

MINUTES

SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING JULY 12, 2018

REGULAR MEETING

President LYNCH called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, July 12, 2018 at 8:00 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 litigation, real estate and personnel.

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
Mark G. Wendaaur, Esq., Solicitor
Robert C. Grubic, P.E., Engineer
Betsy Logan
Michael Rohrer
Nate Spriggs
Travis Mease
Jonniene Urban

OTHERS IN ATTENDANCE: Shelby Kearney, Dallas Stahlman, Matt Harlow, Jody Kraby, Christian Johnson, John Dietrich, Jesse Gantt, Corinna Wilson, Monique Booker, Andriy Tarnovetsky, Oslwen C. Anderson, Jr. and Dr. Tamara Willis.

PLEDGE OF ALLEGIANCE:

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

PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS:

John Dietrich of 2095 North Drive and President of the Susquehanna Township School Board informed the Commissioners that the School District will act formally on Monday to elect to install concrete sidewalk along the frontage of the High School on Elmerton Ave. in lieu of the bituminous pathway previously offered by Union Deposit Corporation.

APPROVAL OF MINUTES:

Regular Meeting – June 14, 2018

Vice President JOHNSON moved the minutes of the Regular Meeting held on June 14, 2018 be approved as published; Seconded by Commissioner SANDERSON and unanimously approved.

Workshop Meeting – June 28, 2018

Commissioner SANDERSON moved the minutes of the Workshop Meeting held on June 28, 2018 be approved as published; Seconded by Vice President JOHNSON and unanimously approved.

RECOGNITIONS AND PRESENTATIONS:

Monique Booker, Partner of SB & Company, LLC, presented to the Board the 2017 Audited Financial Statements.

Ms. Booker briefly reviewed the highlights of the audit with the Board and stated SB & Company, LLC did not discover any instances of fraud.

Ms. Booker noted improvement in the internal controls and remarked that two (2) prior year recommendations remain outstanding.

Ms. Booker thanked management for their full cooperation during the audit.

REPORTS OF COMMITTEES:

Building & Grounds – No Report

Budget, Finance, Insurance & Pension

Commissioner SANDERSON reported the Budget & Finance Committee met to discuss the 5-year budget plan.

Commissioner SANDERSON reported each Board member did receive in their packets the 5-year budget plan.

Commissioner SANDERSON asked the Commissioners to submit to him or the Manager any questions or suggestions they might have on any line items in the 5-year budget.

Public Works

Commissioner NAPPER reported for the month of June the Public Works Department patched potholes, repaired inlets and replaced pipe on Woodridge Drive in Ward 9.

Commissioner NAPPER reported 15,000 feet of sewer lines were flushed and spot checked along the Front Street and Linglestown Road area in Ward 1.

Commissioner NAPPER reported roadside grass mowing and street sweeping continues throughout the Township.

Commissioner NAPPER reported in Ward 3 that Public Works personnel were extremely busy milling and patching the roadway in the 2300 block of Locust Lane and they also performed a tree removal at 25th Street and George Street.

Commissioner NAPPER reported the 2018 Street Sweeping Schedule is posted on the Township website.

Health & Sanitation

Commissioner REBARCHAK reported the next scheduled yard waste pickup by Penn Waste will be on Saturday, July 21, 2018 and she reminded residents to have their yard waste bins curbside by 6:00 A.M. that morning.

Commissioner REBARCHAK also reminded residents Penn Waste has new recycling guidelines for what can and cannot be recycled and that list is posted on the website.

Administration & Personnel

Commissioner NAPPER reported in Executive Session today that the Board discussed a proposed Amendment to the Township Manager's Employment Agreement.

Commissioner NAPPER moved to approve the proposed Amendment to the Township Manager's Employment Agreement; Seconded by Commissioner ENGLE and unanimously approved.

Police

Public Safety Director MARTIN informed the Board about an invitation the Township received from Starbucks about hosting a "Coffee with a Cop" event at the Shoppes at

Susquehanna Marketplace on Saturday, July 28, 2018 from 10:00 A.M. to 2:00 P.M. and Public Safety Director MARTIN remarked he is looking forward to attending that event.

Public Safety Director MARTIN commented several police officers will be in attendance and there will also be a few police vehicles on display in the parking lot.

Fire, EMS, EMA

Commissioner FLEMING reported the Public Safety Committee is meeting next week to get updates from the volunteer fire companies, EMS and EMA.

Recreation

Vice President JOHNSON reported Scout Michael Neumyer of Troop 23 has recently completed his Eagle Scout Project by installing a solar powered charging station at the small pavilion located at Edgemont Community Park, which is able to charge three (3) devices at a time.

Vice President JOHNSON reported Scout Gabe Bollinger also of Troop 23 completed his Eagle Scout Project by building and installing a kiosk at Crown Point Park.

Vice President JOHNSON reported Eagle Scout is the highest rank in scouting and to earn this designation a scout must demonstrate excellence in leadership, service and outdoor skills and must have earned a minimum of 21 Merit Badges.

Vice President JOHNSON reported in addition, candidates for Eagle Scout must plan, develop and give leadership to others in a service project that benefits any school, community organization or religious institution.

Vice President JOHNSON reported this project is thoroughly reviewed and certified by both local and national scouting authorities before the Eagle Scout Award is granted.

Vice President JOHNSON reported the Township continues to have Day Camp and Playground Programs, which are open and will run through August 2nd and August 3rd.

Vice President JOHNSON welcomed School District Business Manager Oslwen Anderson, School Board President John Dietrich and School District Superintendent Dr. Tamara Willis to the meeting.

Manager KRATZER reported the Veterans Park Project is substantially completed so if any Board member has not yet had an opportunity; go over and see the investment that was made in the new facilities that were installed there.

Manager KRATZER remarked the new facilities are wonderful and are being heavily utilized by members of the community.

Manager KRATZER commented the Township will likely have some sort of dedication ceremony relative to the project probably in the Fall.

Planning & Zoning

Commissioner ROTHROCK reported the Planning Commission met June 25, 2018 and the main topics of discussion were the Sara Lindemuth and Thomas Holtzman Schools.

Commissioner ROTHROCK reported the Planning Commission also reviewed some Draft Ordinances and Amendments including bee and chicken keeping, open air markets and composting facilities.

Commissioner ROTHROCK reported the Board will be pleased to know that the use of yard waste compost facility is ONLY proposed to be permitted in Industrial Zones.

Commissioner ROTHROCK reported there was also an Amendment about Elementary and Secondary Schools, which seem to primarily revise property size and setbacks.

Commissioner ROTHROCK reported another Amendment regarding plan review procedures and requirements would extend time limits and require a meeting with Staff 12 days prior to the Planning Commission meeting.

Manager KRATZER informed the Board some of the Ordinances that Commissioner ROTHROCK noted are a direct result of a partnership with Widener University Law School and Christian Johnson, Dean and Professor of Law at Widener is with us tonight.

BIDS AND AGREEMENTS:

T.R. Stoner General Contractor – Veterans Park and Restrooms Improvements Project Application for Payment #6

Township Engineer ROBERT GRUBIC informed the Board HRG has reviewed the application and has recommended payment in the amount of \$128,403.75.

Commissioner SANDERSON moved to authorize payment to T.R. Stoner General Contractor for the application for Payment #6 for the Veterans Park and Restrooms Improvements Project in the amount of \$128,403.75; Seconded by Vice President JOHNSON and unanimously approved.

Engineer GRUBIC informed the Board the contractor is ahead of schedule and he expects within a couple of weeks the project would be completely done.

T.R. Stoner General Contractor – Veterans Park and Restrooms Improvements Project Change Order #1

Township Engineer ROBERT GRUBIC informed the Board HRG has reviewed Change Order #1 and has recommended payment in the amount of \$9,240.00.

Commissioner NAPPER moved to authorize payment to T.R. Stoner General Contractor for Change Order #1 for the Veterans Park and Restrooms Improvement Project in the amount of \$9,240.00; Seconded by Commissioner SANDERSON and unanimously approved.

Engineer GRUBIC informed the Board this change order is for additional grading, drainage work and relocation of a walkway plus adding a railing for ADA accessibility.

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

SARA LINDEMUTH ELEMENTARY SCHOOL

Zoning Officer MICHAEL ROHRER presented the Final Land Development Plan for the purpose of installing a modular classroom structure containing eight (8) additional classrooms.

Zoning Officer ROHRER reported the property is located at 1201 N. Progress Avenue and is zoned R-2 Medium Density Residential.

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

- 1) §22-404. Preliminary Plan Procedures
- 2) §22-407.1.A Plan Scale
- 3) §22-407.1.A Paragraphs (1), (2), (3), (13), (14), (15), and (16)
Survey Related Data
- 4) §22-407.A.(20)(J) Existing Resources and Site Impact Analysis
- 5) §22-407.A.(20)(K) Resource Impact and Conservation District
- 6) §22-1102. Monuments and Markers

Commissioner PYNE moved to approve the six (6) waivers; Seconded by Commissioner ENGLE and unanimously approved.

Zoning Officer ROHRER reported the Planning Commission voted to **deny** the following waivers:

- 1) §22-1107. Sidewalks – The Planning Commission recommended that the sidewalks be installed within one year of the certification of occupancy issuance per an agreement with the Township.
- 2) §22-1009.3.A(1) Street Trees – The Planning Commission recommended a modification of the request to allow a larger separation between the trees per an agreement with the Township.

Commissioner PYNE moved to **deny** the two (2) waivers as requested but permit the modifications as recommended by the Planning Commission; Seconded by Commissioner ENGLE and unanimously approved.

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

- 1) Satisfy the remaining HRG, Dauphin County, and Township Staff comments.

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

THOMAS HOLTZMAN ELEMENTARY SCHOOL

Zoning Officer ROHRER presented the Final Land Development Plan for the purpose of installing a modular classroom structure containing four (4) additional classrooms.

Zoning Officer ROHRER reported the property is located at 1910 Linglestown Road and is zoned BOR, Business-Office-Residential.

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

- 1) §22-404. Preliminary Plan Procedures
- 2) §§22-407.1.A Paragraphs (1), (2), (3), (13), (14), (15), and (16) Survey Related Data
- 3) §22-407.A.(20)(j) Existing Resources and Site Impact Analysis
- 4) §22-407.A.(20)(k) Resource Impact and Conservation District
- 5) §22-1102. Monuments and Markers.
- 6) §19-301. General Requirements for Storm Water Management

Vice President JOHNSON moved to approve the six (6) waivers; Seconded by Commissioner ENGLE and unanimously approved.

Zoning Officer ROHRER reported the Planning Commission voted to **deny** the following waivers:

- 1) §22-1107. Sidewalks – The Planning Commission recommended that the sidewalks be installed within one year of the certification of occupancy issuance per an agreement with the Township.
- 2) §22-1009.3.A(1) Street Trees – The Planning Commission recommended a modification of the request to allow a larger separation between the trees per an agreement with the Township.

Vice President JOHNSON moved to **deny** the two (2) waivers as requested but permit the modifications as recommended by the Planning Commission; Seconded by Commissioner ENGLE and unanimously approved.

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

- 1) Satisfy the remaining HRG, Dauphin County, and Township Staff comments.

Vice President JOHNSON moved to approve the Plan with the one (1) condition; Seconded by Commissioner PYNE and unanimously approved.

UNFINISHED BUSINESS: None

REPORTS: Manager

Manager KRATZER reported he is seeking authorization from the Board to sell three (3) vehicles and a forklift on Municibid.

Vehicles for Sale – Authorization to Advertise

Commissioner PYNE moved to authorize Manager KRATZER advertise the sale of a 2004 Ford Crown Victoria, a 2008 Ford Crown Victoria, a 2014 Ford Explorer Police Interceptor and a 1975 Clark Forklift on Municibid; Seconded by Commissioner SANDERSON and unanimously approved.

Manager KRATZER reported the Sewer Authority's existing camera van needs replaced.

Manager KRATZER reported at the Sewer Authority meeting on July 10, 2018 the Board approved the transfer of the camera van to the Township for use by the Police Department as a crime scene vehicle.

Manager KRATZER reported the condition of the trade was that any proceeds generated from the sale of the van including the internal camera components would go back to the Sewer Authority instead of the Township.

Commissioner SANDERSON added the Sewer Authority van has only 9,000 miles which means the Police Department will now essentially have a new functioning van at no cost.

Manager KRATZER stated the existing crime scene van used by the Police Department has 157,000 miles on it.

Bid Opening – Unleaded Gasoline & Diesel Fuel – Authorization to Advertise

Commissioner FLEMING moved to authorize Manager KRATZER advertise the Bid Opening for Unleaded Gasoline & Diesel Fuel; Seconded by Commissioner SANDERSON and unanimously approved.

<u>Police Department</u>	Reports #2 to #7 and #9, #10, #12, #13 and #14
<u>Health Department</u>	are posted and approved as published.
<u>Building Inspector</u>	
<u>Plumbing Inspector</u>	
<u>Public Works-Highway/Sewer</u>	
<u>Engineer</u>	– No Report
<u>Solicitor</u>	– No Report
<u>Fire Marshal</u>	– No Report
<u>Emergency Management</u>	– No Report

School Board

School Board President John Dietrich thanked Manager KRATZER for his participation in the golf outing tournament sponsored by the Hanna Education Foundation and the School District Alumni Association in their joint fund raising event.

Authority – No Report
Indian Wheels – No Report

Shade Tree – Vacancy Appointment

Commissioner PYNE moved to appoint Julia Lobur to the Shade Tree Commission starting immediately and ending December 31, 2019; Seconded by Commissioner REBARCHAK and unanimously approved and she thanked Commissioner PYNE for seeking out a volunteer.

Communications

Commissioner PYNE reported the next Township Newsletter will be mailed out to residents in mid to late October.

Community Outreach – No Report

Human Relations Commission – No Report

Community and Economic Development – No Report

Parks and Recreation – No Report

NEW BUSINESS:

Boards and Commissions – Appointments/Reappointments

Manager KRATZER informed the Board the Township received word that Tom Berry has resigned from the Zoning Hearing Board and at some point the Board will have to consider a replacement for Mr. Berry.

Manager KRATZER thanked Mr. Berry for his many years of dedicated service on the Zoning Hearing Board.

Commissioner SANDERSON reported the PA Legislature has passed a law that allows municipalities to create energy efficiency programs (PACE programs) to encourage economic development.

Commissioner SANDERSON asked Manager KRATZER and Community and Economic Development Director BETSY LOGAN to prepare a presentation for the next meeting regarding the mechanics of a PACE program.

Commissioner SANDERSON reported this might be an excellent opportunity to be among the first in the Commonwealth to take advantage of this new law and give the Township an economic edge to continue to attract business to keep the Township as a place where people want to live, work and play.

Dauphin County Local Share Municipal Grant Program

Pop's House

Shelby Kearney, CEO and Founder of Pop's House requested co-applicant sponsorship by the Township for the Gaming Grant Pop's House has applied for in the amount of \$70,000.00.

Ms. Kearney informed the Board Pop's House is a 501c3 nonprofit organization that provides all inclusive housing and services for homeless veterans at their three locations.

Ms. Kearney stated the purpose of the grant is to reduce the debt service incurred to purchase of the Robert M. Jackson Veterans Center.

Ms. Kearney remarked \$50,000.00 of the grant money will go back to Community First Fund and the remaining \$20,000.00 will go to the Dauphin County Small Business Loan.

Ms. Kearney commented she personally guaranteed the loans and would like to repay them as quickly as possible.

Ms. Kearney informed the Board in addition the Robert M. Jackson Veterans Center has requested co-applicant sponsorship by the Township for the Gaming Grant the center has applied for in the amount of \$15,680.00.

Ms. Kearney explained the grant money will be for exterior and interior lights for the center in the amount of \$12,600.00 and the remaining \$3,080.00 grant money will be used to convert the existing keyed door knob locks to keyless entry locks with levers.

Manager KRATZER reported the Township must remit a request for sponsorship to Dauphin County to be co-applicant for both these entities by August 1, 2018 and the deadline for the grant application is September 4, 2018.

Widener University

Christian Johnson, Dean and Professor of Law at Widener University, requested co-applicant sponsorship by the Township for the Gaming Grant Widener University has applied for in the amount of \$240,000.00.

Dean Johnson stated the breakdown of the Gaming Grant money will be used for:

- 1) Hire a full-time attorney to supervise the students in the Veterans Legal Clinic to provide much needed legal services to veterans in Susquehanna Township, Dauphin County and the surrounding area in the amount of \$120,000.00.
- 2) Hire a full-time veterans initiative coordinator who could be the primary point person for prospective, admitted, current and former veterans law students in the amount of \$90,000.00.
- 3) Hire a part-time adjunct faculty member to teach the legal courses needed for future military lawyers or defense contractor attorneys in the amount of \$10,000.00.
- 4) Present an annual military law symposium to continue to build Widener Law Commonwealth's reputation as the law school for veterans in the amount of \$10,000.00.
- 5) Administrative Office Expense and Travel in the amount of \$10,000.00.

Dean Johnson reported Widener University is requesting funding for two legal positions.

Dean Johnson stated the 1st legal position would provide legal services to veterans and the 2nd legal position would work with students and community veterans groups.

Township Requests

Manager KRATZER reported the Township will be applying for Gaming Grants for the following:

- 1) Debt reduction associated with the Uptown Infrastructure Improvement Project.
- 2) Debt reduction associated with the Public Safety Building Expansion Project.
- 3) Gap financing for the Squad purchase for Progress Fire Company.
- 4) Sidewalk installation in front of the Township Municipal Building.

Manager KRATZER remarked a pre-application meeting has been scheduled with Dauphin County on Tuesday, July 17, 2018.

COMMISSIONER COMMENTS:

Commissioner PYNE thanked HRG for the wonderful progress with the sidewalk construction on Union Deposit Road, which is ahead of schedule and is 50% completed.

Commissioner PYNE thanked Tom Berry for his service on the Zoning Hearing Board.

Commissioner FLEMING stated the PA General Assembly passed and Governor Tom Wolf signed a new law authorizing new types of fireworks in the Commonwealth of PA.

Commissioner FLEMING urged caution to residents and encouraged those who set off fireworks to have a fire suppression device handy when they set off fireworks.

Commissioner FLEMING reminded residents the Township noise Ordinance is in effect between 9:00 P.M. to 7:00 A.M. on a daily basis so please comply with the Ordinance.

PAYMENT OF BILLS:

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

General Fund Check #329918 through #329999 in the amount of \$311,483.31
Highway Fund Check #102129 through #102131 in the amount of \$7,324.11
Street Light Fund Check #1198 through #1199 in the amount of \$27,073.13
Developers' Rec Fund Check #1141 in the amount of \$41,372.25
Boyd Foundation Funds Check #101 in the amount of \$227.99
Fire Protection Fund Check #708062 through #708086 in the amount of \$30,270.82
(Unallocated, Overhead Expenses - \$23,159.37) (Edgemont Fire - \$988.16) (Progress Fire \$3,338.37) (Rescue Fire - \$2,784.92)

Grand Total - \$417,751.61

Seconded by Vice President JOHNSON and unanimously approved.

ADJOURNMENT:

Vice President JOHNSON moved the meeting be adjourned at 9:20 P.M.; Seconded by Commissioner ENGLE and unanimously approved.

Signed: _____

David W. Kratzer, Jr.
Secretary-Manager