

## **MINUTES**

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

### **WORKSHOP MEETING OCTOBER 24, 2018**

#### **WORKSHOP MEETING**

President LYNCH called to order the Workshop Meeting of the Susquehanna Township Board of Commissioners on Wednesday, October 24, 2018 at 8:05 P.M. at the Municipal Building, 1900 Linglestown Road, Harrisburg, PA. All Commissioners were present except Commissioner ENGLE who was excused.

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

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

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

#### **TOWNSHIP PERSONNEL:**

David W. Kratzer, Jr. – Township Manager  
Michael M. Miller, Esq. – Solicitor  
Robert C. Grubic, P.E. – Engineer  
Robert Martin – Public Safety Director  
Betsy Logan – Community & Economic Development Director  
Jill Lovett – Finance Director  
Nate Spriggs – Public Works Director  
Jonniene Urban – Administrative Assistant

**OTHERS IN ATTENDANCE:** Jessica Spagnuolo, Mandy Arnold, Vicki Yohe, Glenn Magda, Bev Magda, Eric L. Waters, Amanda Hope, Brian Hope, Nicole Schwartz, Jason Swartz, Rita Glynn Smith, John Cutler, Jill Cutler, Sharon Snyder, Steve Sassaman, John Austin, Mike Doherty, Erin Austin and Jason Hinz

### **PLEDGE OF ALLEGIANCE:**

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

### **PUBLIC COMMENT:**

Dr. Beverly Magda of 1821 Holly Drive of the 8<sup>th</sup> Ward complained to the Board about an incident in Mountaindale where a man shot a deer with a bow and arrow in that residential neighborhood within 50-yards of her home without getting her permission.

Dr. Magda informed the Board she has serious safety concerns and wants the Board to do something about this matter to keep the community of Mountaindale safe.

Dr. Magda asked the Board to have the Police Department patrol the Mountaindale area more often and prosecute any violators.

John Austin of 1812 Holly Drive complained to the Board he is concerned for his family's safety and he wants an Ordinance passed by the Board forbidding hunting in Mountaindale.

Nicole Schwartz of 4713 Holly Circle complained to the Board she also has safety concerns and wants the Board to pass an Ordinance to ban hunting in residential neighborhoods.

Jason Schwartz of 4713 Holly Circle complained to the Board he has safety concerns for his family about hunting in that neighborhood and wants something done to protect the residents.

Steve Sassaman of 1808 Holly Drive complained to the Board something must be done about the careless hunters who hunt in his area because they have shot arrows into the siding of his house.

State Game Warden Mike Doherty explained to the residents the rules and regulations of hunting and the fines, charges and even jail sentence the State can impose on hunters violating PA laws.

### **Traffic Study Requests**

Public Safety Director ROBERT MARTIN reported he has received a Traffic Study request for Wandering Way from Commissioner NAPPER which has been ordered and assigned.

Public Safety Director MARTIN reported he has also received a Traffic Study request for the intersection of Parkway Road and 6<sup>th</sup> Street and Parkway Road & Front Street from Commissioner REBARCHAK which has been ordered and assigned.

### **Request for Proposals – Professional Auditing Services – Authorization to Release**

Manager KRATZER reported he is seeking authorization to release an RFP for Accounting and Auditing Services with a due date of November 30, 2018.

Manager KRATZER reported the proposal is for a 3-year contract with the option to renew for 2-additional years.

Commissioner ROTHROCK moved to authorize Manager KRATZER to release an RFP for Accounting and Auditing Services for a 3-year contract with the option to renew for 2-additional years; Seconded by Vice President JOHNSON and unanimously approved.

#### **Vehicles for Sale – Authorization to Advertise**

Vice President JOHNSON moved to authorize Manager KRATZER to advertise the sale of a 2004 Ford F-250 with a plow and tailgate salt spreader and a 2011 GMC Sierra 1500; Seconded by Commissioner PYNE and unanimously approved.

#### **2018 Boards and Commissions Vacancy – Human Relations Commission and Recreation advisory Committee (Ward 8)**

President LYNCH announced at this time there are NO applicants for the vacancies on the Human Relations Commission and the Recreation Advisory Committee for Ward 8.

#### **Continuing Disclosure Services Agreement**

Manager KRATZER reported this Continuing Disclosure Services Agreement is associated with issued bond debt.

Manager KRATZER reported previously the Township used Concord Public Finance at an annual cost of \$1,750.00.

Manager KRATZER reported he recommends using McNees, Wallace & Nurick, LLC at an annual cost of \$750.00.

Commissioner ROTHROCK moved to authorize Manager KRATZER execute the agreement to engage the services of McNees, Wallace & Nurick, LLC for the Township's bond debt at an annual cost of \$750.00; Seconded by Vice President JOHNSON and unanimously approved.

#### **Discussion Re: Printers/Copiers Proposal**

DCED Director BETSY LOGAN reported about 5-months ago she provided the Board with information regarding new copiers for the Township from Fraser Copiers for a lease agreement proposal in the amount of \$1,798.95 per month for 60-months.

DCED Director LOGAN reported at the suggestion of Commissioner NAPPER she researched and received more information from other vendors.

DCED Director LOGAN reported Higher Information Group submitted a lease agreement proposal in the amount of \$1,751.09 per month for 60-months for 2-copiers and 6-printers.

Finance Director JILL LOVETT reported currently the Township leases 2-copiers from Xerox at a monthly rate of \$1,938.00 and the lease agreement expires March, 2020.

Finance Director LOVETT reported Fraser Copiers and Higher Information Group informed the Township they would buy out the Xerox lease agreement.

Commissioner FLEMING moved to authorize Manager KRATZER execute the 5-year lease agreement from Higher Information Group in the amount of \$1,751.09 per month for 2-copiers and 6-printers; Seconded by Commissioner NAPPER and unanimously approved.

### **Discussion Re: Logo Alternatives**

Mandy Arnold of Gavin Advertising reviewed with the Board members the two (2) examples of logo alternatives for the Township.

Ms. Arnold remarked the 1<sup>st</sup> logo is a natural landscape with mountains which is timeless and natural with an upward movement and the 2<sup>nd</sup> logo is a modern bridge and water which is more modern and authentic with environmental elements.

After the Board members discussed the two (2) logos they decided they would like to see a logo design with the Rockville Bridge in it.

Vice President JOHNSON moved to authorize Gavin Advertising do an additional scope of work not to exceed \$2,500.00 for another Township logo design with the Rockville Bridge in it; Seconded by Commissioner PYNE.

President LYNCH called for a Roll Call Vote and Manager KRATZER did the Roll Call.

### **The Vote:**

Commissioner REBARCHAK	NAY
Commissioner ROTHROCK	AYE
Vice President JOHNSON	AYE
Commissioner PYNE	AYE
President LYNCH	AYE
Commissioner SANDERSON	AYE
Commissioner FLEMING	NAY
Commissioner NAPPER	NAY

Motion carried 5-3.

### **Updates on Paxton Church Road Slope Stability Analysis and North Galen Road and Wakefield Road Drainage Projects**

Jason Hinz, P.E. from HRG reviewed with the Board members the updated Paxton Church Road Slope Stability Analysis from Advantage Engineers which concluded that under normal everyday dry conditions the embankment is stable.

Mr. Hinz recommended after storm events Township Staff should physically go out and inspect the embankment.

Mr. Hinz reviewed with the Board members the updated North Galen Road and Wakefield Road Drainage Projects.

Mr. Hinz remarked field surveys were completed in both areas and the initial drafts will be available in the next few weeks to review with the Township Staff.

Mr. Hinz commented after Township Staff reviews the initial drafts they will then be presented to those affected property owners in hopes of gaining their cooperation.

Mr. Hinz reported the designs will be prepared this Winter in hopes of an early 2019 construction time frame.

### **2019 Budget**

Manager KRATZER stated in November the Board will be required to adopt the Preliminary Budget.

Manager KRATZER stated a Budget & Finance Committee Meeting will be scheduled one more time to finalize the document prior to being presented for adoption at the November meeting.

### **COMMISSIONER COMMENTS:**

Vice President JOHNSON wished Commissioner REBARCHAK a Happy Birthday.

### **OTHER BUSINESS:**

#### **Side Agreement Between Susquehanna Township, Police Association and Brooke Anthony**

Solicitor MICHAEL MILLER asked the Board members to consider approving a Side Letter Agreement between Susquehanna Township, the Police Association and Brooke Anthony.

Vice President JOHNSON moved to approve the Side Letter Agreement between Susquehanna Township, the Police Association and Brooke Anthony; Seconded by Commissioner PYNE and unanimously approved.

### **ADJOURNMENT:**

Vice President JOHNSON moved the Workshop Meeting be adjourned at 9:50 P.M.; Seconded by Commissioner SANDERSON and unanimously approved.

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

David W. Kratzer, Jr.  
Secretary-Manager