

MINUTES

SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING FEBRUARY 8, 2018

REGULAR MEETING

President LYNCH called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, February 8, 2018 at 7:45 P.M. at the Municipal Building, 1900 Linglestown Road, Harrisburg, PA. All Commissioners were present except Vice President JOHNSON and Commissioner ENGLE who were 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, personnel and logos.

ROLL CALL: COMMISSIONERS

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

TOWNSHIP PERSONNEL

David W. Kratzer, Jr., Manager
Mark Wendaur, Solicitor
Robert C. Grubic, P.E.
Robert Martin
Betsy Logan
George Drees
Nate Spriggs
Travis Mease
Jonniene Urban

OTHERS IN ATTENDANCE: Chris DiSanto and Zack Yearick.

PLEDGE OF ALLEGIANCE:

Pledge of Allegiance was led by Commissioner PYNE followed by a moment of silence.

RECOGNITIONS AND PRESENTATIONS: None

PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS: None

APPROVAL OF MINUTES:

Regular Meeting – January 11, 2018

Commissioner FLEMING moved the minutes of the Regular Meeting held on January 11, 2018 be approved as published; Seconded by Commissioner NAPPER and unanimously approved.

Workshop Meeting – January 25, 2018

Commissioner NAPPER moved the minutes of the Workshop Meeting held on January 25, 2018 be approved as published; Seconded by Commissioner PYNE and unanimously approved.

REPORTS OF COMMITTEES:

Building & Grounds

Commissioner ROTHROCK reported the Building & Grounds Committee had a meeting on Tuesday, January 16, 2018.

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

Commissioner ROTHROCK reported the committee had questions on how the cost could be reduced with value engineering and the response from the architect was there would be only minimal cost reductions such as substituting glass walls instead of solid walls.

Commissioner ROTHROCK reported the committee and the architect also discussed new construction regarding how many square feet would be necessary for a new building and the response was 30,000 square feet would probably be adequate which amounts to \$350.00 per square foot excluding land costs and that total cost would be \$10,500,000.00.

Commissioner ROTHROCK reported another discussion was held about the value of the current building if the Township would decide to sell it and the response was that the Township could maybe get \$4,000,000.00 for a net cost of \$6,500,000.00 if the Township provided the ground which is about the same cost as the renovations and a new addition.

Commissioner ROTHROCK reported the architect offered another option which would be to remodel the current building without any new addition and the architect informed the committee they would work up a draft plan and estimate but the committee did not give their consent.

Commissioner ROTHROCK reported it seems to be about the same cost to build new if the Township could provide ground as it is to do the remodeling.

Budget, Finance, Insurance & Pension

Commissioner SANDERSON reported the Township and the Authority are working very closely to alleviate some financial burden on operations by changing the way sewer operations are financed.

Manager KRATZER reported the Budget & Finance Committees of both the Township and Authority met jointly on February 2, 2018 to discuss the opportunity to refinance some of the existing debt of the Authority; particularly Series 2013 & Series 2016 which are bank loans that have initial fixed rates and eventually transition to variable rates.

Manager KRATZER reported the Township has contacted RBC Capital Markets who are global underwriters to talk about the elimination of interest rate risk which may provide some savings on potential rate increases in the future.

Manager KRATZER reported representatives from RBC Capital Markets, bond counsel representatives from McNees Wallace & Nurick and financial advisor Concord Public Finance will be attending the Workshop Session on Thursday, February 22, 2018 to talk about refinancing the bank loans.

Public Works

Commissioner NAPPER reported in the month of January the Public Works Department performed preventive maintenance checks and services to their equipment.

Commissioner NAPPER reported the Public Works Department installed new signs, repaired damaged signs and hauled away several tree limbs due to the recent snow storms to the woody waste location in Edgemont.

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

Commissioner NAPPER reported the Public Works Department is now in the ice and snow control mode hauling anti-skid and patching potholes throughout the Township.

Commissioner NAPPER reported due to the harsh Winter this year the Township is seeing an increase in the number of pot holes over the mild Winters of the last several years.

Commissioner NAPPER reported the Public Works crew is out doing pothole repairs this week with cold mix since hot mix is not available this time of year.

Commissioner NAPPER reported in the Spring when hot mix is available the Township will make permanent restoration.

Commissioner NAPPER reported if a Township resident wants to report a pot hole they may do so by calling 717-545-4751 or visit the web-site at www.susquehannatwp.com.

Health & Sanitation

Commissioner REBARCHAK reported there is NO scheduled yard waste pickup by Penn Waste for the month of February but collection will resume on Saturday, March 17, 2018.

Commissioner REBARCHAK reminded residents to remove all snow and ice from their sidewalks within 24 hours after a snowfall to make sure children have a clear and safe path as they walk to bus stops and schools.

Commissioner REBARCHAK thanked residents for their co-operation on snow removal.

Administration & Personnel – No Report **Police** – No Report

Fire, EMS, EMA

Commissioner FLEMING reported the Public Safety Committee held a meeting on Wednesday, January 17, 2018.

Commissioner FLEMING remarked the Township has applied for a DHS Assistance Firefighter Grant in the amount of \$150,000.00 that would pay for 50 sets of turnout gear.

Commissioner FLEMING commented the State has passed a law expanding the agencies that can use NARCAN which can help reverse the effects of heroin overdose and now Progress Fire Company #32 and Rescue Fire Company #37 are participating.

Commissioner FLEMING thanked a generous benefactor for \$2,500.00 in Scholarship Grants that will provide resources to the volunteer firefighters who are attending college.

Recreation

Commissioner REBARCHAK reported the Recreation Department is beginning to accept applications for the Parks & Recreation Summer Program.

Commissioner REBARCHAK reported applications are available on-line on the Township web-site or contact the Recreation Department.

Planning & Zoning

Commissioner ROTHROCK reported the Planning Commission held their meeting on January 22, 2018; however, Commissioner REBARCHAK and he were unable to attend.

Commissioner ROTHROCK reported there was one main item on the Agenda which was a minor Subdivision Plan for Ionoff Road in the R-1 Zone.

Commissioner ROTHROCK reported the owner is proposing to sub-divide one tract into three individual single family dwelling lots plus the lots will be accessed from Ionoff Rd.

Commissioner ROTHROCK reported the following two (2) waivers have been requested:

- 1) Waive the Preliminary Plan requirement.
- 2) Waive the requirement to post security for the shade trees and sidewalks.

Commissioner ROTHROCK reported instead of posting security the Planning Commission is recommending the Certificate of Occupancy not be issued until the sidewalk and shade trees are installed.

Commissioner ROTHROCK reported the Planning Commission recommended approval of the two (2) waivers and the Plan with conditions related to a sidewalk extension and stormwater management.

Commissioner ROTHROCK reported Tri-County Regional Planning Commission is offering a Zoning Administration course in March in partnership with PMPEI.

Commissioner ROTHROCK reported an update on the drone parking survey was provided to the Planning Commission members and based on the preliminary survey; it appears the majority of the parking lots in the Township have vacant parking spaces between 20% to 50% and additional fly-overs will be done during peak times before all data is provided.

BIDS AND AGREEMENTS:

T.R. Stoner General Contractor – Veterans Park Improvement Project Authorization to Process Application Payment #1

Township Engineer ROBERT GRUBIC informed the Board HRG has reviewed the payment application and is recommending approval.

Commissioner SANDERSON moved to authorize the payment to T.R. Stoner General Contractor for Application Payment #1 for the Veterans Park Improvement Project in the amount of \$60,673.50; Seconded by Commissioner NAPPER and unanimously approved.

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

Ordinance 18-04

Designating a Stop Sign on Harwood Drive for Eastbound Traffic at the Intersection with Wilhelm Road (Ward 5)

Manager KRATZER reported the Board reviewed the completed Traffic Study at the January 11, 2018 Regular Meeting and authorized the Solicitor to prepare the required Ordinance and Notice of Intent to adopt.

Commissioner PYNE moved to adopt Ordinance 18-04 designating a stop sign on Harwood Drive for Eastbound traffic at the intersection with Wilhelm Road in Ward 5; Seconded by Commissioner SANDERSON and unanimously approved.

IONOFF ROAD

DCED Director BETSY LOGAN presented the Final Subdivision Plan for the purpose of subdividing one (1) existing 4.15 acre parcel into three (3) single family dwelling lots.

DCED Director LOGAN reported the property is located on the North side of Ionoff Road between Buxton Road and Bonita Court and is zoned R-1 Low Density Residential.

DCED Director LOGAN reported the Plan was recommended for approval by the Planning Commission contingent upon the approval of the following waivers:

- 1) Waive the Preliminary Plan requirement.
- 2) Waive the posting of financial security prior to Plan recording; however,
 - a. No Occupancy Permit for the homes will be issued until street trees and sidewalk are installed along the frontage of the lots and along the North side of Ionoff Road for approximately 100 feet East of the tract to connect to the existing sidewalk.
 - b. The developer shall contact the Paxton Crossing Homeowner's Association prior to installation of the sidewalk extension.
 - c. The developer or builder shall install storm water management facilities in accordance with Township Ordinances for all 3 lots prior to the issuance of Occupancy Permits.

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

DCED Director LOGAN reported the Planning Commission also attached the following conditions for approval of the Plan:

- 1) Provide a copy of the signed Sewage Planning Module Revision or Exemption request.
- 2) Provide a letter of intent to serve or agreements with all applicable utilities and authorities including sewer service.
- 3) Extend proposed sidewalk to meet existing sidewalk on Ionoff Road.
- 4) Satisfy all remaining HRG, Dauphin County, and Township Staff comments.

Commissioner FLEMING moved to approve the Plan with the four (4) conditions; Seconded by Commissioner NAPPER and unanimously approved.

DAM DONUTS

Grease Trap Waiver –Blue Mountain Commons Shopping Center –Linglestown Rd.

Manager KRATZER reported the owners of Dam Donuts are requesting relief from the requirement to install a minimum sized grease trap of 1,000 gallons.

Manager KRATZER reported instead the owners are proposing the installation of a 35-gallon capacity grease trap consistent with the practice at their Bellefonte, PA location.

Manager KRATZER reported the Authority Engineer reviewed the request and recommended approval based on the operating conditions of the store and the Authority reviewed the request at their January meeting and recommended approval conditioned upon execution of the Declaration of Understanding/Acceptance of Conditions.

Commissioner SANDERSON moved to approve the grease trap waiver for Dam Donuts located in the Blue Mountain Commons Shopping Center on Linglestown Road; Seconded by Commissioner NAPPER and unanimously approved.

Resolution 18-R-04

Appointing the Dauphin County Treasurer as Collector and Depository for the Purpose of Receiving and Collecting Real Estate Taxes for Susquehanna Township

Commissioner SANDERSON moved to adopt Resolution 18-R-04 appointing the Dauphin County Treasurer as collector and depository for the purpose of receiving and collecting Real Estate Taxes for Susquehanna Township; Seconded by Commissioner FLEMING and unanimously approved.

Resolution 18-R-05

Authorizing the Township Manager to Execute the Multimodal Fund Grant Reimbursement Agreement for Bicycle and Pedestrian Facilities for the Union Deposit Road Sidewalk Extension Project

Commissioner PYNE moved to adopt Resolution 18-R-05 authorizing the Township Manager to execute the Multimodal Fund Grant Reimbursement Agreement for bicycle and pedestrian facilities for the Union Deposit Road Sidewalk Extension Project; Seconded by Commissioner NAPPER and unanimously approved.

UNFINISHED BUSINESS:

Manager KRATZER reported the Unfinished Business Report is in the Board packets.

REPORTS:

Manager – Traffic Studies – No Report

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

Health Department

Building Inspector

Plumbing Inspector

Highway Department

Engineer

Solicitor – No Report

Fire Marshal – No Report

Emergency Management – No Report

School Board

Commissioner FLEMING reported due to the recent snow days school will now be in session on Friday, February 16, Wednesday, March 28 and Thursday, March 29, 2018.

Authority – No Report

Indian Wheels

Commissioner REBARCHAK reported the following figures represent the volunteer hours, client trips, new clients and miles traveled for the year 2017 by the Township's senior transportation program Indian Wheels:

- | | |
|--------------------|--------|
| 1) Volunteer Hours | 2,606 |
| 2) Client Trips | 2,080 |
| 3) New Clients | 51 |
| 4) Miles Traveled | 16,704 |

Shade Tree

Commissioner REBARCHAK reported according to a recent US Forest Service publication, each dollar spent on planting and caring for community trees results in benefits of two to five times that initial investment.

Commissioner REBARCHAK reported if anyone is interested in having a shade tree planted in the tree lawn of their property by the Township Shade Tree Commission, applications can be found on the Township web-site.

Communications

Commissioner PYNE reported the Communications Committee heard a presentation today from Gavin Advertising regarding branding services for the Township; specifically a new Township seal design and a new marketing logo design.

Commissioner PYNE reported Gavin Advertising has been invited to speak to the Board regarding branding services at the Workshop Meeting on February 22, 2018.

Community Outreach – No Report

Human Relations Commission – No Report

Community and Economic Development – No Report

NEW BUSINESS:

DCED Director BETSY LOGAN thanked the Board members for submitting names to be appointed to the Citizens Advisory Committee which are as follows:

- | | |
|--------------------|--------------------------------------|
| 1) Heather Jackson | 8) Vicki Shannon |
| 2) Joe Robinson | 9) Mary Powell |
| 3) Ray Davis | 10) Jim McGraw – Township Planning |
| 4) Bub Manning | 11) Jerry Duke – Tri-County Planning |
| 5) John Dietrich | 12) Trisha MaGilton – Developer |
| 6) Jonathan Thomas | 13) Catherine Prince – Developer |
| 7) Mike Beall | 14) Tyler Good – CREDC |

DCED Director LOGAN remarked tentatively the 1st meeting of the Citizens Advisory Committee has been scheduled for Wednesday, February 21, 2018 in the evening.

Boards and Commissions – Appointments/Reappointments

Shade Tree Commission

Commissioner REBARCHAK moved to appoint Ray Davis to the Shade Tree Commission for a 3-year term; Seconded by Commissioner PYNE and unanimously approved.

Manager KRATZER informed the Board members Brian Moore has expressed interest in the Planning Commission vacancy and he remarked currently he serves on the Property Maintenance Board of Appeals.

COMMISSIONER COMMENTS:

Commissioner FLEMING congratulated Philadelphia Eagles on winning Super Bowl LII.

PAYMENT OF BILLS:

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

General Fund Check #329233 through #329338 and Check #614290 in the amount of \$360,615.21

Highway Fund Check #102101 through #102104 in the amount of \$36,237.29

Street Light Fund Check #1192 in the amount of \$2,454.58

Developers' Recreation Fund Check #1135 in the amount of \$10,516.14

Capital Improvement Fund Check #1558 in the amount of \$5,000.00

Bond Issue of 23012 Check #1176 through #1177 in the amount of \$22,885.00

Fire Protection Fund Check #707840 through #707882 in the amount of \$103,299.97

(Unallocated, Overhead Expenses - \$63,269.13) (Edgemont Fire - \$1,630.11) (Progress Fire \$31,484.17) (Rescue Fire - \$6,916.56)

Grand Total - \$541,008.19

Seconded by Commissioner PYNE 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