

MINUTES

SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING NOVEMBER 9, 2017

PUBLIC HEARING

President LYNCH called to order the Public Hearing scheduled for Thursday, November 9, 2017 at 7:10 P.M. to receive public comment on the proposed adoption of a Text Amendment to the Susquehanna Township Zoning Ordinance Chapter 27 to provide standards, regulations and districts in which uses permitted under the PA Medical Marijuana Act would be permitted.

REGULAR MEETING

President LYNCH called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, November 9, 2017 at 7:30 P.M. at the Municipal Building, 1900 Linglestown Road, Harrisburg, PA. All Commissioners were present.

President LYNCH stated an Executive Session Meeting was held at 6:30 P.M. to discuss matters permitted by law including personnel and real estate.

ROLL CALL: COMMISSIONERS

Jody Rebarchak
Gary Rothrock
Mona Johnson
Frank Lynch
Tom Pyne
Sean Sanderson
Fred Engle
Justin Fleming
Steven Napper

TOWNSHIP PERSONNEL

David W. Kratzer, Jr., Manager
Bruce D. Foreman, Solicitor
Robert C. Grubic, P.E.
Robert Martin
Betsy Logan
Jill Lovett
Nate Spriggs
Travis Mease
Jonniene Urban

OTHERS IN ATTENDANCE: John Dietrich and Richard Bronstein.

PLEDGE OF ALLEGIANCE:

President LYNCH stated Veterans Day is coming up on November 11th and he thanked veterans Vice President JOHNSON and Commissioner NAPPER for their service.

Pledge of Allegiance was co-led by Vice President JOHNSON and Commissioner NAPPER followed by a moment of silence.

PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS:

School Board President John Dietrich informed the Board he would like better traffic control on Crooked Hill Road as it turns into Continental Drive at Deer Path Road by painting a line down the middle of the road to stop speeding through Margaret's Grove.

Commissioner ROTHROCK and Commissioner FLEMING also expressed their concerns about vehicles speeding from Rock Fall Road all the way through Margaret's Grove.

Commissioner FLEMING stated he would like 4-way stop signs added to calm speeding.

APPROVAL OF MINUTES:

Regular Meeting – October 12, 2017

Vice President JOHNSON moved the minutes of the Regular Meeting held on October 12, 2017 be approved as published; Seconded by Commissioner ENGLE and unanimously approved.

Workshop Meeting – October 30, 2017

Commissioner SANDERSON moved the minutes of the Workshop Meeting held on October 30, 2017 be approved as published; Seconded by Commissioner FLEMING and unanimously approved.

REPORTS OF COMMITTEES:

Building & Grounds

Commissioner ROTHROCK reported on October 30, 2017 the Building & Grounds Committee had a follow-up conceptual design meeting with Bob Reed of Kimmel Bogrette Architects in which Commissioner PYNE, Manager KRATZER, Public Safety Director MARTIN, DCED Director LOGAN and he attended.

Commissioner ROTHROCK reported the concerns addressed with the design for the redo of the Township Building were parking, the entry way, the meeting room audio visual aids and safety issues.

Commissioner ROTHROCK reported Mr. Reed provided a power-point presentation.

Commissioner ROTHROCK reported there will be a centralized entry between the two buildings with added security, a receptionist and sitting area and a new board meeting room in the rear.

Commissioner ROTHROCK reported the project will involve a temporary re-location of all the administrative offices for 6-months or more and the lower level will have 3 public activity areas.

Commissioner ROTHROCK reported Kimmel Bogrette will come back to the Township with cost numbers and also a public meeting will be held for public input on the project.

Budget, Finance, Insurance & Pension

Commissioner SANDERSON reported the 2018 Preliminary Budget is very straight forward with no major capital projects and no major bond expenditures.

Commissioner SANDERSON reported the budget is balanced as constitutionally required and 75% to 85% of the budget in any given year is dedicated; it is fixed because of contracts, labor and other state mandated expenditures and revenues are generally flat.

Commissioner SANDERSON reported community growth is limited and he remarked the amount the Township receives from every tax dollar paid is 12 cents and a large majority of the remaining balance is paid to the School District and then the County.

Commissioner SANDERSON reported demands for Township services continue to rise for police, highway and infrastructure and even though revenues are flat; through good management the Township is creating efficiencies and stretching the 12 cents on each dollar further.

Commissioner SANDERSON reported the General Fund Budget is balanced at nearly \$15.5 million and the Township did not change any real estate tax millage plus there is some dedicated revenue for Special Funds that are not new and they are the Fire Fund and the Street Light Fund.

Commissioner SANDERSON reported in the last 2-years the Township has had an enormous change in Staff and this Budget is a culmination of 2-years of very intense work and he remarked the Township Staff have really stepped up and made what was potentially a very difficult transition into a very smooth transition.

Commissioner SANDERSON reported the 2018 Preliminary Budget presented at the public Workshop Meeting held on October 30, 2017 was not debated for approval; it was presented for discussion and the budget before the Board this evening is identical and then he thanked Manager KRATZER and Staff for all their work in preparing the budget.

Commissioner SANDERSON moved to authorize Manager KRATZER to advertise the 2018 Preliminary Budget and hold a Public Hearing; Seconded by Commissioner ENGLE and unanimously approved.

Public Works

Commissioner NAPPER reported in the month of October the Public Works Department installed new signs and repaired damaged signs throughout the Township.

Commissioner NAPPER reported the Public Works Department also conducted grass cutting in numerous Township lots, parks and grass berms along the road.

Commissioner NAPPER reported the Leaf Removal Schedule has started in Leaf Management Area 1 and Area 2.

Commissioner NAPPER reported Leaf Management Area 1 in the Uptown area of the Township was completed on October 27th and Area 2 was completed on November 3rd.

Commissioner NAPPER reported since the Public Works Department collects leaves the Township asks residents to follow these several procedures for the placement of leaves at the curb to ensure safety and efficient pickup which are:

- 1) Leaves must be raked in a row onto the street in front of the curb.
- 2) Remove all objects such as rocks, tree limbs and branches from leaf piles because leaf pile with this type of debris won't be picked up to avoid damaging equipment.
- 3) For safety reasons, children should not play in leaf piles on the street.

Commissioner NAPPER reported more information on leaf pickup can be found on the Township web-site.

Commissioner NAPPER reported the Public Works Department assisted the Shade Tree Commission with the planting of trees.

Health & Sanitation

Commissioner REBARCHAK reported the next yard waste pickup for residents by Penn Waste is scheduled for Saturday, November 18, 2017.

Commissioner REBARCHAK reported there will be NO yard waste pickup in the month of December so residents are encouraged to put out all their yard waste in November.

Administration & Personnel – No Report

Police – No Report

Fire, EMS, EMA

Commissioner FLEMING thanked the Progress, Rescue and Edgemont Fire Companies for being available for kids during Halloween.

Commissioner FLEMING recognized the Police and Fire Department personnel who attended the Vietnam Veterans Memorial dedication event at Veterans Park on Saturday, November 4, 2017 which was an absolutely wonderful ceremony.

Commissioner FLEMING remarked the ceremony honored close to 250 veterans from Susquehanna Township who served during the Vietnam War in which three (3) of them were killed in action and he thanked all the veterans from the Township for their service.

Recreation – No Report

Planning & Zoning

Commissioner ROTHROCK reported the Planning Commission had a meeting on October 31, 2017 and the following issues were discussed:

1) A Proposed Text Amendment from Triple Crown Corporation for 2605 Interstate Drive in which the developer wants to convert the currently vacant office space into residential.

Commissioner ROTHROCK reported the main change the developer wants is to increase the number of units per building in a multi-family zone to 54 for reuse in a BOR zone.

Commissioner ROTHROCK reported the developer had some conditions for this kind of reuse which were:

- 1) Adjoin a multi-family housing property.
- 2) Be over 20-years old.
- 3) Be vacant for at least 365 days.

Commissioner ROTHROCK reported Staff recommended the Township needed a broader conversion regulation as a Special Exception.

Commissioner ROTHROCK reported the conclusion of the discussion was that Staff would meet with Triple Crown to hash out something more acceptable.

2) A Preliminary Subdivision and Land Development Plan for Susquehanna Union Green which is the Vartan property at the corner of Linglestown Road and Progress Avenue.

Commissioner ROTHROCK reported HRG and Township Staff had numerous comments and questions that will have to be addressed before the Planning Commission would recommend approval to the Board.

Commissioner ROTHROCK reported the major concerns of the residents attending were:

- 1) Contamination of Ground Water
- 2) Traffic
- 3) Sewer Capacity
- 4) Noise
- 5) Empty Store Fronts
- 6) Loss of Open Land

Commissioner ROTHROCK reported the Planning Commission has 90-days to review the Plan and take action; however, an extension will probably need to be granted because of the Traffic Study that will have to be done which will take some time.

BIDS AND AGREEMENTS:

2018 Humane Society Domestic Animal Protective Service Agreement

Commissioner SANDERSON moved to authorize the 2018 Humane Society Domestic Animal Protective Service Agreement; Seconded by Commissioner PYNE and unanimously approved.

HRG – Change Order #5 – Uptown Drainage and Sanitary Sewer Improvements

Commissioner REBARCHAK moved to authorize HRG Change Order #5 for the Uptown Drainage and Sanitary Sewer Improvements in the amount of \$6,378.00; Seconded by Vice President JOHNSON and unanimously approved.

HRG – Change Order #6 and Change Order #7 – Uptown Drainage and Sanitary Sewer Improvements

Commissioner REBARCHAK moved to authorize HRG Change Order #6 and Change Order #7 for the Uptown Drainage and Sanitary Sewer Improvements in the amount of \$82,902.98; Seconded by Vice President JOHNSON and unanimously approved.

Vehicles for Sale – Authorization to Advertise

Commissioner SANDERSON moved to authorize Manager KRATZER to advertise the sale of four (4) Township vehicles via Municibid; Seconded by Commissioner ENGLE and unanimously approved.

ACTION ON ORDINANCES, RESOLUTIONS, AGREEMENTS, SUBDIVISIONS AND LAND DEVELOPMENT PLANS:

Ordinance 17-18

Establishing Standards, Regulations and Districts in Which Uses Permitted Under the Medical Marijuana Act Are Permitted

Commissioner FLEMING expressed his concern about Section 2.D. that reads Medical Marijuana Dispensaries are also permitted in an R-4 Residential Urban District Zoning.

Commissioner FLEMING suggested the Board amend the Ordinance deleting the portion in Section 2.D. that reads Medical Marijuana Dispensaries are also permitted in an R-4 Residential Urban District Zoning and restart the process again; Seconded by Vice President JOHNSON and unanimously approved.

Commissioner SANDERSON moved to amend Ordinance 17-18 and send it back to the Dauphin County Planning Commission and the Susquehanna Township Planning Commission for review and then submit the Ordinance to the Board for their approval; Seconded by Vice President JOHNSON and unanimously approved.

Ordinance 17-19

Accepting the Dedication of Sunflower Drive on the Plan for Sunflower Fields

Commissioner NAPPER moved to adopt Ordinance 17-19 accepting the dedication of Sunflower Drive on the Plan for Sunflower Fields; Seconded by Commissioner ENGLE and unanimously approved.

Resolution 17-R-13

Amending the Susquehanna Township Fee Schedule

Commissioner SANDERSON moved to adopt Resolution 17-R-13 amending the Susquehanna Township Fee Schedule; Seconded by Vice President JOHNSON and unanimously approved.

SUNFLOWER FIELDS

President LYNCH presented a request to reduce the Site Improvement Guarantee for Sunflower Fields from \$308,188.66 to \$33,105.60.

President LYNCH reported the Township Engineer reviewed the request and recommended approval.

Commissioner NAPPER moved to approve the request to reduce the Site Improvement Guarantee for Sunflower Fields from \$308,188.66 to \$33,105.60; Seconded by Commissioner PYNE and unanimously approved.

PAXTON CREEK APARTMENTS

President LYNCH presented a request to reduce the Site Improvement Guarantee for Paxton Creek Apartments from \$16,857.50 to \$0.00.

President LYNCH reported the Township Engineer reviewed the request and recommended approval.

Commissioner ENGLE moved to approve the request to reduce the Site Improvement Guarantee for Paxton Creek Apartments from \$16,857.50 to \$0.00; Seconded by Commissioner PYNE and unanimously approved.

UNFINISHED BUSINESS:

Commissioner SANDERSON reported it is time for the annual review of #9 on the Unfinished Business List regarding PPL Streetlight LED Conversion.

Commissioner SANDERSON reported last year the Township asked PPL to convert 100 streetlights to LED lights and he requested the Township proceed this year with PPL on the LED conversion of the remaining Township streetlights.

REPORTS: Manager

DCED Director BETSY LOGAN reported Josh Chast, the intern who has been working for the Township regarding the Pennsylvania Sustainable Community Certification Program since September is going through the certification process through the Pennsylvania Municipal League's requirements.

DCED Director LOGAN reported Josh has documented as much as he can on what the Township has done for sustainability so far as a Township and he is also providing some recommendations on what the Township can do to improve the Township's score.

DCED Director LOGAN reported at this point Josh believes the Township can obtain a gold certification in which there are 4-levels of certification and one of the parts of the certification process is that the Board would have to pass a Resolution so Staff just wanted to make sure the Board is willing to review a Resolution and agree that this is something the Board is interested in doing.

DCED Director LOGAN reported the Resolution would state the Township's intent to apply for a sustainable community and to meet the standards that are required and Staff would present a draft to the Board before any decisions were made.

DCED Director LOGAN reported Josh's next step is to start the application process and during this process is when Staff would require the Resolution.

Manager KRATZER informed the Board the Township's intern Josh is a student studying at Shippensburg University and he will continue with the Township through the next semester.

Commissioner PYNE informed the Board Josh helped the Shade Tree Commission plant trees and he has prepared a web-page for our web-site which will be uploaded next week.

Manager KRATZER informed the Board the Township did release the Request for Proposals (RFP) for consulting services related to the Township's Comprehensive Plan and 9 consulting firms responded and 6 interviews will be held on Monday.

DCED Director LOGAN reported Manager KRATZER and she have been working with Widener University Sustainability Law Class this past Summer and every year in the Fall the Professor has a class that works on Ordinances for Municipalities or for local government agencies.

DCED Director LOGAN reported Widener University has 3 groups of students who are working on Ordinances that relate to the Township which include:

- 1) Drafting an Ordinance amending the Zoning Ordinance regarding chickens and bees.
- 2) Drafting an Ordinance regarding drones.
- 3) Drafting an Ordinance on complete streets which is a national policy program.

DCED Director LOGAN stated the students will give a presentation on November 21st.

Police Department
Health Department
Building Inspector
Plumbing Inspector
Highway Department

Reports # 2 through # 7 and # 9 and # 10 are posted and approved as published.

Engineer

Township Engineer GRUBIC reported the monthly engineer's report is in their packets.

Solicitor – No Report

Fire Marshal – No Report

Emergency Management – No Report

School Board

Commissioner FLEMING reported we had an election recently and he commended Jesse Rawls who was a former Susquehanna Township Commissioner on earning re-election who was as well as Josie Byzek, Jesse Gantt and Scott Campbell for being elected to 4-year terms.

Commissioner FLEMING congratulated Ilecia Buckner for being elected to a 2-year term and he remarked he is looking forward to working with each of them to continue moving the School District forward.

Commissioner FLEMING expressed sincere thanks to the departing members of the School Board who include Mr. Earl Wilbourn, Mr. Clifton Edwards, Mrs. Sarah Pearce and Mrs. Helen Spence for their service on the School Board.

School Board President John Dietrich remarked the Vietnam Veterans Memorial ceremony was impressive and extremely well done and then he thanked the Susquehanna Township Alumni Association who was instrumental in organizing the ceremony.

School Board President Dietrich stated Steve Morris who drew the imagery on the Vietnam monument is a student at the High School and he then commented the chorus who performed at the ceremony did an excellent job.

School Board President Dietrich reported the modular building he spoke about at the last meeting was approved at their Board meeting on Monday night.

School Board President Dietrich stated the modular building will house 2 rooms and it will be placed at Sara Lindemuth plus the food pantry at Thomas Holtzman is being moved to the Middle School to create more classrooms for Thomas Holtzman students.

School Board President Dietrich informed the Board also at their Board meeting Dallas Stahlman was hired as Director of Maintenance, Operation and Transportation.

School Board President Dietrich commented on Monday, November 13th from 6:00 P.M. to 7:30 P.M. at the Thomas Holtzman Library EDL Family Night will be held.

School Board President Dietrich reported 4 students qualified for the PMEA District 7 Chorus.

School Board President Dietrich stated the School Board will hold their Reorganization Meeting on Monday, December 4th and the new members of the Board will be seated.

School Board President Dietrich offered congratulations to the 4 members of the Board of Commissioners on their re-election.

School Board President Dietrich reported the Marching Band took 1st Place in States Competition a few weekends ago; ACC was this past weekend at Hershey and he thinks the Marching Band placed 6th and Nationals are coming up this weekend.

Authority – No Report

Indian Wheels – No Report

Shade Tree

Commissioner REBARCHAK reported studies have shown that shade trees calm traffic.

Commissioner REBARCHAK commented homeowners can apply for free tree planting.

DCED Director LOGAN reported in the Fall Newsletter there was an article regarding the new PA Open Tree Map Program that can be downloaded which is good because now all the trees in the Township can be mapped.

DCED Director LOGAN reported the new trees were mapped with the Fall tree planting in October and so far 2 volunteers who are familiar with identifying trees and are interested in being citizen scientists which can be a long process.

DCED Director LOGAN reported she hopes to start working in the Spring or Summer with the State on their Outreach Community event where individuals can get together to learn the process of tree mapping and how to identify trees and focus on different sections of the Township.

Commissioner REBARCHAK reported the app also allows an individual to document rain barrels and rain gardens which will help the Township with stormwater management and she remarked the app is free to use because the State pays the fees.

Communications – No Report

Community Outreach – No Report

Human Relations Commission – No Report

Community and Economic Development – No Report

NEW BUSINESS: None

COMMISSIONER COMMENTS:

Commissioner FLEMING thanked the residents of the 8th Ward and the entire Township who came out to vote on such dreadful day weather wise.

Commissioner FLEMING remarked serving as Commissioner of the 8th Ward has been a tremendous honor and commented he is looking forward to working for the 8th Ward residents for another 4-years.

Commissioner FLEMING congratulated fellow colleagues Commissioner ROTHROCK, Commissioner LYNCH and Commissioner SANDERSON on their re-election and he remarked it will continue to be a pleasure working with them.

Commissioner REBARCHAK stated it would be wonderful if more people participated in the voting process with turnout numbers only 25% which means 75% are sitting at home and she encouraged more people to get out, exercise their right and vote.

Vice President JOHNSON wished fellow veterans Commissioner NAPPER and Public Works Director MARTIN a Happy Veterans Day and all other veterans of the Township.

Commissioner PYNE had questions about the leaf pick up schedule and how it works.

Public Works Director NATE SPRIGGS explained the Public Works Department will do one full cycle of leaf collection and once that cycle is completed the department will go back and do a 2nd round of collection and if need be the department will continue with a 3rd round until all the leaves in the Township are picked up.

Public Works Director NATE SPRIGGS reported the guide with the 4-Leaf Management Areas of the Township is spelled out in the Fall/Winter Newsletter and then remarked he is already working on doing something a little different for next year's leaf collection.

PAYMENT OF BILLS:

Commissioner SANDERSON moved to accept the report of bills paid for November:
General Fund Check #328856 through #328963 and Check #614281 through #614283 in the amount of \$488,042.58

Highway Fund Check #102090 through #102094 in the amount of \$3,747.52

Street Light Fund Check #1188 through #1189 in the amount of \$26,916.97

Developers Recreation Fund Check #1132 in the amount of \$8,458.12

Bond Issue of 2002 Check #1292 in the amount of \$27,274.00

Bond Issue of 2012 Check #1172 through #1174 in the amount of \$40,731.50

Fire Protection Fund Check #707714 through #707762 in the amount of \$45,758.49
(Unallocated, Overhead Expenses - \$18,366.56) (Edgemont Fire - \$1,512.26) (Progress Fire \$8,437.99) (Rescue Fire - \$17,441.68)

Grand Total - \$640,929.18

Seconded by Commissioner ENGLE and unanimously approved.

ADJOURNMENT:

Vice President JOHNSON moved the meeting be adjourned at 8:55 P.M.; Seconded by Commissioner SANDERSON and unanimously approved.

Signed: _____

David W. Kratzer, Jr.
Secretary-Manager