



Susquehanna TOWNSHIP

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Susquehanna Township Board of Commissioners

Regular Meeting Agenda

November 9, 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. October 26, 2023 – Board of Commissioners Workshop Meeting
- G. RECOGNITIONS AND PRESENTATIONS
 - 1. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO BRADY BACKHAUS FOR INSTALLING A GAGA BALL PIT AT MCNAUGHTON PARK
Doug Knauss, Director of Parks & Recreation
- 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 – None.

J. BIDS AND AGREEMENTS

**1. RIGHT OF ENTRY FOR THE DEPARTMENT OF GENERAL SERVICES
ANNEX COMPLEX, LOT 16**

Mike Miller, Esquire, Township Solicitor

Narrative

Provided with the agenda is a copy of a Right of Entry Agreement for property owned by the Department of General Services of the Commonwealth of Pennsylvania for the purposes of enabling the Township to conduct a Phase I Environmental Site Assessment (“ESA”) at the premises. The Board authorized an engagement with ARM Group to complete an update to the prior ESA completed in August 2016.

Recommended motion: That the Board of Commissioners authorize the President to execute a Right of Entry Agreement with the Department of General Services for the DGS Annex Complex, Lot 16.

**2. APPROVAL OF BROKER OF RECORD CHANGE FOR SUSQUEHANNA
TOWNSHIP LIABILITY AND WORKER’S COMPENSATION INSURANCE**

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a service agreement with The Hartman Group to serve as the Township’s Broker of Record for Worker’s Compensation and Liability Insurance coverage. Services proposed to be provided include loss control, coverage placement, Safety Committee staffing and certification, and more. The total cost of the engagement is \$25,000, which is significantly less than the Township’s prior broker fees. The Township had previously used the services of Alera Group at a higher cost. Staff has evaluated both firms and is recommending a change of brokerage to The Hartman Group as provided in the attached scope.

Recommended motion: That the Board of Commissioners authorize the Broker of Record Change to The Hartman Group and authorize the Township Manager to execute all necessary documents to affect the same.

3. AWARD OF CONTRACT 2023-P1ST, BOYD PARK PHASE II

Doug Knauss, Director of Parks & Recreation

Narrative

Provided with the agenda is a recommendation letter from Alex Greenly, Township Engineer summarizing the bid tabs received for Boyd Park Phase II. Bids were opened on November 2nd at 10:00 a.m. A total of eight bids were received, and the responses included two alternates. The lowest responsible bidder was Flyway Excavating, Inc. at a total of \$349,700. Budget for the project was \$435,924, allowing the Board to award the base project and both alternates while remaining \$86,224 below budget.

Recommended motion: That the Board of Commissioners award Contract 2023-P1ST, Boyd Park Phase II, including Alternates 1 and 2, to Flyway Excavating, Inc. in a total amount of \$349,700.

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

1. RESOLUTION 2023-R-33 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF A STATEWIDE LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR THE DESIGN OF A NEW PROGRESS FIRE STATION

George Drees, Fire Marshal

Narrative

Provided with the agenda is a copy of a resolution authorizing the submission of a DCED Statewide Local Share Grant in an amount of \$350,000 for the design of a new Progress (Station 32) Fire Station. The Township has appropriated a total of \$500,000 to complete the design in the draft 2024 Annual Budget. To offset the total estimated cost of the design, the Township is seeking \$150,000 from the Dauphin County Local Share Grant funded by gambling proceeds in the county.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the submission of a Statewide Local Share Grant Application to the Department of Community and Economic Development for the design of a new Progress Fire Station.

2. RESOLUTION 2023-R-34 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA DIRECTING CONRAD SIEGEL

INVESTMENT ADVISORS, INC. TO AMEND THE POLICE AND NON-UNIFORMED RETIREMENT PLANS BY MODIFYING THE ASSET ALLOCATION STRATEGY AND IMPLEMENTING A REVISED ASSET VALUATION METHOD

Sean Sanderson, Ward 5 Commissioner & David Pribulka, Township Manager

Narrative

Provided with the agenda are two letters from Conrad Siegel, actuarial and investment advisor to the Township's Defined Benefit Retirement Plan for Uniformed and Non-Uniformed Employees. During the meeting of the Pension Advisory Committee on October 25th, the Committee recommended two changes to the Pension Plan: One actuarial change and one investment change. Also provided with the agenda is a copy of a resolution affecting the same.

The proposed asset valuation change recommended is to implement "smoothing" to the Township's Minimum Municipal Obligation ("MMO"). Pension smoothing enables the Township to average its MMO over a period of years to stabilize its contributions to the funds. The asset allocation change recommended involves a realignment of the investment allocation to 60% equities from 65%, and 40% fixed income from 35%. The change would also remove real estate from the portfolio in favor of non-investment grade bond options. The respective changes are recommended by the Pension Committee, Investment Advisor, and Actuary for the plan.

Recommended motion #1: That the Board of Commissioners adopt the resolution directing Conrad Siegel Investment Advisors, Inc. to amend the police and non-uniformed pension plans by modifying the asset allocation strategy and implementing a revised asset valuation method.

**3. SUSQUEHANNA UNION GREEN PHASE 2E LAND DEVELOPMENT PLAN
Plan Dated October 6, 2023**

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is the staff summary of outstanding conditions and review comments for Susquehanna Union Green Phase 2E. A link to the full plan set can be found below. This is a Final Minor Land Development Plan for the purpose of constructing a 69-space parking facility with associated site improvements. The additional parking will serve the site as construction continues to occur. The parking area will include related site improvements such as Stormwater Management facilities, landscaping, and lighting. This project is in the TND, Traditional Neighborhood

Development Zoning District (Ward 9). No waivers are requested.

On October 23, 2023, the Planning Commission recommended approval of the planning with the following conditions:

1. All comments from the Township staff memo dated 10/18/2023, the Township Engineer's memo dated 10/17/2023, the Thomas Comitta Associates, INC, comments dated 10/17/2023, and the Dauphin County Planning Commission comments are addressed.
2. Provide financial security for the timely, proper, and complete construction of all applicable improvements, including but not limited to paving, sidewalks, curbing, Stormwater Management Facilities, erosion, and sediment controls, etc., before recording the Plan.
3. Ensure the sidewalk extension design will not allow vehicles to hop the curb and sidewalk directly into the street, since no vegetation will be provided.

Susquehanna Union Green Phase 2E

Recommended motion: The Board of Commissioners approve the Land Development Plan for Susquehanna Union Green Phase 2E subject to the conditions recommended by the Planning Commission.

L. STAFF REPORTS

- | | |
|------------------------------------------|-------------------------|
| 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 – None.

N. NEW BUSINESS

1. CONSENT AGENDA

- a. Statement of Bills Paid
- b. Pay Application #2 – Road Paving (\$173,905.43)
- c. Extension of Copier Lease with Higher Information Group
- d. Letter of Support Request - I-83 South Bridge; Bridge Investment Program (BIP)
Large Bridge Project Grant Application

2. 2024 PRELIMINARY ANNUAL BUDGET – ADOPTION AND AUTHORIZATION TO ADVERTISE FOR PUBLIC INSPECTION

David Pribulka, Township Manager & Jill Lovett, Director of Finance

Narrative

Provided with the agenda is a copy of the 2024 Preliminary Annual Budget for Susquehanna Township. The Budget & Finance Committee has reviewed the draft document, and changes proposed have been incorporated in the document presented this evening. The Board is asked to adopt the Preliminary Budget and authorize advertisement of a public hearing on adoption of the 2024 Final Operating Budget for Thursday, December 14th. The Preliminary Annual Budget will be made available for public inspection at the municipal building as well as on the Township website, and the public hearing will be advertised in accordance with the requirements of the First Class Township Code. The Township Manager and Director of Finance will present the Preliminary Budget, and the Board is asked to incorporate any desired changes prior to its advertisement for final adoption on December 14th.

Recommended motion: That the Board of Commissioners adopt the 2024 Preliminary Operating Budget and authorize advertisement of a public hearing on the 2024 Final Operating Budget for Thursday, December 14, 2023.

3. REVIEW OF DRAFT 2024 SUSQUEHANNA TOWNSHIP SCHEDULE OF FEES

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is a draft revised Schedule of Fees for Susquehanna Township. The Fee Schedule describes all costs for service recuperated by the Township including those associated with subdivision and land development review; sewer and septic inspections; enforcement; and more. In 2024, staff is proposing several amendments to fees ascribed to zoning permit issuance to be more reflective of cost recovery.

Recommended motion: That the Board of Commissioners authorize staff to prepare a resolution adopting an amended Susquehanna Township Schedule of Fees for Thursday, December 14, 2023.

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.