7:48 p.m. Commissioner Sanderson seconded the motion. The motion carried unanimously.*

Respectfully Submitted,

David Pribulka  
Secretary-Manager