

MINUTES

SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING APRIL 12, 2018

REGULAR MEETING

President LYNCH called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, April 12, 2018 at 7:40 P.M. at the Municipal Building, 1900 Linglestown Road, Harrisburg, PA. All Commissioners were present except Commissioner REBARCHAK and Vice President JOHNSON who were excused.

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

ROLL CALL: COMMISSIONERS

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

TOWNSHIP PERSONNEL

David W. Kratzer, Jr., Manager
Mark G. Wendaaur, Solicitor
Robert C. Grubic, P.E.
Robert Martin
Betsy Logan
Michael Rohrer
Jill Lovett
Nate Spriggs
Travis Mease
Jonniene Urban

OTHERS IN ATTENDANCE: David Tshudy, Frederick R. Bonci, Jeremy Brown, Kyle Solyak, Richard C. Angino, Catherine Price, Robert E. Shaffer and Matt Baily.

PLEDGE OF ALLEGIANCE:

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

PROMOTIONS – POLICE DEPARTMENT:

Public Safety Director MARTIN reported he is recommending 3 promotions within the Police Department.

Public Safety Director MARTIN informed the Board the 1st promotion is for the rank of Patrol Officer First Class and he recommends Patrol Officer Alex Wagner for the position.

Commissioner ENGLE moved to approve the promotion of Patrol Officer Alex Wagner to the rank of Patrol Officer First Class; Seconded by Commissioner PYNE and unanimously approved.

A round of applause was given to Patrol Officer First Class Alex Wagner by the Board and the audience.

Public Safety Director MARTIN informed the Board the 2nd promotion is for the rank of Patrol Officer First Class and he recommends Patrol Officer Julio Ferrufino for the position.

Commissioner ENGLE moved to approve the promotion of Patrol Officer Julio Ferrufino to the rank of Patrol Officer First Class; Seconded by Commissioner PYNE and unanimously approved.

A round of applause was given to Patrol Officer First Class Julio Ferrufino by the Board and the audience.

Public Safety Director MARTIN informed the Board the 3rd promotion is for the rank of Corporal and he recommends Patrol Officer First Class Richard Wilson for the position.

Commissioner ENGLE moved to approve the promotion of Patrol Officer First Class Richard Wilson to the rank of Corporal; Seconded by Commissioner PYNE and unanimously approved.

A round of applause was given to Corporal Richard Wilson by the Board and the audience.

PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS: None

APPROVAL OF MINUTES:

Regular Meeting – March 8, 2018

Commissioner NAPPER moved the minutes of the Regular Meeting held on March 8, 2018 be approved as published; Seconded by Commissioner FLEMING and unanimously approved.

Workshop Meeting – March 22, 2018

Commissioner NAPPER moved the minutes of the Workshop Meeting held on March 22, 2018 be approved as published; Seconded by Commissioner FLEMING and unanimously approved.

RECOGNITIONS AND PRESENTATIONS: None

REPORTS OF COMMITTEES:

Building & Grounds – No Report

Budget, Finance, Insurance & Pension

Commissioner SANDERSON reported the Budget & Finance Committee is expecting to hold a meeting in the early part of next month.

Commissioner SANDERSON reported his hope is to have some expectation that the Board should be able to see the modules of the budget as it relates to a 5-year plan.

Commissioner SANDERSON remarked he hopes the Board will be able to ask questions about what each module of the budget will mean.

Commissioner SANDERSON commented he hopes the Board will see what affect each module will have on the budget in the expectation that this will be the 1st part of a rolling, developing 5-year budget plan.

Commissioner SANDERSON reported the meeting early next month will be a first look at the 5-year plan which he hopes to roll out to the members of the Board in the Summer.

Public Works

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

Commissioner NAPPER reported maintenance was performed on the Township trucks and equipment.

Commissioner NAPPER reported grass and lawn areas were repaired in the Township Right-of-Way caused by Township plows.

Commissioner NAPPER reported yard waste collection for the month of April is scheduled for Saturday, April 7, 2018 and Saturday, April 21, 2018.

Commissioner NAPPER reported the Street Sweeping Schedule is posted on the Township web-site.

Commissioner NAPPER reported the entire Public Works Department attended the PA One Call training.

Commissioner NAPPER reported the Conference provides a forum for Pennsylvania stakeholders such as excavators, designers, project owners, facility owners, locators, public officials, emergency responders and other professionals to learn about safe digging.

Commissioner NAPPER reported there were numerous educational sessions throughout the day promoting the protection of critical underground infrastructures.

Commissioner NAPPER reported presentations and demonstrations on safe digging procedures were offered concurrent to the sessions.

Health & Sanitation – No Report

Administration & Personnel – No Report

Police – No Report

Fire, EMS, EMA

Commissioner FLEMING reported the Progress Fire Company received a Grant for \$12,000.00 from Firehouse Subs for new turnout gear.

Commissioner FLEMING reported this week the final factory inspection for Truck #32 and Emergency Vehicle Technician Chief ROD CALHOUN found some items that need addressed prior to delivery.

Commissioner FLEMING reported when most of the items have been fixed the vehicle should be leaving the factory in Wisconsin next week.

Commissioner FLEMING reported on April 18, 2018 Fire Marshal GEORGE DREES will be conducting Integrated Active Shooter Response with the Police, Fire and EMS Departments.

Commissioner FLEMING thanked the Police, Fire and EMS Departments for their responses on a daily basis and for everything they do for the Township.

Recreation

President LYNCH reminded residents Youth Baseball and Softball starts this coming Saturday and opening ceremonies start at 10:00 A.M. at Christian McNaughton Park.

Planning & Zoning

Commissioner ROTHROCK reported the Planning Commission meeting was held on March 26, 2018 and the following three (3) major items were discussed:

- 1) Richard C. Angino Final Subdivision Plan which will be talked about later this evening.
- 2) Text Amendment for brew pubs and microbrewery uses to bring the Township Ordinances in line with the State definitions of what a microbrewery is.
- 3) Draft Ordinance for bee and chicken keeping which was proposed by the students at Widener University for the Township to consider and talk about.

Commissioner ROTHROCK reported NO Action was taken on the Text Amendment or the Draft Ordinance.

BIDS AND AGREEMENTS:

T.R. Stoner General Contractor – Veterans Park and Restrooms Improvement Project Application Payment #3

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

Commissioner SANDERSON moved to authorize payment to T.R. Stoner General Contractor for Application Payment #3 for the Veterans Park and Restrooms Improvement Project in the amount of \$91,700.10; Seconded by Commissioner ENGLE and unanimously approved.

Engineer GRUBIC informed the Board 40% of the project is completed and the estimated completion date of the project will be in June or July.

CapCOG – Comcast Cable Franchise Renewal Proposal

Manager KRATZER informed the Board the current Cable Franchise Agreement with Comcast expires September 15, 2020.

Manager KRATZER remarked the Cohen Law Group has provided assistance with prior negotiations using a bulk pricing approach through the Capital Region Council of Governments.

Manager KRATZER stated a flat fee pricing would range between \$7,875.00 and \$9,450.00 and commented 9 municipalities have already opted in and CapGOG anticipates at least 26 municipalities will opt in which will reduce the Township's flat fee price to \$7,875.00.

Manager KRATZER reported Staff is recommending the engagement of Cohen Law Group as part of the cooperative effort through the Capital Region Council of Governments.

Commissioner ENGLE moved to authorize Cohen Law Group to represent the Township in the negotiations with Comcast for a flat fee amount of \$7,875.00; Seconded by Commissioner PYNE and unanimously approved.

SB & Company Auditor Renewal Agreement

Manager KRATZER reported SB & Company has provided auditing services to the Township since 2015 and the original engagement provided established pricing through the audit for the year ending December 31, 2018.

Manager KRATZER reported audits through the years ending December 31, 2017 and December 31, 2018 respectively were optional years under the original response to the Township's Request for Proposals.

Manager KRATZER reported the engagement letter which is in your packets is for the year ended December 31, 2017 at a price of \$21,210.00.

Manager KRATZER reported Staff is recommending the engagement of SB & Company for the year ended December 31, 2017.

Manager KRATZER stated this audit is for ONLY the Township and NOT the Authority.

Commissioner SANDERSON moved to authorize the SB & Company Renewal Agreement in the amount of \$21,210.00 for the year ended December 31, 2017; Seconded by Commissioner PYNE and unanimously approved.

PA DCED – Municipal Assistance Program Agreement

Manager KRATZER reported recently the Township has been notified it has received an award of \$50,000.00 for Sustainable Susquehanna 2030 through the PA DCED.

Manager KRATZER reported the total funding the Township has received to date through two (2) funding sources is \$90,000.00.

Manager KRATZER reported consulting cost based on the proposal the Board accepted from Michael Baker International was \$99,797.00 which means 90% of the cost associated with this community effort is being funded through external funding sources.

Commissioner PYNE moved to authorize execution of PA DCED Municipal Assistance Program Agreement for \$50,000.00; Seconded by Commissioner FLEMING.

Motion carried 6-0. Commissioner SANDERSON recused himself from the vote.

Sustainable Susquehanna 2030 – Public Workshops and Open House

Manager KRATZER reported the Township has planned two (2) Public Workshops and a Public Open House regarding Sustainable Susquehanna 2030.

Manager KRATZER reported the 1st Public Workshop will be held on Tuesday, May 8, 2018 from 6:00 P.M. to 8:00 P.M. at the Township Municipal Building at 1900 Linglestown Road.

Manager KRATZER reported the 2nd Public Workshop will be held on Wednesday, May 9, 2018 from 6:00 P.M. to 8:00 P.M. at the First Alliance Church at 403 South Progress Avenue at NO cost to the Township for use of their facility.

Manager KRATZER reported the Public Open House will be held on Wednesday, June 13, 2018 from 6:00 P.M. to 8:00 P.M. at the Fort Hunter Centennial Barn East Pavilion at 5300 North Front Street at NO cost to the Township for use of their facility.

Manager KRATZER reported The Chicken Truck will be present at the Public Open House at Fort Hunter on Wednesday, June 13, 2018 in which the Township will be providing 50-meal vouchers for attendees at a cost of \$500.00.

DCED Director BETSY LOGAN informed the Board the consultants just finished the survey which she has posted on the Township web-site for the new Comprehensive Plan.

Director LOGAN remarked there are about 20-questions on the survey and the Township encourages residents and people who work in the Township to take the survey.

Director LOGAN commented the Township will be offering ten (10) \$50.00 gift cards for people who take the survey and provide their E-mail address for updates.

Director LOGAN stated Township employees including appointed and elected officials can participate in the survey but are NOT eligible for the \$50.00 gift cards.

Commissioner ENGLE moved to authorize execution of the following three (3) contracts related to the new Comprehensive Plan Sustainable Susquehanna 2030:

- 1) The First Alliance Church at NO cost to the Township.
- 2) The Fort Hunter Centennial Barn East Pavilion at NO cost to the Township.
- 3) The Chicken Truck at a cost of \$500.00 for 50-meal vouchers for attendees.

Seconded by Commissioner PYNE and unanimously approved.

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

Ordinance 18-06

Amending the Code of Ordinances of Susquehanna Township Setting Recycling Requirements for Community Activities

Director LOGAN stated Ordinance 18-06 amends recycling requirements for community events that have more than 250 people in attendance which is a requirement of DEP.

Director LOGAN informed the Board the School District will be notified of the new requirements as well as any event which requires a permit or a street closure.

Commissioner PYNE moved to adopt Ordinance 18-06 amending the Code of Ordinances of Susquehanna Township setting recycling requirements for community activities; Seconded by Commissioner FLEMING and unanimously approved.

Ordinance 18-07

Amending the Code of Ordinances of Susquehanna Township Setting Rules and Requirements for the Dedication of Streets and Submission of Plan

Commissioner ROTHROCK moved to adopt Ordinance 18-07 amending the Code of Ordinances of Susquehanna Township setting rules and requirements for the dedication of streets and submission of plan; Seconded by Commissioner SANDERSON and unanimously approved.

Commissioner ROTHROCK and Commissioner FLEMING thanked Director LOGAN and Staff for the thorough job they have done amending the Ordinance.

RICHARD C. ANGINO

Zoning Officer MICHAEL ROHRER presented the Final Subdivision Plan for the purpose of subdividing one existing 3.062 acre parcel into two separate lots and each lot will have its own existing office building.

Zoning Officer ROHRER reported the property is located at 4503 North Front Street and is zoned COL, Commercial-Office-Limited.

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

- 1) Waive the Preliminary Plan requirement.
- 2) Waive the requirements for markers and monuments.
- 3) Waive the requirement for street width.
- 4) Waive the requirement for curbing.
- 5) Waive the requirement for sidewalk on Millers Lane.

The Planning Commission voted to deny the request to waive sidewalk on Front Street.

Commissioner ENGLE moved to approve the five (5) waivers; Seconded by Commissioner SANDERSON and unanimously approved.

The Planning Commission also attached the following conditions for approval of Plan:

- 1) Provide a letter from Dauphin County Conservation District approving the Erosion and Sedimentation Control Plan.
- 2) Provide Ownership and Management requirements on the Plan for the shared access drives and shared parking areas.
- 3) Satisfy all remaining HRG, Dauphin County, and Township Staff comments.

Commissioner ENGLE moved to approve the Plan with the three (3) conditions; Seconded by Commissioner SANDERSON.

President LYNCH granted Courtesy of the Floor to Richard C. Angino who presented the Board with a Memorandum stating his law firm should not be forced to build sidewalk in order to divide his property since he is not seeking to add or modify the property.

Mr. Angino remarked his property is grand fathered in from back in 1979, 1986, 1989 and 1995 and there was never a requirement for sidewalk in those years.

Mr. Angino stated enforcing the Ordinance on only the Angino Law Firm and not the surrounding properties would result in illegal spot zoning.

Mr. Angino commented his law firm sign, shrubbery and pillars are where a sidewalk would go so to require a sidewalk would be illegal, unconstitutional and onerous.

President LYNCH stated it is kind of a moot point at this point because the Board has already gone through the waiver requests and the one Mr. Angino is requesting for the sidewalk was not approved.

President LYNCH stated now the Board has moved onto the Plan and there has already been a motion and a second to approve the Plan with the three (3) conditions and sidewalks are not part of that motion.

President LYNCH stated he understands his argument and he appreciates his firm being in the Township for many years and contributing so much to the community but it's just not something legally and procedurally the Board is in a position to address right now.

Commissioner SANDERSON called the question.

President LYNCH stated there has been a motion to approve the Plan with the three (3) conditions and it does not include a sidewalk waiver for Front Street.

The Board members had no further discussion on the motion and the second.

Motion carried 7-0.

SUSQUEHANNA UNION GREEN

DCED Director BETSY LOGAN presented the Preliminary Land Development and Subdivision Plan for the purpose of creating a Mixed-Use, Traditional Neighborhood Development.

Director LOGAN reported the proposed Plan will include commercial and office uses, a hotel, a senior living residential complex and 31 single family homes.

Director LOGAN reported the property is located on the Southeast corner of North Progress Avenue and Linglestown Road and is zoned TND-1, Traditional Neighborhood Development-1 and Associated Design Guidelines are included as per the requirements of the TND-1 District.

Director LOGAN reported the Design Guidelines provide characteristics and design features for the buildings and streetscapes to achieve a vital community with a definitive character.

Director LOGAN reported the Township has been working with the Vartan Group over the last several months in addition to having five (5) Design Review Committee meetings.

Director LOGAN reported the Township also had three (3) meetings with the applicant and the Township Engineer to review the Plans.

Director LOGAN reminded the Board this is the Preliminary Plan before them tonight and approval of the individual Final Plans for each phase will be required.

Jeremy Brown of LaQuatra Bonci Associates presented to the Board an overview of the Preliminary Land Development and Subdivision Plan.

Director LOGAN reported the Design Guidelines and Preliminary Plan were recommended for approval by the Planning Commission contingent on the approval of the following waivers:

- 1) Waive the sidewalk requirement on one side of the street along a portion of Hawthorne Circle between the trail across from the senior living access drive to the beginning of the first lot in the single family residential area.
- 2) Waive the requirements for the clear sight triangles.
- 3) Waive the requirement for designating the parcels of land intended for dedication/public use and the Associated Ownership and Maintenance Plan until the Final Plan submission.
- 4) Waive the requirement for street sections widths.

Commissioner ENGLE moved to approve the four (4) waivers; Seconded by Commissioner SANDERSON and unanimously approved.

Director LOGAN reported the Planning Commission also attached the following condition for approval of the Preliminary Plan:

- 1) Satisfy all remaining HRG, Dauphin County, TCA, Inc., and Township Staff comments.

Commissioner SANDERSON moved to approve the Preliminary Plan with the one (1) condition; Seconded by Commissioner FLEMING and unanimously approved.

Commissioner PYNE remarked he appreciates the amount of public input, meetings and impressive work Staff and the applicant have done on this Plan which will become the center of the Township and he commented this is something we can all be proud of.

Commissioner ENGLE commented Mr. Vartan and his team have done an outstanding job in which the Commissioners and residents can be ultimately extremely proud of.

Commissioner ROTHROCK thanked the Design Review Committee and the developer for their unique approach with the Plan and remarked he thinks everyone will be happy with the Plan.

Commissioner ROTHROCK remarked for the sake of the public's concerns about this project he would like to point out that a Preliminary Plan does not require the Township have an approved Highway Occupancy Permit and an approved Sewer Module.

UNFINISHED BUSINESS: None

REPORTS:

Manager – Traffic Studies

Manager KRATZER reported the Township was recently approached by a site acquisition consultant for AT&T to install a micro-cell tower on the existing traffic signal at Crooked Hill Road and Golf Road that is a potential revenue source for the Township.

Manager KRATZER reported the Township Zoning Ordinance was amended in 2016 to address these micro-cell wireless facilities.

Manager KRATZER remarked AT&T would be responsible for all costs including attorney fees and permitting fees related to the signal permit modification at NO direct cost to the Township.

Manager KRATZER reported he is seeking approval to engage Cohen Law Group to assist with the negotiation of a Lease Agreement with AT&T.

Manager KRATZER reported the Final Lease Agreement would be brought back to the Board of Commissioners for review and approval.

Commissioner FLEMING moved to authorize Manager KRATZER to engage Cohen Law Group to assist with the negotiation of a Lease Agreement with AT&T; Seconded by Commissioner ENGLE and unanimously approved.

Police Department

Health Department

Building Inspector

Plumbing Inspector

Highway Department

Engineer

Solicitor – No Report

Fire Marshal – No Report

Emergency Management – No Report

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

School Board

Commissioner FLEMING reported the PA Department of Health has new guidelines relative to vaccinations students should receive and by what ages those should occur.

Commissioner FLEMING reported this information can be found on the School District's web-site: hannasd.org

Commissioner FLEMING reported at the March 2, 2018 School Board Meeting School District Staff presented information on a response to a potential active shooter incident.

Commissioner FLEMING reported the School District is working with the Police Department to ensure accurate quality training in this sort of situation.

Authority

Commissioner SANDERSON reported that closing on the restructuring of the Authority's existing debt occurred on April 5th and was a success. This restructuring has resulted in the defeasance of the Authority's prior Indenture resulting in increased governance and operational flexibilities, generated over \$10.1 million dollars of budgetary savings/flexibility, and locks in a fixed borrowing rate of 3.05% over the 21 year term.

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

Manager KRATZER reported there are two (2) vacancies that still remain which are:

- 1) Recreation Advisory Committee – At Large
- 2) Shade Tree Commission

Sub-Committee to Review Consultant Proposals – Storm Water Management Utility Fee

Manager KRATZER reported this proposal would potentially engage a consultant for purposes of looking at the potential establishment of a Storm Water Management Authority and associated utility fee for stormwater improvements around the Township.

Manager KRATZER reported Staff has sought proposals from firms that have expertise assisting municipal entities through this discussion.

Manager KRATZER reported the Township has received three (3) proposals at this point and Staff is looking at perhaps engaging volunteers to assist with the review of the proposals and interviewing of the consultants.

Commissioner FLEMING, Commissioner PYNE and President LYNCH volunteered to serve on the Sub-Committee.

Manager KRATZER remarked the Sub-Committee can meet and start a discussion regarding the engagement of a consultant to establish a Storm Water Management Authority.

COMMISSIONER COMMENTS:

Commissioner PYNE pointed out that at sundown today Yom HaShoah ended which is the Jewish commemoration of the Holocaust Remembrance Day.

Commissioner PYNE stated we need to remember the Holocaust and if an individual prays they should pray that it never happens again and if an individual teaches they should teach about the Holocausts so that we never forget.

Commissioner PYNE remarked he had an uncle who was among the Army troops that liberated the death camps in Germany at the end of World War II and he never forgot about it as much as he might wish he could and in the same fashion we must never forget.

Commissioner FLEMING remarked he was honored this morning to participate in a reading of names of victims of the Holocaust and he thanked Lillian and Ira Rappaport who are residents of his Ward for affording him that opportunity at Ohev Shalom.

Commissioner FLEMING commented he was struck by how many children who died as part of the Holocaust and those horrific activities and he stated this morning was extraordinarily sobering, moving and emotional for him and it should be for all of us.

Commissioner FLEMING thanked Commissioner PYNE for bringing this up and he agrees that we should remember our history or we will be doomed to repeat it.

PAYMENT OF BILLS:

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

General Fund Check #329504 through #329680 in the amount of \$467,310.04
Highway Fund Check #102111 through #102117 in the amount of \$26,038.69
Street Light Fund Check #1193 & YE Transfer in the amount of \$17,215.93
Fire Protection Fund Check #707932 through #707986 in the amount of \$47,116.41
(Unallocated, Overhead Expenses - \$30,700.40) (Edgemont Fire - \$1,452.65) (Progress Fire \$6,161.25) (Rescue Fire - \$8,802.11)
Developers' Rec Fund Check #1137 through #1138 in the amount of \$49,404.91
Capital Improvement Fund Check #1559 in the amount of \$110,055.38

Grand Total - \$717,141.36

Seconded by Commissioner ENGLE and unanimously approved.

ADJOURNMENT:

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

Signed: _____

David W. Kratzer, Jr.
Secretary-Manager