

## **MINUTES**

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

### **REGULAR MEETING JANUARY 11, 2018**

#### **PUBLIC HEARING**

President LYNCH called to order the Public Hearing scheduled for Thursday, January 11, 2018 at 7:20 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.

#### **PUBLIC HEARING**

President LYNCH called to order the Public Hearing scheduled for Thursday, January 11, 2018 at 7:25 P.M. to receive public comment on the proposed adoption of a Text Amendment to the Susquehanna Township Zoning Ordinance amending Section 2008 to add new use regulators for multiple family dwellings.

#### **REGULAR MEETING**

President LYNCH called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, January 11, 2018 at 7:30 P.M. at the Municipal Building, 1900 Linglestown Road, Harrisburg, PA. All Commissioners were present except Commissioner REBARCHAK who was excused.

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

#### **ROLL CALL: COMMISSIONERS**

Jody Rebarchak – Excused  
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  
Joseph Vajda  
Betsy Logan  
Michael Rohrer  
Jill Lovett  
Nate Spriggs  
Travis Mease  
Jonniene Urban

**OTHERS IN ATTENDANCE:** Chris DiSanto, Zack Yearick, John C. Lawson, David Bohner, Thomas J. Ward, Jr., Philip B. Woodard, Robert Joppy, Pastor Franklin Allen, Nicole Walters, Nicia Hollman, Bob Ziegler and Chris Becker.

**PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance was led by the Webelos Cub Scout Pack 77 followed by a moment of silence.

**RECOGNITIONS AND PRESENTATIONS:**

**First Zion Baptist Church – 100 year Anniversary**

Vice President JOHNSON presented Proclamation 18-P-01 to Reverend Dr. Frank E. Hairston-Allen of First Zion Baptist Church commemorating their 100-year Anniversary.

Vice President JOHNSON commented First Zion Baptist Church was established by a group of Edgemont residents in 1918.

Vice President JOHNSON stated Sunday, January 21, 2018 will be observed as First Zion Baptist Church Day in Susquehanna Township.

A round of applause was given to First Zion Baptist Church and the Edgemont community by the Board and the audience.

**Sinking of U.S.A.T. Dorchester – 75<sup>th</sup> Anniversary**

Vice President JOHNSON presented Proclamation 18-P-02 to John C. Lawson, Post Service Officer/Chaplain of Penbrook American Legion Post 730 for the 75<sup>th</sup> Anniversary marking the sinking of the troop transport ship.

Vice President JOHNSON remarked Sunday, February 4, 2018 will be observed as Four Chaplains Sunday and the week of February 5, 2018 will be observed as Religious Emphasis Week for citizens to commemorate the day and week with appropriate observances in public places and by prayers in their homes and houses of worship plus a ceremony will take place at 9:00 A.M. on Sunday, February 4, 2018 at Legion Post 730.

A round of applause was given by the Board and the audience.

### **Webelos Cub Scout Pack 77**

Vice President JOHNSON presented Webelos Cub Scout Pack 77 a Certificate of Recognition and Attendance.

David Bohner of Cub Scout Pack 77 stated the Cub Scouts are attending tonight's meeting to fulfill their requirement to be exposed to the Township community affairs.

Mr. Bohner remarked Pack 77 consists of about 40 students from the Susquehanna Township School District which is the oldest den in the pack.

Mr. Bohner commented Pack 77 is a larger den that meets at the Tree of Life Lutheran Church and he thanked Commissioner SANDERSON for inviting them to the meeting.

Mr. Bohner introduced Pack 77 leaders Bob Ziegler and Chris Becker to the Board.

A round of applause was given to Webelos Cub Scout Pack 77 by the Board and the audience.

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

Thomas J. Ward, Jr. informed the Board he would like to be considered as a candidate to be appointed to the Sewer Authority.

Mr. Ward stated he thinks he is qualified to hold the position with his experience in State and Local Government including regulating PA One Call.

Commissioner NAPPER moved to appoint Thomas Ward, Jr. to the Sewer Authority for a 5-year term; Seconded by Commissioner SANDERSON and unanimously approved.

A round of applause was given to Mr. Ward by the Board and the audience on his appointment to the Sewer Authority.

### **APPROVAL OF MINUTES:**

#### **Regular Meeting – December 14, 2017**

Vice President JOHNSON moved the minutes of the Regular Meeting held on December 14, 2017 be approved as published; Seconded by Commissioner FLEMING and unanimously approved.

### **REPORTS OF COMMITTEES:**

#### **Building & Grounds**

Commissioner ROTHROCK reported the Township received a draft estimate for the cost of proposed renovations to the Administration Building in the amount of \$6,479,220.00.

Commissioner ROTHROCK reported the committee will be meeting with Kimmel Bogrette Architects next week to discuss the building renovations and the new addition.

### **Budget, Finance, Insurance & Pension**

Commissioner SANDERSON reported the Township had a successful year last year; however, NO Budget & Finance Committee meetings have been scheduled yet for 2018.

Commissioner SANDERSON reported near the end of last year the Budget & Finance Committee had a very broad discussion between the Board and Staff on some long-term projects.

Commissioner SANDERSON remarked he will have more information once the meetings are scheduled.

### **Public Works**

Commissioner NAPPER reported in the month of December the Public Works Department performed limited sign work by replacing damaged traffic control signs throughout the Township.

Commissioner NAPPER reported maintenance was performed on Township trucks and equipment including salt spreaders for emergency winter weather.

Commissioner NAPPER reported the leaf collection season is now over.

Commissioner NAPPER reported the Public Works Department has completed all leaf collection in Leaf Management Area 1 through Area 4 as of Friday, December 29, 2017.

Commissioner NAPPER reported the Public Works Department maintains more than 100 miles of Township roadways and alleyways.

Commissioner NAPPER reported the snow removal process begins with major routes, then residential streets, cul-de-sacs and alleyways.

Commissioner NAPPER reminded residents the clearing of snow from around mailboxes is the responsibility of the homeowner.

Commissioner PYNE thanked Public Works Director NATE SPRIGGS and his men for the good job with the leaf removal and extending the period of the leaf removal due to the way the leaves fell this year which worked out well.

### **Health & Sanitation**

Commissioner SANDERSON reported the collection of Christmas trees will be on Saturday, January 13, 2018 and Saturday, January 20, 2018.

### **Administration & Personnel**

Commissioner NAPPER reported the Administration & Personnel Committee provided the Board a spreadsheet noting employee wages for 2018 for their review and approval.

Commissioner NAPPER reported the wages are consistent with those incorporated into the approved 2018 Budget.

Commissioner NAPPER reported as a result of not reaching a new Collective Bargaining Agreement with AFSCME; wages for AFSCME Highway Department employees have been frozen at 2017 levels.

Commissioner NAPPER reported please note wages may be increased during the course of the year consistent with the applicable Collective Bargaining Agreement without further approval or action by the Board of Commissioners.

Commissioner NAPPER moved to approve the 2018 employee wages effective January 1, 2018 as noted in the report received from the Administration & Personnel Committee; Seconded by Commissioner ENGLE and unanimously approved.

### **Police** – No Report

### **Fire, EMS, EMA**

Commissioner FLEMING reported Fire Marshal GEORGE DREES has informed the Board that during the week between Christmas and New Year's Day Township fire crews responded to incidents nearly every night which was when the recent cold snap began.

Commissioner FLEMING remarked on behalf of the residents he thanked the Township volunteer fire departments for their professional and timely response.

Commissioner FLEMING commented he especially wants to thank the volunteer fire fighters families for their sacrifice because their generous service affects them as well.

### **Recreation**

Vice President JOHNSON reported the Recreation Department is receiving applications for Summer employment.

Vice President JOHNSON reported applications are available on-line on the Township web-site and through the High School Guidance Office.

Vice President JOHNSON reported the deadline for Summer employment applications is March 16, 2018.

### **Planning & Zoning** – No Report

## **BIDS AND AGREEMENTS:**

### **Enterprise Fleet Management – Authorization to Execute Agreements for the Leasing of Three (3) Pick-Up Trucks**

Commissioner ENGLE moved to authorize and execute the Enterprise Fleet Management Agreements for the leasing of three (3) pick-up trucks; Seconded by Commissioner PYNE and unanimously approved.

### **Susquehanna Township Comprehensive Plan – Authorization to Execute Grant Agreement Between the Township and Tri-County Regional Planning Commission**

Commissioner SANDERSON moved to authorize and execute the Grant Agreement between Susquehanna Township and Tri-County Regional Planning Commission regarding the updated Comprehensive Plan; Seconded by Commissioner ENGLE and unanimously approved.

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

### **Ordinance 18-01**

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

President LYNCH stated a Public Hearing was held prior to tonight's 7:30 P.M. meeting.

Commissioner FLEMING moved to adopt Ordinance 18-01 establishing standards, regulations and districts in which uses permitted under the Medical Marijuana Act are permitted; Seconded by Commissioner ENGLE and unanimously approved.

### **Ordinance 18-02**

#### **Amending Section 2008 of the Zoning Ordinance to Add New Use Regulations for Multiple Family Dwellings**

President LYNCH stated a Public Hearing was held prior to tonight's 7:30 P.M. meeting.

Commissioner FLEMING moved to adopt Ordinance 18-02 amending Section 2008 of the Zoning Ordinance to add new use regulations for multiple family dwellings; Seconded by Commissioner ENGLE and unanimously approved.

### **Ordinance 18-03**

#### **Prohibiting Parking on Both Sides of North 32<sup>nd</sup> Street from Walnut Street to Swartz Street**

Vice President JOHNSON moved to adopt Ordinance 18-03 prohibiting parking on both sides of North 32<sup>nd</sup> Street from Walnut Street to Swartz Street; Seconded by Commissioner ENGLE and unanimously approved.

**Resolution 18-R-02**

**Re-Affirming the Township's Renewal of the Emergency Operations Plan of Dauphin County**

Commissioner ENGLE moved to adopt Resolution 18-R-02 re-affirming the Township's renewal of the Emergency Operations Plan of Dauphin County; Seconded by Commissioner NAPPER and unanimously approved.

**FARGREEN ROAD**

Zoning Officer MICHAEL ROHRER presented the Final Subdivision Plan for the purpose of resubdividing five (5) existing lots into four (4) proposed lots to eliminate existing zoning nonconformities to the greatest extent possible.

Zoning Officer ROHRER reported there will be NO construction or improvements proposed with this Plan.

Zoning Officer ROHRER reported the lots are located in the R-1 Zoning District on the East side of Fargreen Road, South of Lakeside Drive.

Zoning Officer ROHRER reported the Plan was recommended for approval by the Planning Commission contingent upon the approval of the following waiver:

- 1) Waive the Preliminary Plan requirement.

Commissioner SANDERSON moved to approve the waiver of the Preliminary Plan requirement; Seconded by Commissioner FLEMING and unanimously approved.

Zoning Officer ROHRER reported the Planning Commission also attached the following conditions for approval of the Plan:

- 1) Provide an executed shared driveway agreement setting forth, at minimum, maintenance requirements, snow removal obligations, decision marking for the driveway and funding, and allowing future access to all four (4) proposed lots via the existing shared access drive. Deeds for each of the four (4) lots shall reference the agreement and approved Subdivision Plan.
- 2) Addressing all comments provided in the Township Staff Report dated 11/27/17 and updated 1/5/18.

Commissioner SANDERSON moved to approve the Plan with the two (2) conditions; Seconded by Commissioner PYNE and unanimously approved.

**SUNFLOWER FIELDS**

Zoning Officer ROHRER presented a request to reduce the Site Improvement Guarantee at Sunflower Fields from \$33,105.60 to \$0.00.

Zoning Officer ROHRER reported the Township Engineer reviewed the request and recommended approval.

Commissioner NAPPER moved to approve the request to reduce the Site Improvement Guarantee at Sunflower Fields from \$33,105.60 to \$0.00; Seconded by Commissioner PYNE and unanimously approved.

### **STURBRIDGE PHASE II**

Zoning Officer ROHRER presented a request to reduce the Site Improvement Guarantee at Sturbridge Phase II from \$25,547.50 to \$12,485.00.

Zoning Officer ROHRER reported the Township Engineer reviewed the request and recommended approval.

Commissioner NAPPER moved to approve the request to reduce the Site Improvement Guarantee at Sturbridge Phase II from \$25,547.50 to \$12,485.00; Seconded by Commissioner ENGLE and unanimously approved.

### **ESTATES AT MARGARET'S GROVE PHASE I**

Zoning Officer ROHRER presented a request to reduce the Maintenance Guarantee at the Estates at Margaret's Grove Phase I from \$86,180.00 to \$30,000.00.

Zoning Officer ROHRER reported the Township Engineer reviewed the request and recommended approval.

Commissioner SANDERSON moved to approve the request to reduce the Maintenance Guarantee at the Estates at Margaret's Grove Phase I from \$86,180.00 to \$30,000.00; Seconded by Commissioner ENGLE and unanimously approved.

### **UNFINISHED BUSINESS:**

Commissioner SANDERSON reported the Township has 1,400 street lights and the Township has asked PPL for the past 10-years to convert them to LED street lights.

Commissioner SANDERSON reported last month Manager KRATZER and Staff worked with PPL and they agreed to convert approximately 800 street lights to LED street lights.

President LYNCH remarked these conversions will help save money for the Township.

President LYNCH stated concentration of the LED conversions is South of Interstate 81.

### **REPORTS:**

#### **Manager – Traffic Studies**

Public Safety Director MARTIN reported the 1<sup>st</sup> Traffic Study request is for Wilhelm Road and Harwood Road which is a re-issuance and re-evaluation of this intersection.



Public Safety Director MARTIN reported the Traffic Study recommends a stop sign be placed on Harwood Road for Eastbound traffic at the intersection with Wilhelm Road and the placement of a “Sharp Curve Ahead” sign and he concurs with the recommendations.

Commissioner PYNE moved to authorize Solicitor FOREMAN to draft and advertise an Ordinance to place a stop sign on Harwood Road for Eastbound traffic at the intersection with Wilhelm Road; Seconded by Commissioner ENGLE and unanimously approved.

Commissioner PYNE suggested a “Right Turn Keep Moving sign for Harwood Drive as an option in the future.

Public Safety Director MARTIN reported the 2<sup>nd</sup> Traffic Study request relates to speed cushions for Crooked Hill Road and Continental Drive which is 10-years in the making.

Public Safety Director MARTIN reported the Traffic Study recommends the following:

- 1) Speed cushion on Continental Drive West of Parkview Drive.
- 2) Speed cushion at Continental Drive East of Newton Drive.
- 3) Speed cushion in front of 2212 Continental Drive.
- 4) Speed cushion in front of 4612 Crooked Hill Road.

Public Safety Director MARTIN stated he concurs with these recommendations.

Commissioner FLEMING moved to approve speed cushions be placed at the four (4) locations; Seconded by Commissioner ENGLE and unanimously approved.

Commissioner ROTHROCK thanked Public Safety Director MARTIN for agreeing with the Traffic Study recommendations for speed cushions in those areas.

Commissioner FLEMING asked Public Safety Director MARTIN to please consider placing a 4-way stop at Crooked Hill Road and Continental Drive.

Public Works Director NATE SPRIGGS thanked the Board and Manager Kratzer for their approval to purchase the used bucket truck which will be used for trimming trees.

Public Works Director SPRIGGS informed the Board he is looking at transitioning one of the public works garages into an inspection station so the Township can inspect their vehicles in house which hopefully will save the Township some money.

Public Works Director SPRIGGS stated BILL GOFF the Township mechanic is currently attending classes to get certification to do the inspections but not emissions inspections.

**Police Department**  
**Health Department**  
**Building Inspector**  
**Plumbing Inspector**  
**Highway Department**  
**Engineer**

Reports #2 to #7 and #9, #10, #12, #13 and #14  
are posted and approved as published.

**Solicitor**

**Set Public Hearing Date**

**Inter-Municipal Liquor License Transfer – Dunne Manning Stores – Uni-Mart – 4361 N. Front Street**

Solicitor FOREMAN reported the Township has received an application for an Inter-Municipal Liquor License transfer for Dunne Manning Stores at 4361 N. Front Street for the Uni-Mart.

Solicitor FOREMAN reported a Public Hearing needs to be scheduled including voting on the Resolution in regards to the Inter-Municipal Liquor License transfer prior to the Workshop Session on Thursday, January 25, 2018 at 6:30 P.M.

Commissioner PYNE moved to hold a Public Hearing for the Inter-Municipal Liquor License transfer for Dunne Manning Stores at 4361 N. Front Street for the Uni-Mart on Thursday, January 25, 2018 at 6:30 P.M.; Seconded by Vice President JOHNSON and unanimously approved.

**Fire Marshal** – No Report

**Emergency Management** – No Report

**School Board**

Commissioner FLEMING reported 4½ years ago Susquehanna Township School District was in crisis because of poor leadership and a lack of community engagement which resulted in low morale among students, faculty and staff.

Commissioner FLEMING reported long tenured teachers and students began to flee the district and after sometime in transition under the leadership of Dr. Tod Kline and currently Dr. Tamara Willis the School District is once again engaging with its residents.

Commissioner FLEMING reported in the Summer the School District held a focus group with district parents who cited school discipline as one of their chief concerns.

Commissioner FLEMING reported today he was able to attend a HOPE Team meeting to begin to identify root causes and solutions to the discipline issues in the School District.

Commissioner FLEMING reported he is humbled to take part in this initiative and he is heartened to see the excellent leadership that has once again taken hold and as a parent, taxpayer and elected official he supports the district's efforts to build a body which is world class every day in every way.

Commissioner FLEMING reported residency re-verification is underway for students attending classes in the School District and letters have been sent out to residents; so for those who wish to schedule a meeting may contact the School District.

Commissioner FLEMING stated each student must prove they live in the School District.

**Authority** – No Report

**Indian Wheels** – No Report

**Shade Tree** – No Report

**Communications** – No Report

**Community Outreach** – No Report

**Human Relations Commission** – No Report

**Community and Economic Development** – No Report

## **NEW BUSINESS:**

### **Boards and Commissions – Appointments/Reappointments**

#### **Industrial & Commercial Development Authority**

Commissioner PYNE moved to re-appoint Commissioner Sean Sanderson to the Industrial & Commercial Development Authority for a 5-year term and appoint Commissioner Gary Rothrock to the Industrial & Commercial Development Authority for a 5-year term; Seconded by Vice President JOHNSON and unanimously approved.

#### **Property Maintenance Board of Appeals**

Vice President JOHNSON moved to re-appoint Brian Moore and re-appoint Matthew Bonanno as an Alternate to the Property Maintenance Board of Appeals for a 3-year term; Seconded by Commissioner FLEMING and unanimously approved.

#### **Civil Service Commission**

Vice President JOHNSON moved to re-appoint C. Jeffrey Patton to the Civil Service Commission for a 6-year term; Seconded by Commissioner NAPPER and unanimously approved.

#### **Planning Commission**

Vice President JOHNSON moved to re-appoint Mitchell Kemp and re-appoint Delonne Wilbourn to the Planning Commission for a 4-year term; Seconded by Commissioner NAPPER and unanimously approved.

President LYNCH informed the Board John Taylor does not want to be re-appointed to the Planning Commission and Rhoda Barasch does not want to be appointed; she only wants to be an Alternate so this now creates a vacancy on the Planning Commission.

#### **Health Board**

Commissioner PYNE moved to re-appoint Carol Peters to the Health Board for a 5-year term; Seconded by Commissioner ENGLE and unanimously approved.

### **Shade Tree Commission**

Commissioner PYNE moved to re-appoint William Allen to the Shade Tree Commission for a 5-year term; Seconded by Commissioner NAPPER and unanimously approved.

### **Human Relations Commission**

Commissioner NAPPER moved to appoint Paul Wambach to the Human Relations Commission for a 3-year term; Seconded by Commissioner SANDERSON and unanimously approved.

Vice President JOHNSON moved to re-appoint Stephen Dorko and re-appoint Jeff Champagne to the Human Relations Commission for a 3-year term; Seconded by Commissioner ENGLE and unanimously approved.

### **COMMISSIONER COMMENTS:**

Vice President JOHNSON reported Sandy Nevius the At Large member of the Recreation Advisory Commission has submitted a letter of resignation and she would like to take this opportunity to thank her for all her service.

Vice President JOHNSON reported a ceremony will be held at the American Legion Post 730 located on Walnut Street on Sunday, February 4, 2018 at 9:00 A.M. in observance of Four Chaplains Sunday and everyone is welcome to attend.

Vice President JOHNSON reported Wanda Pierce a long-time resident and a long-time member of the Recreation Advisory Commission representing Ward 9 has passed and she offered condolences to her family from the Board and she thanked her for all her service.

Commissioner PYNE thanked Vicki Shannon for her service on the Human Relations Commission and John Taylor for all his many years of dedicated service on the Planning Commission.

Commissioner PYNE thanked Commissioner FLEMING for his remarks about the HOPE Team meeting he attended at the School District.

Commissioner PYNE remarked it's been over a year now that the Board hired DAVID KRATZER as Manager and the Board couldn't be any happier with their choice and he thanked Manager KRATZER for his service to the Board and residents of the Township.

### **PAYMENT OF BILLS:**

Commissioner SANDERSON moved to accept the report of bills paid for January:

General Fund Check #329119 through #329232 in the amount of \$2,858,579.28

Highway Fund Check #102099 through #102100 in the amount of \$16,625.46

Fire Protection Fund Check #707816 through #707839 in the amount of \$37,499.51

(Unallocated, Overhead Expenses - \$20,424.95) (Edgemont Fire - \$537.94) (Progress Fire \$7,598.57) (Rescue Fire - \$8,938.05)

**Grand Total - \$2,912,704.25**

Seconded by Vice President JOHNSON and unanimously approved.

**ADJOURNMENT:**

Commissioner SANDERSON moved the meeting be adjourned at 8:40 P.M.; Seconded by Commissioner NAPPER and unanimously approved.

Signed: \_\_\_\_\_

David W. Kratzer, Jr.  
Secretary-Manager