



Susquehanna TOWNSHIP

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Susquehanna Township Board of Commissioners
Regular Meeting Agenda
October 12, 2023
Pincus Room
6:30 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. EXECUTIVE SESSION**
- D. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**
- E. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS**
- F. APPROVAL OF MINUTES**
 - 1. September 28, 2023 – Board of Commissioners Workshop Meeting
- G. RECOGNITIONS AND PRESENTATIONS – None.**
- H. REPORTS OF COMMITTEES**
 - 1. Building & Grounds (Rothrock)
 - 2. Budget, Finance, Insurance & Pension
(Sanderson/Rebarchak/Faylona)
 - 3. Public Works (Napper/Hisiro)
 - 4. Health & Sanitation (Rebarchak/Hisiro)
 - 5. Administration & Personnel
(Napper/Engle/Williams)
 - 6. Police (Engle/Faylona)
 - 7. Fire, EMS, EMA (Hisiro/Williams)
 - 8. Planning & Zoning
(Rothrock/Vacant/Rebarchak)
 - 9. School Board (Vacant/Williams)
 - 10. Authority (Napper/Pribulka)
 - 11. Shade Tree (Vacant/Rebarchak)
 - 12. Communications
(Williams/Rothrock/Vacant)
 - 13. Human Relations (Hisiro/Faylona)
 - 14. Parks & Recreation (Faylona/Hisiro)
- I. PUBLIC HEARINGS**

- 1. A PUBLIC HEARING ON AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING AND RENUMBERING CHAPTER 21, STREETS AND SIDEWALKS, PART I, SIDEWALK MAINTENANCE BY AMENDING THE TITLE OF THE PART; AMENDING §21-102, DEFINITIONS BY ADDING A DEFINITION OF “CURB”; AMENDING §21-103, RESPONSIBILITY FOR SIDEWALK [AND CURB] MAINTENANCE; AMENDING §21-104, CLEARING OF OBSTRUCTION; TIME LIMIT; AMENDING §21-105, PROCEDURE FOR SNOW AND ICE REMOVAL; ADDING A NEW §21-106 ESTABLISHING GUIDELINES FOR MAINTENANCE AND REPAIR OF SIDEWALKS AND CURBS; ADDING §21-107, OBSTRUCTIONS WITHIN BOUNDARIES; ADDING §21-108, DISCHARGE PROHIBITED, REGULATING THE DEPOSIT OF ANY WASTEWATER OR DRAINAGE ONTO PUBLIC STREETS; ADDING §21-109, SPECIFICATIONS FOR CURBING; ADDING §21-110, SPECIFICATIONS FOR CEMENT CONCRETE SIDEWALKS; RENUMBERING §21-106, PENALTY FOR VIOLATION; AMENDING §21-107, AUTHORITY FOR TOWNSHIP TO DO WORK WHEN OWNER DEFAULTS; AMENDING AND RENUMBERING CHAPTER 21, STREETS AND SIDEWALKS, PART II, STREETS AND SIDEWALK CONSTRUCTION BY AMENDING §21-201, PERMIT REQUIRED FOR OPENING OR EXCAVATING; REPEALING AND REPLACING §21-202, APPLICATION FOR PERMIT; FEE; EMERGENCY WORK; AMENDING §21-205, MANNER OF DOING WORK; RESTORATION AND RESURFACING BY ADDING SUBSECTION 2, RESURFACING REQUIREMENTS, SUBSECTION 7, REPAVING AND RECONSTRUCTION, SUBSECTION 8, PREPARATION OF STREETS FOR PAVING, REPAIR, OR CONSTRUCTION, SUBSECTION 9, DETERMINATION OF LINES AND GRADES BY THE ENGINEER, SUBSECTION 10, UTILITY CORRIDOR, SUBSECTION 11, HORIZONTAL AND AERIAL UTILITY CORRIDORS, SUBSECTION 12, DETERMINATION OF REIMBURSEMENT, SUBSECTION 12, AND COMMENCEMENT OF UTILITY RELOCATION ACTIVITIES; ADDING §21-207, INSPECTIONS, ESTABLISHING STANDARDS FOR INSPECTING RESTORATION OF CURB AND STREET CUTS PRIOR TO RELEASING FINANCIAL SECURITY; ADDING §21-208, NOTIFICATION, ESTABLISHING NOTICE REQUIREMENTS TO THE TOWNSHIP FOR WORK IN THE PUBLIC RIGHT-OF-WAY; ADDING §21-209, ROAD CLOSINGS AND TRAFFIC MANAGEMENT; RENUMBERING §21-207, DEFECTIVE WORK; RECTIFICATION; RENUMBERING §21-208, CURB AND SIDEWALK CUTS; ADDING §21-212, RESTRICTIONS REGARDING TREES AND SHRUBBERY; ADDING §21-213, PROTECTION OF ADJOINING**

PROPERTY OWNERS; RENUMBERING §21-209, PENALTY AND AMENDING BY ESTABLISHING ADDITIONAL PENALTIES; ADDING §21-215, ENFORCEMENT; AND AMENDING AND RENUMBERING CHAPTER 21, STREETS AND SIDEWALKS, PART III, DEDICATION OF STREETS BY AMENDING §21-307, CRITERIA FOR STREETS DEDICATED TO THE PUBLIC BY REVISING STANDARDS FOR STREET DEDICATION AND ADDING A NEW SUBSECTION C, ACCEPTANCE OF STREETS NOT GUARANTEED.

Frank Lynch, President, Board of Commissioners

Narrative

At the Regular Meeting on September 14th, the Board of Commissioners authorized advertisement of a public hearing on an ordinance affecting several amendments to Chapter 21, Streets and Sidewalks of Susquehanna Township Code of Ordinances. The draft amendment was further reviewed at the Workshop Meeting on September 28th, and Board members were instructed to provide written comments to the Township Manager identifying any remaining concerns prior to consideration of enactment. Any comments received have been collated and provided with the agenda. A copy of the ordinance amendment as advertised has also been included with the agenda for consideration later this evening. President Lynch will adjourn the Regular Meeting and open the public hearing. At the conclusion of the public hearing, the Regular Meeting will be called back into order and action on the amendment will be considered later this evening.

Staff Recommendation: That the Board of Commissioners conduct the public hearing.

- 2. A PUBLIC HEARING ON AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING CHAPTER 16, PARKS AND RECREATION; PART I, RULES AND REGULATIONS BY REPEALING AND REPLACING SECTION 16-103, PROHIBITED CONDUCT; AMENDING SECTION 16-604 FISHING BY ESTABLISHING ADDITIONAL REGULATIONS FOR BOYD PARK; AND AMENDING SECTION 16-609, PENALTIES BY INCREASING PENALTIES FOR VIOLATIONS.**

Frank Lynch, President, Board of Commissioners

Narrative

At the Workshop Meeting on September 28th, the Board of Commissioners authorized advertisement of a public hearing on an ordinance amending Chapter 16, Parks and Recreation of the Susquehanna Township Code of Ordinances. President Lynch will adjourn the Regular Meeting and open the public hearing. At the conclusion of the public hearing, the Regular Meeting will be called back into order and action on the amendment will be considered later this evening.

Staff Recommendation: That the Board of Commissioners conduct the public hearing.

J. BIDS AND AGREEMENTS

1. APPROVAL OF AGREEMENT WITH TONY RUSSO FOR HEALTH INSPECTION SERVICES FOR SUSQUEHANNA TOWNSHIP

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is a copy of a revised agreement with Tony Russo for Health Inspection Services in Susquehanna Township. Inspector Russo has requested an increase in rates to \$60 per health inspection beginning January 1, 2024, to keep up with rising fuel prices and other related expenses. Staff is recommending approval of the agreement.

Recommended motion: That the Board of Commissioners approve the agreement with Tony Russo for health inspection services in Susquehanna Township for a term beginning January 1, 2024.

2. APPROVAL OF RETAINER AGREEMENT WITH HRG, INC. FOR DESIGN, ENGINEERING, AND PROJECT MANAGEMENT SERVICES FOR THE PUBLIC WORKS STORAGE BUILDING

David Pribulka, Township Manager & Nathan Bragunier, Director of Public Works

Narrative

Provided with the agenda is a copy of a retainer agreement with HRG, Inc. to design and manage the construction of a new Public Works Storage Building. The project was awarded a 2022/2023 Dauphin County Local Share Grant of \$40,000, which will be used to offset the cost of this engagement. Funds have been appropriated in the Draft 2024 Annual Budget for construction of the facility and the remainder of the cost of the retainer. The intent of the building is to provide storage with limited utility connections to remove some of the Township's costly capital equipment from exposure to the elements.

Recommended motion: That the Board of Commissioners approve the retainer agreement with HRG, Inc. in an amount of \$55,450 for the design, engineering, and project management of the Public Works Storage Building.

K. ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS

1. ORDINANCE 23-02 CONSIDERATION OF ENACTMENT OF AN AMENDMENT TO CHAPTER 21, STREETS AND SIDEALKS OF THE SUSQUEHANNA TOWNSHIP CODE OF ORDINANCES

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of the amendment to Chapter 21, Streets and Sidewalks of the Susquehanna Township Code of Ordinances as advertised for public hearing and consideration this evening.

Recommended motion: That the Board of Commissioners adopt the ordinance amending Chapter 21, Streets and Sidewalks.

2. ORDINANCE 2023-03 CONSIDERATION OF ENACTMENT OF AN AMENDMENT TO CHAPTER 16, PARKS AND RECREATION OF THE SUSQUEHANNA TOWNSHIP CODE OF ORDINANCES

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of the amendment to Chapter 16, Parks and Recreation of the Susquehanna Township Code of Ordinances as advertised for public hearing and consideration this evening.

Recommended motion: That the Board of Commissioners adopt the ordinance amending Chapter 16, Parks and Recreation.

3. RESOLUTION 2023-R-30 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ACCEPTING A CORRECTIVE DEED OF DEDICATION OF RIGHT OF WAY ON PAXTON CHURCH ROAD FROM THE SUSQUEHANNA TOWNSHIP AUTHORITY

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of the resolution accepting additional right-of-way on Paxton Church Road from the Susquehanna Township Authority as part of the Paxton Church Road Stabilization Project recently completed. The additional right-of-way has been requested by the electric utility, PPL to be able to properly maintain the area around a relocated telephone pole as part of the project. The revised deed of dedication has been approved by the Susquehanna Township Authority at its meeting on October 10th, and Manada Conservancy, holder of a conservation easement on the property, has approved the same. Also provided with the agenda and appended to the resolution is a copy of the corrective deed.

Recommended motion: That the Board of Commissioners adopt the resolution

accepting a corrective deed of dedication of public right-of-way on Paxton Church Road from the Susquehanna Township Authority.

L. STAFF REPORTS

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| 1. Township Manager | 4. Public Works |
| 2. Public Safety/Police | 5. Engineering |
| 3. Community and Economic
Development | 6. Solicitor |
| | 7. Parks and Recreation |

M. OLD BUSINESS

N. NEW BUSINESS

1. CONSENT AGENDA

- a. Statement of Bills Paid
- b. Pay Application #1 – Road Paving (\$19,605.60)
- c. Authorization to advertise Police Body Warn Camera and Mobile Video Recording System on MuniBid
- d. Termination of the Employment of Kathy Fry, Executive Assistant
- e. Acceptance of the Resignation of Mack Breech, Zoning Administrator
- f. Pay Application #3 – Paxton Church Road Stabilization Project (\$634,445.25)

O. COMMISSIONER COMMENTS

P. ADJOURNMENT

NOTE: TO ACCOMMODATE ALL CITIZENS, INDIVIDUAL SPEAKERS WILL BE PERMITTED THREE MINUTES TO ADDRESS THE BOARD.

NOTE: PLEASE PLACE ALL CELL PHONES, PAGERS, AND OTHER ELECTRONIC DEVICES ON SILENT MODE.

NOTE: THE TOWNSHIP MEETINGS ARE RECORDED.