



Susquehanna TOWNSHIP

1900 Linglestown Road | Harrisburg, PA 17110
Phone 717.545.4751 | Fax 717.540.5298
susquehannatwp.com

Susquehanna Township Board of Commissioners
Regular Meeting Agenda
December 14, 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. November 9, 2023 – Board of Commissioners Regular Meeting

- G. RECOGNITIONS AND PRESENTATIONS

- 1. PRESENTATION OF 2023 PUBLIC SAFETY AWARDS

- George Drees, Fire Marshal*

- Narrative**

- Fire Marshal Drees will present awards to first responders in the Township for their involvement in the following incidents:

- 1) December 13, 2022 - F22-0011083 Unit Citation - Lifesaving Award, 3204 Crest Road Gas leak with subsequent explosion;
 - 2) May 5, 2023 - 23-0004070 Unit Citation- Lifesaving Award, 1521 N. 25th Street CPR/AED clinical save;
 - 3) May 5, 2023 - 23-0004074 Unit Citation- Lifesaving Award, Clarks Valley Road. Middle Paxton Township MVA with heavy entrapment;

4) September 8, 2023 - 23-0008723 Unit Citation- Lifesaving Award, Interstate 81/George Wade Bridge MVA with heavy entrapment

2. PROMOTION OF OFC. CRAIG LAGER TO CORPORAL OF THE SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT

Rob Martin, Director of Public Safety

Recommended motion: That the Board of Commissioners promote Ofc. Craig Lager to the rank of Corporal in the Susquehanna Township Police Department.

3. PRESENTATION OF THE SUSQUEHANNA TOWNSHIP BICYCLE, PEDESTRIAN, AND GREENWAYS PLAN

Doug Knauss, Director of Parks & Recreation and Robert Thomas, Principal, Campbell Thomas & Co.

Narrative

In collaboration with community stakeholders and the Recreation Advisory Committee, Township staff and the consultant, Campbell Thomas & Co., have completed a draft of the Township-wide Bicycle, Pedestrian, and Greenways Plan. The draft of the plan can be found at the link below. Director Knauss and the consulting architect, Robert Thomas, will present the plan. This evening, the Board is asked to receive the presentation and, at the conclusion of any discussion, authorize a 45-day public comment period prior to the presentation of the final plan for adoption in March 2024.

[DRAFT Susquehanna Township Bicycle, Pedestrian, and Greenways Plan](#)

Recommended motion: That the Board of Commissioners authorize a 45-day public comment period on the DRAFT Susquehanna Township Bicycle, Pedestrian, and Greenways Plan commencing December 18, 2023.

H. REPORTS OF COMMITTEES

- | | |
|---|--|
| 1. Building & Grounds (<u>Rothrock</u>) | 7. Fire, EMS, EMA (<u>Hisiro/Williams</u>) |
| 2. Budget, Finance, Insurance & Pension
(<u>Sanderson/Rebarchak/Faylona</u>) | 8. Planning & Zoning
(<u>Rothrock/Vacant/Rebarchak</u>) |
| 3. Public Works (<u>Napper/Hisiro</u>) | 9. School Board (Vacant/Williams) |
| 4. Health & Sanitation (<u>Rebarchak/Hisiro</u>) | 10. Authority (<u>Napper/Pribulka</u>) |
| 5. Administration & Personnel
(<u>Napper/Engle/Williams</u>) | 11. Shade Tree (<u>Vacant/Rebarchak</u>) |
| 6. Police (<u>Engle/Faylona</u>) | 12. Communications
(<u>Williams/Rothrock/Vacant</u>) |
| | 13. Human Relations (<u>Hisiro/Faylona</u>) |
| | 14. Parks & Recreation (<u>Faylona/Hisiro</u>) |

I. PUBLIC HEARINGS

1. A PUBLIC HEARING ON THE 2024 SUSQUEHANNA ANNUAL BUDGET

Frank Lynch, President, Board of Commissioners

Narrative

President Lynch will adjourn the Regular Meeting and call a public hearing on the budget to order. At the conclusion of the public hearing, the Board will reconvene the Regular Meeting and is asked to entertain a motion to approve the Tax Ordinance and Resolution adopting the Annual Budget.

- a. **ORDINANCE 22-04 AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING TAX RATES AND ASSESSMENTS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024**

Jill Lovett, Director of Finance

Narrative

Provided with the agenda is a copy of an ordinance as advertised fixing the tax rates and assessments for Susquehanna Township for fiscal year 2024. Real estate taxes for general purposes are proposed to be set at 4.05 mills, and real estate taxes for fire protection purposes are proposed to remain at .775 mills. Street light assessments remain unchanged from 2023. Additionally, no changes are proposed to Earned Income Tax, Real Estate Transfer Tax, and fire hydrant assessments, which have been itemized in the 2024 Annual Budget.

Recommended motion: That the Board of Commissioners adopt the ordinance establishing tax rates and assessments for the fiscal year beginning January 1, 2024, and ending on December 31, 2024.

- b. **RESOLUTION 2023-R-35 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2024, BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024**

Sean Sanderson, 5th Ward Commissioner and David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution adopting the 2024 Susquehanna Township Annual Budget. The Board reviewed and approved the Preliminary Budget at its Regular Meeting on November 9th, and no changes were made to the document since its preliminary approval. The 2024 Annual Budget has been made available for public inspection on the website and at the Township Office in

accordance with the requirements of the First Class Township Code. A link to the budget as advertised for the public hearing is provided below.

[2024 Susquehanna Township Annual Budget](#)

Recommended motion: That the Board of Commissioners adopt the resolution adopting the 2024 Susquehanna Township Annual Budget.

J. BIDS AND AGREEMENTS

1. AUDIT ENGAGEMENT LETTER AUTHORIZATION – ZELENKOFSKE AXELROD, LLC

Jill Lovett, Director of Finance

Narrative

Provided with the agenda is an engagement letter from the Township's auditor, Zelenkofske Alexrod, LLC to conduct the 2023 and 2024 Township audits, including any DCED filings and, if necessary, a Single Audit required if more than \$750,000 of federal funds are spent in any one fiscal year. Staff is recommending a two-year engagement with the firm.

Recommended motion: That the Board of Commissioners authorize the Township Manager to execute an Audit Engagement Letter with Zelenkofske Axelrod, LLC for a contract period of two years.

2. 2024 ZONING ADMINISTRATOR RETAINER AGREEMENT – HRG, INC.

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is a copy of a Retainer Agreement with HRG, Inc. for assistance with Zoning Administration in 2024. The purpose of this Agreement is to provide support for the Assistant Township Manager to meet statutory obligations for permit reviews and inspections until a full-time Zoning Officer can be retained. The Agreement allows for a month-to-month extension and includes weekly office hours for walk-in traffic.

Recommended motion: That the Board of Commissioners authorize the Township Manager to execute a Retainer Agreement with HRG, Inc. for Zoning Administration Services.

3. HUMANE SOCIETY AGREEMENT RENEWAL

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a renewal agreement with the Humane Society of Harrisburg Area, Inc. for domestic animal protective services for 2024. Staff is recommending approval of the Agreement.

Recommended motion: That the Board of Commissioners authorize the Township Manager to execute the renewal agreement with the Humane Society of Harrisburg Area, Inc.

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

1. **RESOLUTION 2023-R-36 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SUSQUEHANNA, DAUPHIN COUNTY, PENNSYLVANIA; REESTABLISHING FEES TO BE CHARGED IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP ZONING ORDINANCE; REESTABLISHING FEES IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP BUILDING CODE; ESTABLISHING FEES FOR THE SUBMISSION AND REVIEW OF SUBDIVISION AND LAND DEVELOPMENT PLANS AND FOR THE INSPECTION OF IMPROVEMENTS REQUIRED TO BE CONSTRUCTED AS A PART OF A SUBDIVISION OR LAND DEVELOPMENT; ESTABLISHING FEES IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP STORMWATER MANAGEMENT CODE; AND REESTABLISHING FEES FOR MISCELLANEOUS TOWNSHIP PERMITS, LICENSES, AND SERVICES**

Betsy Logan, Assistant Township Manager

Narrative

At the Regular Meeting of the Board of Commissioners on November 9th, staff presented a draft 2024 Schedule of Fees with several amendments changes to costs incurred for zoning permits, parks usage, street cuts, and more. 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 others. The Board authorized a resolution to adopt the 2024 Schedule of Fees, which is provided with the agenda this evening.

Recommended motion: That the Board of Commissioners adopt the resolution adopting the 2024 Susquehanna Township Schedule of Fees.

2. RESOLUTION 2023-R-37 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING FACILITY RESERVATION INFORMATION AND REGULATIONS AT SUSQUEHANNA TOWNSHIP PARKS

Doug Knauss, Director of Parks & Recreation

Narrative

Provided with the agenda is a copy of a resolution adopting rules and regulations for facility reservations in Susquehanna Township Parks. These were developed in concert with the Department of Community and Economic Development and Department of Public Safety and expand on the amendments made earlier this year to Chapter 16, Parks and Recreation of the Susquehanna Township Code of Ordinances. Director Knauss will introduce the item and staff is recommending adoption of the Resolution and accompanying park rules as presented.

Recommended motion: That the Board of Commissioners adopt the resolution adopting the Rules and Regulations for Susquehanna Township Parks.

3. RESOLUTION 2023-R-38 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 2227 BOAS STREET, HARRISBURG, PENNSYLVANIA 17103

Rob Martin, Director of Public Safety

Narrative

Provided with the agenda is a copy of a resolution authorizing the installation of an ADA accessible parking space in front of property located at 2227 Boas Street. The property owner has submitted an application for review as required by Chapter 15, Section 403A, Establishment of Restricted Parking for Handicapped Persons or Severely Disabled Veterans.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the installation of an ADA-accessible parking space at 2227 Boas Street.

4. RESOLUTION 2023-R-39 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE

INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 3912 DURHAM ROAD, HARRISBURG, PENNSYLVANIA 17110

Rob Martin, Director of Public Safety

Narrative

Provided with the agenda is a copy of a resolution authorizing the installation of an ADA accessible parking space in front of property located at 3912 Durham Road. The property owner has submitted an application for review as required by Chapter 15, Section 403A, Establishment of Restricted Parking for Handicapped Persons or Severely Disabled Veterans.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the installation of an ADA-accessible parking space at 3912 Durham Road.

- 5. RESOLUTION 2023-R-40 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA RATIFYING A COLLECTIVE BARGAINING AGREEMENT WITH AFSCME DISTRICT COUNCIL 90 FOR A TERM BEGINNING JANUARY 1, 2024, AND EXPIRING DECEMBER 31, 2026**

David Pribulka, Township Manager

Narrative

Staff and Board representatives have concluded negotiations in good faith with AFSCME District Council 90 representing the Susquehanna Township Highway Division employees. On Wednesday, December 6th, the bargaining unit met and voted in favor of ratifying the contract. Provided with the agenda is a copy of a resolution ratifying the agreement and authorizing the President and Secretary to execute the contract on behalf of the Township. The agreement is for a term effective January 1, 2024, and expiring on December 31, 2026. Staff is recommending the Board adopt the resolution.

Recommended motion: That the Board of Commissioners adopt the resolution ratifying a collective bargaining agreement with AFSCME District Council 90 for a term beginning January 1, 2024, and expiring December 31, 2026.

- 6. RESOLUTION 2023-R-41 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING DAVID PRIBULKA, TOWNSHIP MANAGER, TO APPROVE EXPENSES AND PRECONSTRUCTION ACTIVITIES AS SET FORTH IN SECTION 4 OF THE DAUPHIN COUNTY INFRASTRUCTURE SAFETY IMPROVEMENT PROGRAM (TISIP) INTERMUNICIPAL COST SHARING AGREEMENT**

**BETWEEN SUSQUEHANNA TOWNSHIP AND THE COUNTY OF DAUPHIN
FOR THE KOHN ROAD BRIDGE SUPERSTRUCTURE REPLACEMENT
(HERINAFTER THE “PROJECT”**

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution authorizing David Pribulka, Township Manager to execute a cost sharing agreement with Dauphin County for the Kohn Road Bridge Superstructure replacement. The project has a total estimated cost of \$1,230,000, with local cost share equaling \$75,750. The project is planned to commence in 2024 and conclude in 2026 and will include a complete superstructure replacement of the bridge spanning Paxon Creek on Kohn Road.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing David Pribulka to approve expenses and preconstruction activities as set forth in Section 4 of the Dauphin County Infrastructure Safety Improvement Program Intermunicipal Cost Sharing Agreement for the Kohn Road Bridge Superstructure Replacement Project.

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. Civil Service List Certification
- c. Authorization to hire Daniel Paz to the Susquehanna Township Police Department
- d. Appointment of Ember Jandebour to the Zoning Hearing Board
- e. Contract 2023-C2ST, Road Projects - Pay Application No. 3 (609,882.50)
- f. Financial Security Reduction #2 – Susquehanna Union Green Phase 3C (\$3,688)

**2. AUTHORIZATION TO ADVERTISE A PUBLIC HEARING ON AN
ORDINANCE AMENDMENT CONCERNING THE PLACEMENT OF A STOP
SIGN AT THE INTERSECTION OF CLOVERFIELD AND WEDGEWOOD
ROADS IN SUSQUEHANNA TOWNSHIP**

Rob Martin, Director of Public Safety

Narrative

Pursuant to Chapter 15, Motor Vehicles; Part 2, Traffic Regulations; Section 15-214, Stop Intersections Established, the Department of Public Safety has determined that a stop sign is warranted at the intersection of Wedgewood and Cloverfield Roads in Susquehanna Township. Staff is requesting the Board of Commissioners authorize a public hearing on an ordinance amendment to authorize the placement of a stop sign at the intersection for Thursday, January 11, 2024. Provided with the agenda is a report from Public Safety Director Martin summarizing the results of the traffic study and the resulting recommendation.

Recommended motion: That the Board of Commissioners authorize advertisement of a public hearing for Thursday, January 11, 2024, on an ordinance amendment directing the placement of a stop sign at the intersection of Cloverfield and Wedgewood Roads in Susquehanna Township.

3. DISCUSSION OF THE FORMATION OF A SUSQUEHANNA TOWNSHIP REDEVELOPMENT AUTHORITY

Frank Lynch, President, Board of Commissioners

Narrative

The Township has been approached by the Pennsylvania Department of General Services (“DGS”) regarding the consideration of the conveyance of certain land holdings that would necessitate the formation of a Redevelopment Authority (“RDA”) if the Township were interested in accepting. Should that be the case, it would be prudent to begin preparations for the formation of an RDA should the Township be interested in accepting any of the DGS property.

Recommended motion: That the Board of Commissioners direct the Township Solicitor to prepare the documents required for the formation of a Susquehanna Township Redevelopment Authority.

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.

MINUTES

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

**REGULAR MEETING
NOVEMBER 9TH, 2023**

REGULAR MEETING:

President Lynch called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, November 9th, 2023 at 6:40 p.m.

ROLL CALL:

COMMISSIONERS:

Jody Rebarchak – Present
Gary Rothrock – Present
Carl Hisiro – Present
Frank Lynch – Present
Sean Sanderson - Present
Fred Faylona – Present
Fred Engle – Present
La Tasha Williams - Present
Steven Napper – Present

TOWNSHIP PERSONNEL:

David Pribulka – Secretary-Manager
Betsy Logan - Assistant Township Manager
Michael Miller, Esq. – Township Solicitor
Jill Lovett - Finance Director
Rob Martin – Director of Public Safety
Doug Knauss – Parks & Recreation Director
Travis Mease –Highway Operations Manager, Public Works
Alex Greenly, P.E. – Township Engineer

EXECUTIVE SESSION:

President Lynch announced that an Executive Session occurred prior to this meeting where matters of personnel, legal, and real estate were discussed as allowed by law.

OTHERS IN ATTENDANCE:

Brady Backhaus, Mr. and Mrs. Backhaus, Mike Lawrence, Mr. Vartan, Frank Herring, and R. E. Cray

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:

President Lynch asked Commissioner Napper to lead the Pledge of Allegiance, followed by a Moment of Silence. Thank you to all veterans who have served us, including Commissioner Napper. President Lynch asked to take a moment of personal privilege and asked for thoughts for his mother who passed away on Tuesday. She was responsible for putting up with and supporting two Susquehanna Twp commissioners, his father and himself, respectively.

PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS: No comments were received from the public at this meeting.

APPROVAL OF MINUTES:

1. October 26th, 2023, Board of Commissioners Regular Meeting Minutes

Commissioner Hisiro moved that the Board of Commissioners approve the October 26th, 2023, meeting minutes as amended. The motion was seconded by Commissioner Sanderson. The motion carried unanimously.

RECOGNITIONS AND PRESENTATIONS:

1. A PRESENTATION OF A CERTIFICATE OF APPRECIATION TO BRADY BACKHAUS FOR INSTALLING A GAGA BALL PIT AT MCNAUGHTON PARK.

Commissioner Hisiro and Commissioner Faylona joined Mr. Knauss in presenting the certificate of appreciation to Brady Backhaus. Mr. Knauss had the privilege to work with Brady to install a Gaga Ball Pit as part of his eagle scout project. Brady did a phenomenal job as well as all his volunteers that participated in putting the pit together.

REPORTS OF COMMITTEES:

1. Building and Grounds – Commissioner Rothrock reported the back-up generator has been installed. Once operational, the remodeling of the Administrative Offices will be largely completed.
2. Budget, Finance, Insurance & Pension – Commissioner Sanderson reported the Budget and Finance Committee has done a tremendous amount of work. Kudos to all staff who spent many hours in development of the budget. Thank you to members of the Board for your feedback. The committee was able to cut the deficit of approximately \$2.5 mil to \$1.0 mil. This couldn't have been accomplished without fine attention to detail by department staff and department heads.
3. Public Works – Commissioner Napper reported that leaf collection continues. Leaf collection concludes on 12/15/2023. After 12/13/2023 residents are encouraged to call Dig My Earth at 717-921-8980 to dispose of leaves, which can be used for compost. Commissioner Napper also reminded citizens to watch for deer.
4. Health & Sanitation – Commissioner Rebarchak noted the final yard waste collection by Penn Waste will take place Saturday, 11/18/2023. There will be no yard waste collection in December.
5. Administration & Personnel – No report
6. Police – No report
7. Fire, EMS, EMA – Commissioner Hisiro reported the fire study should be completed in the next few weeks with a draft to the Township. Final submittal of the study may be

presented to the Commissioners on 12/12/2023. The Council of Governments sponsored FEMA grants for recruitment and retention went out to all eligible Township firefighters. A check for \$10,000 for college scholarship tuition reimbursement was distributed to one of Rescue's firefighters. This is the maximum allowable in the grant. Firefighters had a very active fire prevention month last month and are continuing into November. The Public Safety Committee Awards will be at the next Township Commissioners meeting on 12/14/2023. The Progress Fire Company and Progress Church of God continue to stock the Blessing Box located at the fire station. October and November are the Rescue Fire Company's months of giving. Donations collected will go to the Susquehanna Safe Haven Project. Upcoming events: 12/9/2023 – Breakfast with Santa at the Rescue Fire Company, 3701 N. 6th Street; 12/16/2023 – Progress Fire Company Santa Detail; 12/17/2023 – Rescue Fire Company Santa Detail.

8. Planning & Zoning – Commissioner Rothrock reported that the waiver request presented to the Commissioners on 10/28/23 to remove an access road in the Stray Winds Farms Phase 8 was approved. On the agenda is The Susquehanna Union Green Phase 2E Land Development Plan which is for the purpose of constructing a 69-space parking facility with associated site improvements. The Committee is recommending approval subject to outlined conditions. The Zoning Hearing Board considered variance requests for driveways that exceed 20' in width in the Stray Winds Farms development. All variance requests were denied. A variance request to approve a lot at 4209 Cumberland Ave measuring 7,809 sq feet, which is less than the minimum of 10,000 sq feet was also denied.
9. School Board – Commissioner Williams reported a special school board meeting will be held 11/13/2023 at 7:00 pm.
10. Authority – Commissioner Napper reported that daily checks have been performed. A broken pump was discovered and repaired. Sewer capital project is in progress. Residents are advised to visit the Capital website.
11. Shade Tree – Mr. Pribulka noted that the application for Shade Tree USA is completed and ready for signature.
12. Communications – Commissioner Williams reported the newsletter deadline is 12/16/2023 for a 1/28/2024 mailing.
13. Human Relations – No report
14. Parks & Recreation – No report

PUBLIC HEARINGS - NONE

BIDS AND AGREEMENTS

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

Mr. Miller presented 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.

Commissioner Lynch made a motion to authorize the President to execute a Right of Entry Agreement with the Department of General Services for the DGS Annex Complex, Lot 16. Commissioner Napper seconded the motion. The motion carried unanimously.

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

Mr. Pribulka presented 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.

Commissioner Rothrock made a motion to change the Broker of Record for Susquehanna Township Liability and Worker’s Compensation insurance to The Hartman Group. Commissioner Hisiro seconded the motion. The motion carried unanimously.

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

Mr. Knauss presented a recommendation letter from Alex Greenly, Township Engineer summarizing the bids received for Boyd Park Phase II. Bids were opened on November 2nd at 10:00 am. 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.

Commissioner Rothrock made a motion to award contract 2023-P1ST, Boyd Park Phase II, including Alternates 1 and 2, to Flyway Excavating, Inc. in a total amount of \$349,700. Commissioner Hisiro seconded the motion. The motion carried unanimously.

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

Mr. Drees presented a resolution authorizing the submission of a DCED Statewide Local Share Grant in the 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.

Commissioner Hisiro made a motion to 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. Commissioner Engle seconded the motion. The motion carried unanimously.

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

Commissioner Sanderson presented a resolution and two letters from Conrad Siegel, actuary 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.

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.

Commissioner Sanderson made a motion to 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. Commissioner Faylona seconded the motion. The motion carried unanimously.

3. SUSQUEHANNA UNION GREEN PHASE 2E LAND DEVELOPMENT PLAN

Ms. Logan provided a land development plan for Susquehanna Union Green Phase 2E. This is a Final Minor Land Development Plan for the purpose of constructing a 69-space parking facility with associated site improvements. 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. The following conditions are as follows:

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.

Commissioner Rothrock made a motion to approve the Land Development Plan for Susquehanna Union Green Phase 2E subject to the conditions recommended by the Planning Commission. Commissioner Engle seconded the motion. The motion carried unanimously.

STAFF REPORTS

1. Township Manager –Mr. Pribulka reported that the Township was advised of a grant award of \$227,250 for the Kohn Road Bridge Superstructure Replacement Project. The award comes from the Dauphin County Transportation Infrastructure Safety Improvement Program. The Township's new Executive Assistant has joined us and is here this evening. President Lynch and Mr. Pribulka attended a press release for the Route 39 Traffic Signal Adaptation Project on November 1st, which would streamline movement throughout the Linglestown corridor. More information will be provided as the project evolves.
2. Public Safety/Police – No report

3. Community and Economic Development – No report
4. Public Works – Mr. Mease stated that leaf collection will be occurring on Monday, Tuesday, and Wednesday of the week of Thanksgiving. Public Works will attempt to cover the entire township in those three days. Currently the schedule for leaf collection is every other week, depending on which side of the street you live, however, we have been picking up from both sides of the street when able.
5. Engineering – No report
6. Solicitor – No report
7. Parks and Recreation – No report

OLD BUSINESS – None.

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

Commissioner Sanderson made a motion to approve the consent agenda. Commissioner Napper seconded the motion. The motion carried unanimously.

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

Mr. Pribulka presented the 2024 Preliminary Annual Budget for Susquehanna Township. The Budget and Finance Committee has reviewed the draft document, and changes proposed have been incorporated in the document. 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 requires of the First Class Township Code. The Board is asked to incorporate any desired changes prior to its advertisement for final adoption on December 14th.

Commissioner Sanderson made a motion to adopt the 2024 Preliminary Operating Budget and authorize advertisement of a public hearing on the 2024 Final Operating Budget for Thursday, December 14, 2023. Commissioner Faylona seconded the motion. The motion carried unanimously.

3. REVIEW OF DRAFT 2024 SUSQUEHANNA TOWNSHIP SCHEDULE OF FEES

Ms. Logan presented the 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.

Commissioner Sanderson made a motion to authorize staff to prepare a resolution adopting an amended Susquehanna Township Schedule of Fees for Thursday, December 14, 2023. Commissioner Rothrock seconded the motion. The motion carried unanimously.

COMMISSIONER COMMENTS

None.

ADJOURNMENT

Commissioner Engle moved to adjourn the Board of Commissioners Regular Meeting for November 8, 2023, at 7:33 p.m. Commissioner Sanderson seconded the motion. The motion carried unanimously.

Respectfully Submitted,

David Pribulka
Secretary-Manager

ORDINANCE 23-04

**AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY,
PENNSYLVANIA FIXING THE TAX RATES FOR FISCAL YEAR 2024**

BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Commissioners of Susquehanna Township, County of Dauphin, Pennsylvania:

SECTION 1. That a tax is and the same is hereby levied on all property and occupations within the said municipality subject to taxation for the fiscal year 2024, as follows:

Tax rate for general purposes:	4.0500 Mills or \$0.405 per \$100 of assessed valuation
For fire protection purposes:	0.7750 Mills or \$0.0775 per \$100 of assessed valuation
For street light purposes, the sum of:	\$0.45 cents Front Foot Seated (Underground Jan. 1, 76) \$0.35 cents Front Foot Seated \$0.05 cents Front Foot Unseated

SECTION 2. Any Ordinance or part of an Ordinance, conflicting with this Ordinance, is hereby repealed insofar as the same affects this Ordinance.

ENACTED AND ORDAINED as an Ordinance this 14th day of December 2023.

[SEAL]

ATTEST:

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

David Pribulka, Secretary

Frank Lynch, President

RESOLUTION NO. 2022-R-35

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2023, BEGINNING JANUARY
1, 2024 AND ENDING DECEMBER 31, 2024**

WHEREAS, the Board of Commissioners of Susquehanna Township, Dauphin County, Pennsylvania has approved the 2024 Preliminary Annual Budget at its Regular Meeting on November 9, 2023; and

WHEREAS, Susquehanna Township, a political subdivision of the Commonwealth of Pennsylvania, has duly prepared and advertised the 2024 Annual Budget in accordance with all applicable statutes and First Class Township Code; and

WHEREAS, a public hearing on the 2024 Annual Budget has been conducted on December 14, 2023.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Susquehanna Township hereby adopts the Annual Budget for the fiscal year 2024, beginning on January 1, 2024, and ending on December 31, 2024, as presented by the Township Manager and as preliminarily adopted on November 9, 2023.

BE IT, AND THE SAME IS HEREBY RESOLVED, this 14th day of December 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

[SEAL]

ATTEST:

David Pribulka, Secretary



Zelenkofske Axlerod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

October 9, 2023

Mr. David Pribulka
Township Manager
Susquehanna Township
1900 Linglestown Road
Harrisburg, Pa 17110

Dear Mr. Pribulka:

Zelenkofske Axlerod LLC is writing this letter in the form of a contract to extend our financial audit services and assistance with the preparation of the DCED report to the Township of Susquehanna (the "Township"). Our audit of the Township's financial statements will be in accordance auditing standards generally accepted in the United States of America. We are providing two options for consideration.

Option 1: Single Year Audit

The financial statement audit and DCED report preparation fees for these services will be as follows:

Year	Financial Statement Audit	Single Audit, If required
2023	\$21,000	\$4,900

Option 2: Multi-Year Audit

The financial statement audit and DCED report preparation fees for these services will be as follows:

Year	Financial Statement Audit	Single Audit, If required
2023	\$20,800	\$4,875
2024	\$21,650	\$5,050

The fees for the single audit are estimated based on the Township having one major program. If additional federal funding would require a single audit of multiple funding streams, then the fee will be discussed and may be increased. If additional time is necessary for other items (e.g. due to changes in professional standards, changes in laws and regulations, establishment of new funds, new bond issues, implementation of new GASB's, etc.), we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In the event the Township would need/request additional auditing/consulting services, such work may be negotiated on an hourly basis. The hourly rate for the first year of the contract will be as follows:

	<u>Standard Hourly Rate</u>
Partner	\$250
Manager	\$165
Senior	\$120
Staff	\$95



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Mr. David Pribulka
Township Manager
Susquehanna Township
October 9, 2023
Page 2

If the Township agrees with our proposal to provide audit services, please indicate by signing the acknowledgment on the next page, and we will formalize the terms of our agreement in an engagement letter.

Thank you for the opportunity to present this proposal to the Township, and we look forward to continuing our relationship with you. If you have any questions, please call Kimberly Stank, Partner, at (717) 561-9200, extension 5016.

Sincerely,

Zelenkofske Axelrod LLC

ZELENKOFKSKE AXELROD LLC



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Mr. David Pribulka
Township Manager
Susquehanna Township
October 9, 2023
Page 3

ACKNOWLEDGMENT

The Township of Susquehanna is in agreement with and accepts the above extension:

_____ Option 1: For the year ended December 31, 2023

_____ Option 2: For the years ended December 31, 2023 through 2024

Signature and Title

Date

Signature and Title

Date

Signature and Title

Date



Herbert, Rowland & Grubic, Inc.
369 East Park Drive
Harrisburg, PA 17111
717.564.1121
www.hrg-inc.com

RETAINER AGREEMENT
PROJECT ASSIGNMENT
SUSQUEHANNA TOWNSHIP
2023 Zoning Officer Assistance
P000242.0534

This document will serve as a confirmation for a request for services under the existing Retainer Agreement for Consulting Services with Susquehanna Township. The Scope of Services, Schedule and Compensation for this project are based on information included with the request.

SCOPE OF SERVICES

Herbert, Rowland & Grubic, Inc. (HRG) is pleased to submit the following AGREEMENT to provide Zoning Officer related services in response to your request for a proposal.

We propose to successfully provide Zoning Officer duties by assigning dedicated, well-qualified, local, and experienced professionals to exceed the Township's expectations. Jackie Wilbern will serve as the Primary Zoning Officer for this engagement, bringing 17 years of zoning and code enforcement experience, including employment with local government entities such as East Hanover Township. She will be assisted by Maitlin Greiner, who is experienced in performing municipal plan review services for various local municipalities in both Dauphin and Cumberland Counties.

Our understanding of the assignment is that it generally includes the following tasks:

- Provide two-hour, in-office attendance at the Township Municipal Building on Monday and Wednesday of each week (times TBD).
- Respond to inquiries submitted by property owners, residents, and contractors via phone and email.
- Review and act on Zoning Permit Applications.
- Perform Zoning determinations.
- Attend pre-application meetings for new Subdivision and Land Development Plans.
- Review Subdivision and Land Development Plans for Zoning Ordinance compliance.
- Issue permits for construction and uses which are in accordance with the requirements of the Township Zoning Ordinance.
- Record and file all applications for permits with accompanying plans and documents.
- Perform site investigations for reported or suspected cases of non-compliance.
- Prepare Certificates of Nonconformance.
- Perform inspections at the beginning and completion of construction.
- Prepare Certificates of Use.
- Prepare written violations and enforcement notices.
- File appeals and amendments.

- Attend zoning appeal/variance meetings as required.
- Attend Zoning Hearing Board meetings as required.
- Attend Enforcement Hearings as required.

SCHEDULE

HRG understands the Township is requesting approximately five (5) total hours per week of Zoning assistance including four (4) in-office hours at the Township Municipal Building. We propose to provide the Zoning related services listed above for a period of one (1) month from the date of execution of this agreement. This agreement may be renewed monthly upon Township's approval and written notice provided to HRG.

COMPENSATION

We propose to complete this work for a per Unit fee of:

\$2,250.00 per month (Includes Labor and Expense)

The work will be subject to the General Conditions included within our Retainer Agreement. Our policy is to render invoices monthly based on the number of Units completed.

Herbert, Rowland & Grubic, Inc.

Client

Approved by:



Title:

Project Manager

Date:

November 27, 2023

Approved by:

Title:

Date:

2024 MUNICIPAL DOMESTIC ANIMAL PROTECTIVE SERVICES AGREEMENT

This agreement is entered into this ___ day of _____ 2023 (“Agreement”) by and between Susquehanna Township located at 1900 Linglestown Road, Harrisburg, PA 17110 (“Municipality”), and the Humane Society of Harrisburg Area, Inc., with an address as set forth above, (the “Society” together with the “Municipality”, the “Parties”).

I.

The Parties hereto, intending to be legally bound, agree that in consideration for the payment of the fees (the “Fees”) set forth in this Agreement, the Society shall provide the Municipality with the services described in this Agreement (those services being collectively referred to as the “Animal Control Program”), all as more fully set forth below.

II.

1. The Society will accept domestic dogs and domestic cats from the Municipality surrendered by authorized personnel as housing space allows in exchange for the fee in Section 7. Under no circumstance, other than an emergency, such as the intake of an injured animal or aggressive animal or an animal brought in by a dog warden from the Bureau of Dog Law Enforcement, will the Municipality be charged any fee for animals surrendered by anybody other than authorized personnel unless the party surrendering the animal submits an Authorization Form which is approved by an authorized person of the Municipality. This Agreement does not include placement services for owned animals or feral cats. The Society will not accept more than 100 pit bulls from a Municipality in fiscal year 2024. The Parties acknowledge the Society may temporarily shut down its facility due to an outbreak of a zoonotic disease, severe canine or feline disease, or overpopulation of animals. In the event that the Society temporarily shuts down, the Society will make every effort to assist the Municipality by providing food, bowls, and other supplies to the Municipality, however, the Municipality will not be entitled to any financial recovery.
2. The Society will respond to animal control calls from the Municipality as soon as practically possible, generally within twenty-four (24) hours of notification, unless such call is received on a holiday (New Year’s Eve Day, New Year’s Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day) or weekend. A holiday, weekend call, or a call made during weather emergencies will be responded to on the next regular Society business day.
3. The Municipality will be indemnified and held harmless from any actions of representatives of the Society relative to the provisions of this Agreement only. Further, the Society states that it has adequate liability insurance coverage and that the personnel provided by the Society are the exclusive employees of the Society.
4. During the term of this Agreement, and except as set forth elsewhere in this Agreement, the Society will be responsible for all costs incurred by the Society and the Municipality will be responsible for all costs incurred by the Municipality with respect to performance under this Agreement. The Society will be entitled to the recovery of any and all fees with respect to the surrender, holding, redemption, or disposition of animals entrusted to the Society pursuant to this Agreement.

5. Pursuant to the By-Laws of the Society, the Society has the organizational authority to engage in the activities undertaken by it pursuant to this Agreement. In consideration of the receipt of the Fees payable hereunder, the Society will perform its tasks relative to matters involving cruelty to animals within the area of the municipality at no further cost to the Municipality. The Municipality shall provide assistance in the investigation and prosecution of all violators of Pennsylvania Dog Law of 1982 whenever possible at no cost to the Society.
6. The term of this Agreement is from January 1, 2024 to December 31, 2024 (the "Initial Expiration Date"). Unless this Agreement is renewed or replaced by a writing signed by parties, any request for, or use of, the services included in this contract to be provided by the Society after the Initial Expiration Date shall be denied.
7. In consideration of the foregoing, the Municipality shall pay the Society a non-refundable contracting fee of \$250.00. Municipalities will be billed by the Society on a monthly basis.

The fees for animals are \$158.60 per dog, \$345.40 per pit bull and \$176.40 per cat. The Society will not accept feral cats for admission or more than 100 pit bulls from any Municipality in fiscal year 2024.

The Parties agree that the fees do not represent a daily fee obligating the Society to accept an unlimited number of animals from the Municipality on a daily basis.

8. Fees remaining unpaid 30 days or longer after the due date ("Delinquent Fees") shall bear interest at the lesser of 1% per month (12% per year) or the highest rate allowed by law. Delinquent Fees remaining unpaid more than 30 days after becoming delinquent will be grounds for the Society to terminate this Agreement.
9. Any other domestic animal such as rabbits, ferrets, guinea pigs, iguanas, or other unique or exotic species of animal taken in from the Municipality will result in an additional fee of \$51.50 per animal billed monthly.
10. The Society will provide after-hours access to the Municipality via its security system for animal drop off if the Municipality requires it.
11. The Society will provide monthly reports to the Municipality detailing animals taken in.
12. Any changes to this agreement must be executed via an amendment signed by the Society and Municipality with a copy returned to each party.
13. This Agreement shall become effective only upon signature by both the Society and Municipality with a copy returned to each party.
14. This contract does not preclude the Society from charging any resident of the Municipality fees for adoptions, euthanasia, cage/trap rentals, or any other service offered by the Society. The law deems animals as personal property; therefore, all costs incurred are the responsibility of the owner.

2024 MUNICIPAL DOMESTIC ANIMAL PROTECTIVE SERVICES AGREEMENT

SIGNATURES

_____ Authorized Signature	_____ Humane Society Representative – Signature
_____ Date	_____ Date
_____ Name Printed	Brittany L. Leggore, CPA, CFO _____ Name Printed
_____ Title	Chief Financial Officer _____ Title

CONTACT INFORMATION

_____ Primary Contact	_____ Contact Phone Nr(s)
_____ Date	_____ After Hours Phone Nr(s)
_____ Secondary Contact	_____ Contact Phone Nr(s)
_____ Date	_____ After Hours Phone Nr(s)
_____ Fax Number	

This Agreement shall begin on January 1, 2024 at 12:00 a.m. and end on December 31, 2024, at 11:59 p.m.

FEE RESOLUTION

RESOLUTION NO 23-R-36

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SUSQUEHANNA, DAUPHIN COUNTY, PENNSYLVANIA; REESTABLISHING FEES TO BE CHARGED IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP ZONING ORDINANCE; REESTABLISHING FEES IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP BUILDING CODE; ESTABLISHING FEES FOR THE SUBMISSION AND REVIEW OF SUBDIVISION AND LAND DEVELOPMENT PLANS AND FOR THE INSPECTION OF IMPROVEMENTS REQUIRED TO BE CONSTRUCTED AS A PART OF A SUBDIVISION OR LAND DEVELOPMENT; ESTABLISHING FEES IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP STORMWATER MANAGEMENT CODE; AND REESTABLISHING FEES FOR MISCELLANEOUS TOWNSHIP PERMITS, LICENSES, AND SERVICES.

WHEREAS, the Board of Commissioners of the Township of Susquehanna, Dauphin County, Pennsylvania is authorized by various Susquehanna Township Ordinances to establish a Fee Schedule, and;

WHEREAS, the Board of Commissioners of the Township of Susquehanna, Dauphin County, Pennsylvania is required to review plans and documents submitted by developers to determine compliance with applicable Township ordinances and regulations, including but not limited to the Township's Subdivision and Land Development Ordinance and Storm Water Management Ordinance; and

WHEREAS, Section 2020 of the First Class Township Code (the "Township Code") provides that no person may construct, open or dedicate any road or drainage facilities for public use unless the Board of Commissioners has reviewed and approved the plan; and

WHEREAS, the Township incurs costs in the review of plans proposing the installation of new streets and drainage facilities and documentation necessary to insure that the Township will obtain clear title to such facilities upon dedication; and

WHEREAS, the Township has enacted a Storm Water Management Ordinance in accordance with the authority of the Pennsylvania Storm Water Management Act; and

WHEREAS, the Township incurs costs in the administration of the Storm Water Management Ordinance; and

WHEREAS, the Township Engineer, Township Solicitor or other professional consultants retained by the Township perform technical reviews of such plans and documents at a cost to the Township; and

WHEREAS, the inspections of improvements required to be installed in subdivision or land developments may be done by the Township staff or by the Township Engineer or other professional consultants retained by the Township; and

WHEREAS, the Township Engineer or other professional consultants perform such inspections at a cost to the Township and when the Township staff performs such inspections, there is a cost to the Township

as that employee is not performing general municipal work which may benefit the entire Township but rather is providing services which benefit a particular developer; and

WHEREAS, the Township has enacted a Zoning Ordinance and the Pennsylvania Uniform Construction Code (the "PA UCC), and the Township incurs costs in the receipt of applications, issuance of permits, and inspection of construction authorized by such Ordinances; and

WHEREAS, the Board of Commissioners is authorized to adopt fees to be paid by applicants to reimburse the Township for expenses incurred in the processing of applications, the review of plans and documents, and for expenses incurred in the inspection of improvement; and

WHEREAS, the Township may impose fees for hearings before the Zoning Hearing Board; and

WHEREAS, the Township incurs costs in the publication of various documents and maps and in the provision of such publications and other services; and

WHEREAS, the Board of Commissioners desires to establish fees and costs for such inspections, publications and services.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Township of Susquehanna, Dauphin County, Pennsylvania, that all fees are hereby fixed as follows:

Section I. Fees Established.

BUILDINGS (CHAPTER 4)

Vacant, foreclosed, and abandoned properties must be registered through PROCHAMPS; fee is paid online at time of registration.

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
Semi-Annual Registration/Reregistration of Abandoned Real Property	\$300

CODE ENFORCEMENT, UNIFORM CONSTRUCTION CODE (CHAPTER 5)

Permit fees for building construction projects and other permit fees are collected to cover the costs of permit applications, plan review, the issuance of the permits, required onsite inspections, certificate of occupancies, code inspections, enforcement activities and other related fees. These fees for building construction are authorized pursuant to Section 501(A) of Pennsylvania Act 45 and any amendments adopted thereto from time to time. Fees listed in the building section are in addition to any applicable plumbing, electrical, and zoning fees. This fee schedule does not include the cost of electrical inspections by a Township approved third party electrical inspection agency.

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
Building Permit Application Fee – A nonrefundable application fee is due at the time of permit application submittal for residential projects. The application fee shall be paid upon submission of the application for review; the remaining building permit fees shall be paid upon approval of the permit application, prior to issuance of the permit placard.	\$100 Residential N/A Commercial
Building Permit Resubmittal Fee – In the event that a second plan submission is required prior to the issuance of a permit because the plan review comments have not been adequately addressed, if additional comments are required to be generated, or any submission of modifications after the issuance of a permit a resubmittal fee is charged for the additional administrative work required to process and review each additional resubmission.	\$100 Residential \$50 Commercial

APPLICATION/ACTIVITY

FEE

PA Building Code Education Fee - In addition to the fees set forth below, a state fee is charged on each permit issued as required by PA Act 36 of 2017 for Training of Code Officials and Construction Industry.

\$4.50 per permit

Residential Work Classifications

DWELLINGS - Includes additions, attached garages, and finished basements; excludes unfinished basements, patio enclosures and decks.

\$0.80/s.f. - \$300 minimum

INDUSTRIALIZED AND MANUFACTURED HOUSING – These dwellings are exempt from PA UCC regulations; however, plan review, permitting, and inspections are required to determine code compliance for site preparation, foundation construction, utility connections, and verification of installation in accordance with manufacturer’s requirements.

1.5% cost/value - \$100 minimum

BASEMENT REFINISHING, PATIO ENCLOSURES, AND DECKS

\$0.25/s.f. - \$100 minimum

ACCESSORY STRUCTURES – Detached garages, sheds, carports, greenhouses, pole buildings, retaining walls greater than 4 feet high, fences greater than 6 feet high, swimming pool barriers, alternative energy, and all other applications that required PA UCC Building permits.

1.5% cost/value - \$25 minimum

SWIMMING POOLS, SPAS, HOT TUBS

Above Ground Pool

\$100 each

In Ground Pool

\$250 each

Storable Pool – Greater than 24” Capacity

\$50 each

Spas/Hot Tubs

\$75 each

REMODELING/RENOVATIONS

1.5% cost/value \$100 minimum

RESIDENTIAL RE-INSPECTION - First failed inspection (per permit) is free. Additional inspections made necessary by failure of the builder or contractor to have work ready for inspection after a request for inspection has been made, or failure of the builder or contractor to correct a previously noted deficiency, or inspections required in excess of those to be provided under the original fee. The re-inspection fee shall be paid to the Township prior to re-inspection.

\$50 each

Non-residential Work Classifications - Includes Commercial, Hotels, Multi-family Residential, Office, Retail, Assembly, Industrial, Religious, Education, Storage and other Non-Residential occupancies regulated by the International Building Code.

NEW CONSTRUCTION, ADDITIONS, TENANT FIT-OUTS, RENOVATIONS AND REMODELING - Does not include payment of the actual cost of third party inspectors designated by the Board of Commissioners. Fee schedules of third party inspectors shall be posted at the office responsible for issuing building permits and shall be available upon request.

\$1500

Demolition

Entire structure

\$100 each

Interior demolition

1.5% cost/value

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
Electrical Permit - Fee only, a third party inspection agency must be utilized by the applicant to perform electrical inspections. Does not include PA State Fee.	\$25
Plumbing	
SANITARY SEWER	
Sewer lateral - Connecting from cleanout to house	\$100
Sewer lateral – Connecting from curb to main	\$100
Reconstruction of sewer lateral	\$50
Disconnection of sewer (demolition)	\$50
WATER SERVICE	
Water lateral - Connecting from main to house	\$50
Each plumbing inspection	\$25
COMMERCIAL PROJECT FEE	\$50
Contracts over \$10,000.00 add	\$5/\$1,000
PLUMBING FIXTURES	
Each individual fixture (new or replacement)	\$5
Fixture opening roughed for future use	\$5/each
Sewer ejector	\$25
Grease, oil, and blood interceptor	\$25
Sump pits	\$5
Hot water heater	\$25
Inspection per Dwelling Unit	\$25
Post Fixture Installation Inspection	\$25
Installation of new bath, powder room, and kitchen in old buildings	\$25
Plumber's License	
Master Plumber	\$50
Journeyman Plumber	\$25
Signs	
Wall sign, ground sign, roof sign, projecting signs	2.0% cost/value \$65 minimum
Certificate of Occupancy	
New Construction	\$50
Existing Structures	\$100
Duplicate or Replacement	\$25
Temporary Certificate of Occupancy Administration and Inspection Fee	\$150
Miscellaneous	
DESIGN REVIEW COMMITTEE APPROVAL OF BUILDING PLANS – An application fee for the review of additional building elevations and site-	\$200

APPLICATION/ACTIVITY

FEE

related landscaping shall be required prior to the release of permits for building construction for projects requiring Design Review Committee Approval.

APPEAL OF BUILDING CODE OFFICIAL'S DECISIONS – Escrow includes the actual cost to the Township per the PA UCC. Does not include fees charged by Capital Region COG UCC Board of Appeals. \$500 escrow

INSPECTION FEES - Fees for services not listed will be charged by the hour with a minimum charge per hour. \$65 per hour

APPEAL TO PROPERTY MAINTENANCE BOARD \$250

WORK WITHOUT PERMIT FEE – If any person shall undertake any of the activities which require issuance of a permit under the Zoning Ordinance or the PA UCC prior to obtaining such permit, the permit fee listed shall be doubled to recover the increased administrative and inspection costs incurred by the Township as a result of the necessity to expedite processing of the untimely filed application, perform inspections, etc. Permit Fees Doubled

Building Permits Notes and Qualifications

All fees in this section shall be rounded up to the nearest dollar.

Cost/Value means the reasonable costs, as determined by the Building Code Official, of all services, labor, materials, and use of equipment entering into and necessary to the prosecution and completion of the work. Cost/value shall be determined by referring to the current version of the appropriate R.S. Means “Square foot Costs” guide, not the actual builder’s expenditure.

Plan and Specification Requirements

2 copies of all plans should be submitted. If food service is provided, 3 copies of all plans shall be submitted. All commercial building plans and specifications must be stamped and sealed by a design professional licensed in the Commonwealth of Pennsylvania.

FIRE PREVENTION AND FIRE PROTECTION (CHAPTER 7)

APPLICATION/ACTIVITY

FEE

Annual Fire Safety Inspection \$75/structure

Fire Incident Reports \$15

Fire Alarms Fee - covers a 12-month period

First 2 alarms No charge

3rd alarm \$50

4th alarm \$100

5th alarm \$200

6th alarm and above \$300

Photos

3” x 5” \$5

5” x 7” \$10

8” x 10” \$20

Photo Disc \$25

GRADING AND EXCAVATION (CHAPTER 9)

Permits are required for any excavation, grading, or fill for areas over 25 cubic yards or 100 square feet of disturbance). Not including trenching for utilities, or if the work is being done for the purpose of immediate construction of a building or improvement for which a building permit has been issued, if, in the opinion of the Code Official evidenced, in writing, on such building permit, no hazard to property rights of the Township or adjoining land owners will be encountered or created by such excavation or fill. This fee is separate from any stormwater management permits.

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
0 to 100 square feet of disturbance	No charge
101 to 1,000 square feet of disturbance	\$25
1,001 to 27,000 square feet of disturbance	\$50
over 27,000 square feet of disturbance	\$50 plus \$30/1,000 cu. yds. prorated

HEALTH AND SAFETY (CHAPTER 10)

Food Services Permits - Food Services Permits are issued by the Township for the retail sale, commercial and institutional service, and vending of food (this includes, but is not limited to restaurants, bars, schools, daycares, supermarkets, mobile food units, churches serving food more than 3 times per year, and licensed health care facilities). Should the site location require new construction or remodeling, the Susquehanna Township Health Officer is required to check plans and inspect the construction or remodeling. No person may operate a food establishment without having the food establishment inspected by the Health Officer and obtaining a permit. A permit may not be transferred from one person to another person, from one food establishment to another, or from one type of operation to another if the food operation changes from the type of operation.

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
Public eating and drinking place	\$200 annually
Itinerant public eating and drinking places - (daily or as provided) each day of operation	\$200 annually
Grocery Stores, Supermarkets	\$200 annually
Second Follow-up Inspection of Food Establishments	\$150
3 rd or subsequent follow-up inspection fee	\$300
Courtesy inspection fee	\$150
Weed Control - The Property Maintenance Code authorizes the Township, to cause the removal mowing or destruction of weeds constituting a nuisance after giving five (5) days.	Prevailing cost from local landscaping contractor plus Admin Fee of 10% of such costs
Property Maintenance Board of Appeals – The Property Maintenance Code authorizes the Township to require an application fee for an appeal to the Property Maintenance Board of Appeals.	\$50

HOUSING (CHAPTER 11)

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
Rooming House Permit - No person may operate a rooming house unless they hold a rooming house permit issued by the Code Enforcement Officer. No reduction in the fee shall be made for fractional yearly permits. The permit shall expire at the end of the calendar year in which it is issued and shall be renewed	\$100 annually

annually at the rate established for the initial permit fee. Rooming House Permits are non-transferable.

Fire Escrow Fund - When there is fire damage to a property in the Township, the insuring agent shall transfer funds from the insurance proceeds to the designated Officer of the Township in the aggregate of \$2,000.00 for each \$15,000.00 of the claim and for each fraction of that amount of the claim. \$2,000/\$15,000 of the claim

The funds collected by the Township will be paid to the property owner after repairs, removal or security costs to the property have been completed. This will be ascertained by inspection and approval of the Fire Marshal.

LICENSES AND PERMITS (CHAPTER 13)

APPLICATION/ACTIVITY

FEE

Amusement machines - An annual license is required for machines operated as games of skill for amusement by patrons who pay money to use said machines in Susquehanna Township whether operated manually or by coins, tokens, slugs, pins, pegs, balls, electric batteries, electric current, or remote control Including, but are not limited to, pinball machines, electronically operated shuffleboard, bowling, video games, electronically operated tennis, billiards, games of skill, and other games of amusement. These games of amusement do not include any coin-operated musical devices nor any machine which dispenses tangible personal property. \$200 annually per machine

Massage Establishments - No person shall operate a massage establishment in the Township of Susquehanna without first having obtained a massage establishment license from the Township Health Officer. The license shall be displayed in a conspicuous place within the massage establishment in such manner that the same may be readily seen by persons upon entering the establishment. Licenses are non-transferable.

License filing fee for establishments, original application \$250

Application of a new business submitted after July 1 shall pay half the fee \$125

Annual Renewal \$150 annually

Massage Technician License – No person shall engage in, conduct or carry on the practice of massage in the Township of Susquehanna without first having obtained a massage technician license from the Township Health Officer. \$50

Salvage Yards - No person shall engage in business or operate a salvage yard within the Township without first obtaining a license to operate. Licenses are non-transferable. \$200

Sexually Orientated Business – No person shall operate a sexually orientated business without first obtaining a license. Licenses are non-transferable. \$500 annually

Soliciting Permit - No person shall engage in any transient retail business within the Township of Susquehanna without first having obtained a license. Permit fee is for the time period indicated or portion thereof, not to exceed a maximum of one month:

One (1) day \$50 per person

One (1) week \$100 per person

One (1) month \$200 per person

PARKS AND RECREATION (CHAPTER 16)

APPLICATION/ACTIVITY

FEE

PAVILION RENTAL FEES

Refundable Security Deposit – Required for all rentals. The security deposit is returned as long as compliance with Township Ordinance §16-103, Facility Rules and Regulations is met and there is no excessive trash or damage to the facility or property. \$100

Resident Rate

Hourly rate – Weekdays	\$20 per hour
Full Day rate - Weekdays	\$80 per day
Hourly rate – Weekends/Holidays	\$25 per hour
Full Day rate – Weekends/Holidays	\$100 per day

Non-Resident

Hourly rate – Weekdays	\$25 per hour
Full Day rate - Weekdays	\$100 per day
Hourly rate – Weekends	\$45 per hour
Full Day rate – Weekends	\$175 per day

Veteran’s Park Kitchenette Rental \$25

In the event that police action is required at a rental the renter can be charged officer rate plus 25% per hour for a minimum of three hours per incident call.

FIELD RENTAL/LIGHT USE FEES

Baseball/Softball

Field	\$35 per hour
Lights	\$25 per hour
League Play – Field	\$15 per game
League Play – Lights	\$19 per hour
Tournament Play - Field	\$500 per day
Tournament Play – Lights	\$25 per hour

Soccer

Field	\$25 per hour
Light	\$35 per hour
League Play – Field	\$18 per game
League Play – Lights	\$19 per hour
Tournament – Field	\$500 per day
Tournament - Lights	\$25 per hour

FIELD LINING/PREPARATION FEES

Baseball/Softball

Weekdays	\$35
----------	------

Weekends/Holidays	\$50
Baseball/Softball League Play	
Weekdays	\$25
Weekends/Holidays	\$50
Soccer	
Initial Lining	\$160
Relining	\$50
Township Athletic Association	
Baseball/Softball Fields	\$18 on weekdays \$40 weekends
Soccer Field Initial Lining	\$130
Relining	\$40 each
Light Use Fee	\$18 per hour
COURT RENTAL FEES	
Basketball	\$25 per hour
Basketball Tournament Play	\$175 per day
Tennis/Pickleball	\$25 per hour
Tennis/Pickleball Tournament Play	\$175 per day
DAY CAMP - 4-days a week Monday-Thursday from 9am to 4pm at Thomas Holtzman Elementary School. Price includes field trips and pool trips. Payment plans are available.	
Resident	\$155 per week
Non-Resident	\$185 per week
PLAYGROUND PROGRAM - Program includes field trips and pool trips; participants are charged per trip. Must register for each week planning to attend. Program takes place at Stabler Park, Veterans Park, and Crown Point Park Monday - Friday 9am-12pm.	
Resident	\$10 per week
Non-Resident	\$25 per week
OTHER FEES – This could include classes, sports camps, and event fees. The fee is dependent on the expense of the program and instructor costs.	Varies
League Play – <i>more than 10 games scheduled per season</i>	
Tournament Play – <i>more than 2 games scheduled per season</i>	
Township Athletic Association - <i>the Susquehanna Township Baseball Association, Susquehanna Township Girls Softball Association, Susquehanna Soccer Club, and Susquehanna Township Midget Football Association</i>	

POLICE

APPLICATION/ACTIVITY

FEE

Accident Reports

\$15

Criminal History Review

\$10

False Burglar and Fire Alarms - covers a 12-month period

First 2 alarms

No Fee

3rd and 4th alarms

\$50

5th through 9th alarms

\$100

10th through 15th alarms

\$500

15th through 20th alarms

\$750

Photos

3" x 5"

\$5

5" x 7"

\$10

8" x 10"

\$20

Photo Disc

\$25

Fingerprinting

Resident

\$25

Non-Resident

\$40

Handicap Parking Space Sign

Study for new sign

\$75

Installation of sign

\$150

Use of off-duty police

1.5 times base pay schedule plus
25%

SEWERS AND SEWAGE DISPOSAL (CHAPTER 18)

These fees are applied to the administrative costs incurred in the testing, permitting and inspection of on-lot sewage systems in the Township. Some of these services are charged whether or not a permit is issued and processed. These fees are to be charged to the applicant and made payable to Susquehanna Township. All designs for sewage systems must be completed by the applicant or their designated agent for review and approval by the Sewage Enforcement Officer. Fees presented do not cover any design work for the sewage system.

APPLICATION/ACTIVITY

FEE

Permit Application Fee

\$60/ea

Soil Profile Description (probe)

\$105/ea

Dig Perc Holes & Hole Preparation

\$85/per 6

Percolation Test (6 hole test)

\$560/ea

Inspection Packages (for repairs or new installations)

Conventional gravity flow systems

\$200

Conventional systems requiring a pump

\$390

Alternate septic systems	\$390
Permitting Activities and Related Work, not covered by the above	\$105/hr or fraction thereof
Planning Activities and Related Work, not covered by the above	\$105/hr or fraction thereof
Investigative and Enforcement Activities, not covered by the above	\$105/hr or fraction thereof
Annual Inspection Fees	\$105/hr or fraction thereof
Other Soils Testing	
1 st Probe & 1 st Infiltration Test	\$460
Additional Probe & Infiltration Test	\$160
All Other Work, not specifically listed above	\$105/hr or fraction thereof
Escrow Fee	
Minor Repairs	\$500
Major Repairs/New System	\$1,500

STORMWATER MANAGEMENT (CHAPTER 19)

Applications for all stormwater management (SWM) approval under the Township’s Stormwater Management Ordinance shall pay a fee to cover the administrative cost for review of all stormwater management plans and documents and a fee shall be placed in escrow to cover professional consultant review costs. Any amount in the escrow funds that exceeds the professional consultant review costs shall be returned to the applicant. If the amount in the escrow is not sufficient to meet all professional consultant review costs, the applicant shall be billed, therefore, and shall pay the amount due within 30 days of such billing.

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
Administrative Fee	
SMALL PROJECTS - For projects adding between 1,000 and 5,000 square feet of new impervious area, the applicant must submit to the Township volume controls, a stormwater management site plan and report.	\$250
REGULAR PROJECT - For projects adding more than 5,000 square feet of new impervious area, the applicant must submit to the Township rate controls, volume controls, a stormwater management site plan and report, and record drawings.	\$500
Escrow Fee	
Small projects	\$2,500
Regular project	\$5,000

GARBAGE AND REFUSE (CHAPTER 20)

The fees for collection and disposal of refuse shall be fixed by the Township collector, subject to the approval of the Township.

STREETS AND SIDEWALKS (CHAPTER 21)

A permit is required to make any opening or cut in any public street or right-of-way or excavation in, for or under any street, alley or thoroughfare or to develop, construct or install any sidewalk, curb, utility, sewer, water or gas lines in the Township right-of-way. A permit is required for the erection or replacement of utility poles, whether within the cartway or within the area of dedication of any street, alley or thoroughfare.

APPLICATION/ACTIVITY

FEE

Street cut permit - Street cut is performed on a Township street or in the Township right-of-way. Fee includes first inspection; subsequent inspections will be billed as noted below. Linear distances shall be measured to the nearest foot.

Surface (Street) openings (first 100 linear feet)	\$150
Each additional 100 linear feet or fraction thereof	\$75
Surface openings of less than 36 square feet (or fraction thereof)	\$150
Each additional 36 square feet of fraction thereof	\$75
Shoulder area in right-of-way	\$115

Degradation Fees – Additional Fees are required to open a street where the pavement surface is less than 5 years old. The following fees shall be assessed based on the estimated quantities at the time of permit issuance and reconciled based on actual field measurements after construction is completed.

1 st year (pavement surface is less than 366 days old)	\$200 per square yard
2 nd year	\$175 per square yard
3 rd year	\$150 per square yard
4 th year	\$125 per square yard
5 th year	\$100 per square yard

Utility poles (up to 5 poles) - A permit is required for the erection or replacement of utility poles, whether within the cartway or within the area of dedication of any street, alley or thoroughfare, Any utility pole changes related to the installation of small wireless communication facilities must be submitted in conjunction with, and following the additional shall be filed in conjunction with all other applicable permits required for the installation of a small wireless communication facility.

Utility pole permit (up to 5 poles)	\$50
Each additional pole over 5	\$5 per pole

Extension of time for permit \$50

Second Follow-up or subsequent inspections (each) \$100

Penalty – Working without a Permit (per occurrence) \$500

Bond required - Prior to obtaining a permit, the applicant, therefore shall deposit with the Township financial security or bond in the amount determined by the Township Engineer sufficient to cover the cost of restoration of all curb cuts and all streets, thoroughfare ways, cuts or openings and other costs of improvements or restoration of any property disturbed. Equal to 120% of the cost of completion of work and restoration

SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATION AND REVIEW FEES (CHAPTER 22)

Applications for all subdivision and land development plans shall pay a fee to cover the administrative cost for review of all sketch, minor, preliminary, and final subdivision and land development plans and a fee to be placed in escrow to cover professional consultant review costs of all sketch, minor, preliminary, and final subdivision and land development plans. The preliminary and final plan filing fees shall consist of two (2) parts, namely, a basic fee and a lot and/or unit of occupancy fee. The basic fee covers the cost of the initial lot (remaining acreage) or unit of occupancy based upon the type of development involved. The lot fee is charged towards each additional proposed unit and/or each existing lot which received additional area. The unit of occupancy fee is charged for each proposed unit of occupancy in excess of one (1) unit per lot. The filing fee shall be used to reimburse the Township for its administrative expenses in connection with the processing of the application, including but not limited to receipt,

transmittal and storage of plans and reports, postage, and similar expenses. An additional filing fee for projects needing Design Review Committee review and approval will also be required to be paid at time of application. This filing fee shall be used to reimburse the Township for its administrative expenses incurred during the design review process.

Fees and Escrow Payable with Application. All filing fees and any required escrow deposit must be submitted to the Township with plan applications, as two separate checks. Plan applications shall not be accepted without fees and required escrow deposits, and neither the Susquehanna Township Design Review Committee, Planning Commission, nor the Susquehanna Township Board of Commissioners shall take action on a plan application submitted without a fee and, if required, an escrow deposit. The fees imposed by this Resolution are in addition to any fees imposed by the Dauphin County Planning Commission pursuant to Section 502 of the Pennsylvania Municipalities Planning Code for its review of plans or by any municipal authority or public utility as established by such authority or utility for review of plans showing improvements, extensions, or connections to the authority's or the utility's facilities. All fees and, if required, escrow deposits shall be paid by check or money order drawn to Susquehanna Township.

APPLICATION/ACTIVITY

FEE

Sketch Plan - An informal plan indicating salient existing features of a tract and its surroundings and the general layout of a proposed subdivision or land development. Review meetings extending beyond one hour will be billed to the applicant at prevailing hourly rates plus 20% administrative charge.	\$350
Minor Subdivision and Land Development - When six or fewer lots are proposed to be subdivided or land is being transferred to be combined with an existing lot.	\$500
Preliminary or Final Subdivision/Land Development Plan Residential - Fees do not include the amount for planning module, Susquehanna Township Municipal Authority, or Dauphin County Planning Commission fees. Combined preliminary and final plan submissions shall include applicable fees for both a preliminary and a final plan. Only one escrow will be collected.	\$500 application fee plus \$25 per lot or unit of occupancy
Preliminary or Final Subdivision/Land Development Plan Non-Residential - Fees do not include the amount for planning module, Susquehanna Township Municipal Authority, or Dauphin County Planning Commission fees. Combined preliminary and final plan submissions shall include applicable fees for both a preliminary and a final plan. Only one escrow will be collected.	\$500 application fee plus \$25 per acre of disturbed land
Preliminary or Final Subdivision/Land Development Plan Mixed-Use - Fees do not include the amount for planning module, Susquehanna Township Municipal Authority, or Dauphin County Planning Commission fees. Combined preliminary and final plan submissions shall include applicable fees for both a preliminary and a final plan. Only one escrow will be collected.	\$500 application fee plus \$25 per residential lot or residential unit of occupancy and \$25 per acre of non-residential disturbed land; any structure containing both a residential and non-residential use shall be charged based on the residential fee, and the associated disturbance shall be netted out of the calculation of the amount of non-residential land disturbed
Time Extension - If an extension of time shall been provided more than twice in one year from the original date of filing, a refiling fee is required.	50% of the first fee
Design Review Committee	\$100 application fee
Waiver/Modification Requests	
Waiver/modification of a specific ordinance requirement	\$100 each

Waiver request to defer plan approval to an adjoining municipality \$100

Planning Module Components

Non-Building Waiver or Planning Exception

Public sewer system forms \$50

On-lot septic system forms \$150

Recreation Fee - When certain land is determined to be unsuitable for recreation development or the developer is unable to dedicate land for such use, a fee in lieu of land dedication shall be assessed. \$3,000 per dwelling unit

Escrow Fund - Posting of escrow for reimbursement of Township expenses in processing subdivision and land development and other applications is required. Each applicant shall deposit with the Township a sum in the amount as set forth below at the time of filing an application for approval of a subdivision or land development plan, a storm water management plan, a request to transfer a liquor license and an appeal under local agency law. The escrow fund shall be used to reimburse the Township for all engineering, design review, inspection, and legal fees incurred in the review of the plan, inspection of improvements, preparation and recording of any appropriate deeds or documents, the appearance fee for the stenographer, and any other expense which the Township may incur in connection with the processing of the application and development of the property. The Township shall be irrevocably authorized to withdraw from time to time any monies deposited in the Escrow Fund by the applicant/developer in order to pay expenses and fees incurred by the Township. At such point as the Escrow Fund has been reduced to one-half of the amount posted by the applicant at the time of filing the application or less as a result of withdrawals as herein provided, then, and in that event, and at the time, the Township shall bill the applicant/developer an amount sufficient to restore the Escrow Fund to the original sum. In the event the Escrow Fund is insufficient at any time to pay such costs the Township shall bill applicant/developer for the actual or anticipated additional costs. In the event the Escrow Fund is in excess of the Township's costs, The Township shall refund such excess monies, without interest, to the developer upon completion of the development of the property. All outstanding fees shall be paid by the developer prior to the plan being provided to the developer for recordation or being recorded by Susquehanna Township.

Escrow Fund Amount

Sketch Plan Review \$500

Minor Subdivision & Land Development \$2,500

Preliminary or Final Subdivision/Land Development Plan Residential \$5,000 + \$100 per lot or unit of occupancy; maximum- \$10,000

Preliminary or Final Subdivision/Land Development Plan Non-Residential \$5,000 + \$100 per acre of disturbed land; maximum- \$10,000

ZONING REVIEW/ADMINISTRATION AND HEARING FEES (CHAPTER 27)

Applications for zoning permits for the construction and use of new and existing structures, building permits requiring zoning review, Compliance Letters, Certificates of Non-Conformance, appeals to the Zoning Hearing Board, map amendment petitions, zoning ordinance text amendment petitions, and similar services shall pay a fee to cover the compliance review, administrative costs, public notice and public advertising as applicable under the Township's Code of Ordinances, Zoning Ordinance and the PA Municipalities Planning Code, Act 247. The fees for zoning related services and activities shall be paid according to the following schedule:

APPLICATION/ACTIVITY FEE

Zoning Hearing Board

Special Exception Application, Interpretation or Appeal \$650

Variance Request \$650

Validity Challenge of a Zoning Ordinance \$1,000

Board of Commissioners

Rezoning \$1,000 fee + \$1,000 escrow

Text Amendment \$1,000 + \$1,000 escrow

Curative Amendments \$1,000 + \$1,000 escrow

Each Additional Hearing Request - Fee for each subsequent conditional use, special exception or variance hearings, or petitions for text amendments, and map amendments to cover administrative costs and any applicable public notifications. \$350

The Township shall keep a stenographic record of curative amendment and zoning hearing board hearings. In addition to the above fees to be paid at the time the application or appeal is filed, applicants and appellants shall, upon receipt of an invoice from the Township, reimburse the Township for one half of the court reporter's appearance fee attributable to the application or appeal. Transcripts, and copies of graphic or written material received into evidence shall be available to any party at cost. In the event that a transcript is requested by the Board of Commissioners, the Zoning Hearing Board, or any other party, the applicant shall pay all costs of the transcription of the hearing, and the Board shall be provided with an original, and a copy of the transcript. The Township's invoice shall be payable within thirty (30) days of receipt or upon the issuance of any permit authorized by the decision of the Zoning Hearing Board.

Zoning Officer Correspondence

Zoning Verification Letter \$50

Request for Determination \$200

Zoning Permit

Residential Application (sheds, fences, driveways, etc.) \$75

Residential – New Dwelling (single-family, two-family, and townhouses) \$500

Commercial Application (includes multi-family) \$1000

Zoning Use Permit – change of use \$75

Zoning Permit – Temporary (use not to exceed 30 days) \$50

Fireworks Tent (inspected by Fire Marshal) \$100

WORK WITHOUT PERMIT FEE – If any person shall undertake any of the activities which require issuance of a permit under the Zoning Ordinance or the PA UCC prior to obtaining such permit, the permit fee listed shall be doubled to recover the increased administrative and inspection costs incurred by the Township as a result of the necessity to expedite processing of the untimely filed application, perform inspections, etc. This additional fee shall be equal to the permit fee established in this resolution. Double the cost of the Zoning Permit

WIRELESS COMMUNICATION FACILITIES (WCF)

APPLICATION/ACTIVITY

FEE

Tower-Based WCF \$1,000

Collocated WCF \$500 for up to five (5) Small WCFs in a single application, \$100 for each Small WCF

	thereafter in the same application.
Small WCF (Collocated)	\$1,000
Small WCF (Requiring new or replacement Wireless Support Structure)	\$2,500
Annual Right-of-Way Use Fee (per WCF in the ROW)	\$270

ADMINISTRATIVE & MISCELLANEOUS FEES

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
Fuel - Surcharge is not applicable to Susquehanna Township School District, Fire Companies, and Susquehanna Township EMS	\$0.15/gal surcharge
Lien	
Imposition Fee	\$300 per transaction
Satisfaction Fee – fee covers cost of legal services and filing fees	\$300 per transaction
Grass and Vegetation Trimming, Removal and Cleanup - Fee amount equal to 150% of the current highest labor cost in the department to cover wages, overhead, supervision. In addition, there will be a cost for the use of equipment (based on the current rental rates in the market placed). There will also be a charge for materials used.	
Township Solicitor’s Fees	\$250/hr.
Return Check Fee	\$35
Treasurer Tax Certifications	\$25/certification
Liquor License Transfer	\$1,000
<i>Each request for approval for an intermunicipal liquor license transfer or issuance of a liquor license for economic development shall be accompanied by a fee to cover administrative costs associated with the hearing on the request. A stenographic record of the proceedings shall be kept. The appearance fee for a stenographer shall be borne or reimbursed to the township entirely by the person or entity requesting approval. The cost of the original transcript shall be paid by the township if the transcript is ordered by the township or shall be paid by the person or entity appealing from the decision of the township if such appeal is made, and in either event the cost of additional copies shall be paid by the person or entity requesting such copy or copies. In all other cases, the party requesting the original transcript shall bear the cost thereof.</i>	
Ordinances & Maps	
Maps - Street and Zoning	\$25
Comprehensive Plan	\$45 + postage
Zoning Ordinance	\$25 + postage
Subdivision and Land Development Ordinance	\$25 + postage
All other ordinances	Per copy + postage
Documents	
Copies	0.25/copy
Certified copies	\$5/document
Document research and retrieval	Actual hourly plus burden

Section 2. Payment of Fee in Lieu of Dedication. A developer who will pay a fee in lieu of dedication of park and recreational land shall pay the fee in lieu of dedication in full before the Township will execute the Final Plan to enable its recording.

Section 3. Reimbursement of Costs for Acceptance of Dedication of Park and Recreation Land. If developer shall dedicate park and recreational land to the Township, developer shall, at developer's sole cost and expense, provide the Township with a legal description of the land, a plot plan of the land, and a title search. The Township Solicitor, at developer's cost, will prepare the Deed of Dedication and any necessary mortgage releases or other documents. Developer shall transfer good and marketable title to the park and recreation land to the Township. Developer's financial security shall not be finally released until developer has transferred all park and recreation land to the Township. Developer shall pay all recording costs and other incidental costs associated with the transfer and shall, if requested by the Township, pay any costs necessary to construct and install a sign identifying the land as park and recreation land open to the general public.

Section 4. Reimbursement of Costs for Acceptance of Dedication of Street. If developer shall dedicate streets to the Township, developer shall, at developer's sole cost and expense, provide the Township with the recorded subdivision plan showing the street(s) to be dedicated; a copy of the recorded deed for the development (or portion thereof, which includes the street(s) to be dedicated) reflecting the current owner, previous owner, date of deed, and recording reference; a legal description for each street; the name and address of the legal owner(s) of the land to be dedicated; total centerline length of each street; the beginning and ending points for each street; right-of-way width and cartway width for each street; a current title search or title binder; as-built drawings; and releases for any mortgages affecting the street(s). The Township Solicitor, at the developer's cost, will prepare the required documentation to effect acceptance by the Township. The developer shall pay all recording costs and other incidental costs associated with the transfer.

Section 5. Reimbursement for Plan and Document Review Expenses. Applicants shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants, including but not limited to the Township Engineer and the Township Solicitor, for the review and any report or reports to the Township on an applicant's application, plans, supporting data, proposed agreements relating to the maintenance of improvements or open space, financial security, and similar matters if any, in connection with subdivisions and land developments, public street plans, and storm water management applications. Applicants shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants, including, but not limited to, the Township Engineer, the Township Planning Consultant, and the Township Solicitor. Such review fee shall be the actual fees charged by the Township Engineer, Township Planning Consultant, Township Solicitor, or other professional consultant for the services performed. The current fee schedules of the Township Engineer and the Township Solicitor are available upon request. The filing of a plan or application under the Susquehanna Township Subdivision and Land Development Ordinance, Storm Water Management Ordinance, or other governing ordinance and/or Section of the Township Code shall constitute an implied agreement by the applicant to pay such expenses.

Section 6. Reimbursement for Inspection of Improvements when such Inspection is Performed by the Township Engineer or other Professional Consultant. Developers shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants or the Township Engineer for inspection of the improvements required to be constructed under the Subdivision and Land Development Ordinance or the Storm Water Management Ordinance and any report or reports to the Township thereon. Such inspection fees shall be the actual fees charged by the Township Engineer or other professional consultant for the services performed. The current fee schedule of the Township Engineer is available upon request.

Section 7. Reimbursement for Inspection of Improvements when such Inspection is Performed by Township Personnel. In some circumstances, inspection of improvements may be performed by personnel employed by the Township. If the inspection is performed by Township personnel, developers shall reimburse the Township for all reasonable and necessary charges incurred by the Township for inspection of the improvements required to be constructed under the Storm Water Management Ordinance or the Subdivision and Land Development Ordinance and any report or reports to the Township thereon. When the inspection is performed by Township personnel, the fee shall be the hourly cost to the Township of employee performing the services (hourly wages plus costs of fringe

benefits) for each hour or portion thereof. A minimum charge of Seventy-five (75.00) Dollars per hour per person will be billed for the first hour or any portion thereof. Any time in excess of one (1) hour shall be billed at the same rate on a proportional basis. This charge shall be revised from time to time to reflect changes in the costs to the Township of utilizing its personnel to perform such inspections.

Section 8. Additional Expenses. All expenses incurred by the Township prior to street dedication for the installation, maintenance or operation of street signs, traffic control signs, traffic control lights, street lights and any other signs or lights which are necessitated by the developer's land development or subdivision shall be charged to and paid by the developer. A charge for Township personnel shall be billed to the developer for the costs of installing traffic control signs or performing other services for the development in accordance with Section 6 above. The actual cost of all supplies and equipment, including signs, poles and other materials shall be paid by the developer. If the Township is required to provide snow removal service on a street not accepted by the Township, the developer shall be charged the reasonable and customary commercial rate for such service plus the actual cost of all materials used. Hourly (1 hour minimum billing) rates are as follows. Such rates shall also be applicable if Township personnel and equipment is needed to remedy any property maintenance violation that is not remedied within a specified period of time after required notice is provided.

1 Supervisor/Inspector	\$75.00	6 Backhoe with Operator	\$92.00
2 General Laborer	\$50.00	7 Loader with Operator	\$92.00
3 Single Axle Truck with Operator	\$77.00	8 Mower with Operator	\$65.00
4 Tandem Axle Truck with Operator	\$88.00	9 Other fees by quote	
5 Truck with Snow Plow & Operator	\$95.00		

All expenses incurred by the Township utilizing Township owned equipment in good mechanical condition, complete with all required attachments shall follow the current Federal Emergency Management Act (FEMA) Equipment Rate Schedule. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Labor costs of the operator are not included in the rates.

Section 9. Fees for Use of Township Meeting Rooms. The following fees shall be imposed for use of the noted Township meeting rooms and shall be made payable upon reservation of the facility:

	<u>Class A</u>	<u>Class B</u>
Township Meeting Rooms	No charge	\$50.00 per hour
Refundable Security Deposit	No charge	\$250.00 per use or event

No charge or payment of the applicable fee and security deposit shall in no way absolve the renter of liability for the cost to repair damages in excess of the security deposit. Fees to repair damages shall be assessed at the actual cost of the repair(s).

1. Class A shall be defined as a Susquehanna Township related entity, other governmental unit with the sponsorship of the Township, a resident or group of residents of Susquehanna Township, or a not-for-profit entity or civic association and that the event not be for a commercial, religious, political, or profit related purpose.
2. Class B shall be defined as all others.

Regardless of class, all entities shall provide the Township with a Certificate of Liability Insurance noting Susquehanna Township is an additional insured with respect to general liability.

Section 10. Payment Dates and Penalties for Late Payment. All invoices for reimbursement of costs and fees forwarded by the Township shall be paid in full within thirty (30) days of the date of the invoice. If any invoice is not paid in full within thirty (30) days of the date of invoice, interest equal to ten (10%) per annum shall be assessed and shall accrue on the amount of the invoice from the due date. No notice prior to the assessment or imposition of interest shall be required. Any delinquent account shall be subject to collection fees including all costs of mailing notices of the delinquency and reasonable attorneys' fees incurred in the collection of the delinquency. An account shall be considered delinquent when payment in full on the balance has not been received within thirty (30) days of the date of the bill. Payment on a delinquent account shall be credited as follows: (1) Collection fees and costs; (2) Interest; (3) Past-due invoices; and (4) Current invoice.

Section 11. Refunds. No part of a fee established by Resolution is refundable except unspent escrow funds and any noted refundable deposits.

Section 12. Revision of Fee Schedule. The Board of Commissioners reserves the right to revise the fees in this Resolution at any time by Resolution.

Section 13. Severability. The provisions of this Resolution are severable, and if any section, sentence, clause, part or provision hereof shall be held to be illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts or provisions of this Resolution. It is hereby declared to be the intent of the Board of Commissioners that this Resolution would have been adopted if such illegal, invalid, or unconstitutional section, sentence, clause, part or provision had not been included herein.

Section 14. Effective Date. This Resolution shall take effect and be in force immediately as provided by law unless otherwise noted within this Resolution.

DULY ADOPTED the 14th day of December 2023, by the Board of Commissioners of the Township of Susquehanna, Dauphin County, Pennsylvania, in lawful session duly assembled.

ATTEST:

TOWNSHIP OF SUSQUEHANNA

David Pribulka
Secretary/Manager

Frank Lynch
President

RESOLUTION NO. 2023-R-37

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA
ADOPTING FACILITY RESERVATION INFORMATION AND REGULATIONS AT
SUSQUEHANNA TOWNSHIP PARKS**

WHEREAS, on October 12, 2023, the Susquehanna Township Board of Commissioners amended Chapter 16, Parks and Recreation to protect public health, safety, and welfare; discourage vandalism and willful destruction of property; and further promulgate regulations pertaining to various activities occurring in public parks; and

WHEREAS, in pursuit of the intent of the amendment, the Board of Commissioners repealed and replaced §16-103, Prohibited Conduct in order to define certain actions deemed unlawful for all persons in attendance at parks under the ownership of Susquehanna Township; and

WHEREAS, it is necessary to establish rules and regulations applicable to public use of Township parks and the reservation of Township facilities in parks; and

WHEREAS, the Facility Reservation Information and Regulations for Susquehanna Township parks have been attached hereto as Exhibit "A" and made part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Susquehanna Township hereby adopts the Facility Reservation Information and Regulations at Susquehanna Township Parks.

BE IT, AND THE SAME IS HEREBY RESOLVED, this 14th day of December 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

ATTEST:

David Pribulka, Secretary

Exhibit "A"


FACILITY RESERVATION INFORMATION & REGULATIONS

1. **Full payment of Fees & Deposit must be received the Rental Request to be considered. ALL RENTALS ARE FIRST COME, FIRST SERVED.**
2. Reservations can be made over the phone or online at susqparks.com. If a reservation is made over the phone a credit card must be used for the entire payment and deposit.
3. The \$100.00 Deposit will be returned after the rental as long as there ***are no damages to the facility or property, excessive trash, and the Park and Recreation Rules Ordinance 16-103 and Facility Rules & Regulations are followed.*** In the event that police action is required at your event you could be subject to a charge of the officer rate plus 25% per hour for a minimum of three hours per incident call. Violation of the rules will result in forfeiture of the deposit, and the renter will be not able to rent our facilities in the future.
4. Renter of the facility is required to be on the premises during the entirety of the rental.
5. NO ALCOHOL is permitted in our parks, regardless of the age of the individual drinking it.
6. ***If request is received within 5 business days of the event date, the Deposit and Rental fees must be paid in cash or with credit card.***
7. An Approved Rental Permit guarantees the **use of that space only** and shall not affect the use of the adjacent park facilities by the general public. There is no guarantee you will have use of all park facilities.
8. All recreation facility users come directly under the jurisdiction of the Susquehanna Township Police Department. The Township reserve the right to disapprove an application that they feel will unreasonably interfere with other activities or with the general good of the Township, and/or any affected citizen, including the normal conduct and use of Township parks and facilities.
9. **Park Hours** in all parks are Dawn to Dusk. All rentals must be finished before dusk. Park pavilions are open between April and October yearly, depending upon weather.
10. Use of fields may be subject to special conditions.
11. All concessions must have the written permission of the Parks and Recreation Director. Any temporary additions to the park such as pony rides, tents, inflatable moon bounces, rides, carnival type games, and slides, etc. are not permitted due to possible damage incurred to park facilities and liability.
12. Catering is allowed if approved by Recreation Director. Lessee must provide a copy of the caterer's food license. If special equipment (i.e. cookers, gas grills, pig roasters, etc) is to be used onsite, lessee must provide proof of the caterer's liability insurance with Susquehanna Township listed as co-insured. The wording on the insurance certificate should be "Susquehanna Township is listed as an additional insured with respect to General Liability." ***Proof must be provided in advance of the rental.***
13. **Cancellations made less than 5 Business days before rental are not eligible for refund unless** weather is a definite factor. Refunds *may* be granted in cases of inclement weather, at the discretion of the Recreation Director.
14. **The Parks and Recreation Department must be notified in advance of any cancellations, for whatever reason. Refunds will not be granted if the rental has already begun.** The Department office phone is 717-909-9278 and email stprinfo@susquehannatwp.com. The office is open Monday through Friday from 8:30am to 5:00pm. We are not open on the weekends.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT

1900 Linglestown Road, Harrisburg, PA 17110
(717) 652-8265 FAX (717) 652-5628

FROM: Robert A. Martin, Director of Public Safety 

TO: Mr. David Kratzer, Township Manager

SUBJECT: Traffic Study for Handicapped Parking for 2227 Boas Street

DATE: November 2, 2023

Attached is a study for a Handicapped Parking Space at 2227 Boas Street. A study recommends a space be placed at 2227 Boas Street.

I concur with this recommendation.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110



To: Sgt Alex Wagner

From: Patrolman Ben Lauver

Date: 10/31/12/2023

Ref: Handicap Parking 2227 Boas Street

This officer was assigned a traffic study in reference to a request from Myron Mitchell from 2227 Boas Street to install a handicap parking space directly in front of his residence Boas Street.

I did a geographical study of the street in front of Mitchell's residence. Boas Street is a two-way East/West Street that runs from 21st Street to Walnut Street. The street width is approximately 32 feet wide and parking is permitted on both sides of the street with cement curbing. 2227 Boas Street is in a residential district.

I spoke with Myron Mitchell, who advised he has Multiple Sclerosis and has difficulty walking more than 10 feet. Mitchell has a garage to the rear of his residence where parking is available, however if he were to park in the garage, it would require him to ascend at least 2 sets of steps and the distance from the garage to the house is approximately 80 feet. If he is able to park in front of his residence, he is only required to ascend one set of steps and the distance from the curb to the front porch is approximately 17 feet. In my opinion there is not reasonable accessible and practicable off-street parking to the rear of the residence and by placing a space to the front of the residence, it would not create an unsafe condition.

Myron Mitchell does possess a valid person with interim parking placard ID card and has applied for a person with disability plate, meeting the township requirements for a handicap space to be placed in front of his residence.

Recommendation:

It is my recommendation that one handicap parking space be placed in front of 2227 Boas Street, between the utility pole on the east side of his property, running west towards the front of his residence. Please refer to photos. The parking space should be marked with blue paint on the curb along with appropriate street markings. The space should be between 22-26 feet in length. The handicap sign (R7-8) along with the reserved parking penalties sign (R7-8F) should be posted at the front of the parking space. The lower sign should be 7 feet above ground level. See attached photos for location and examples of street markings from MUTCD 3B-21.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110





SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110

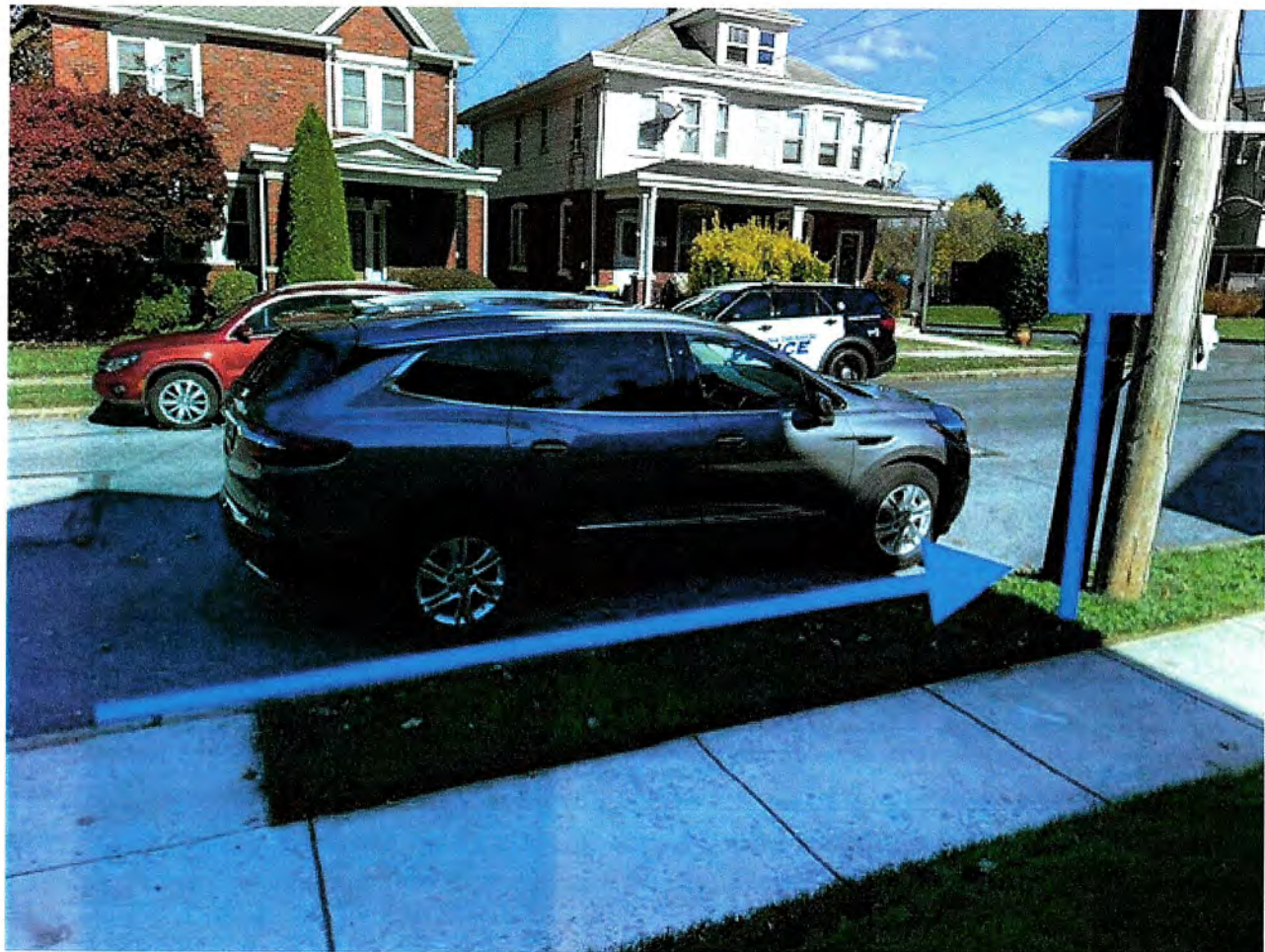
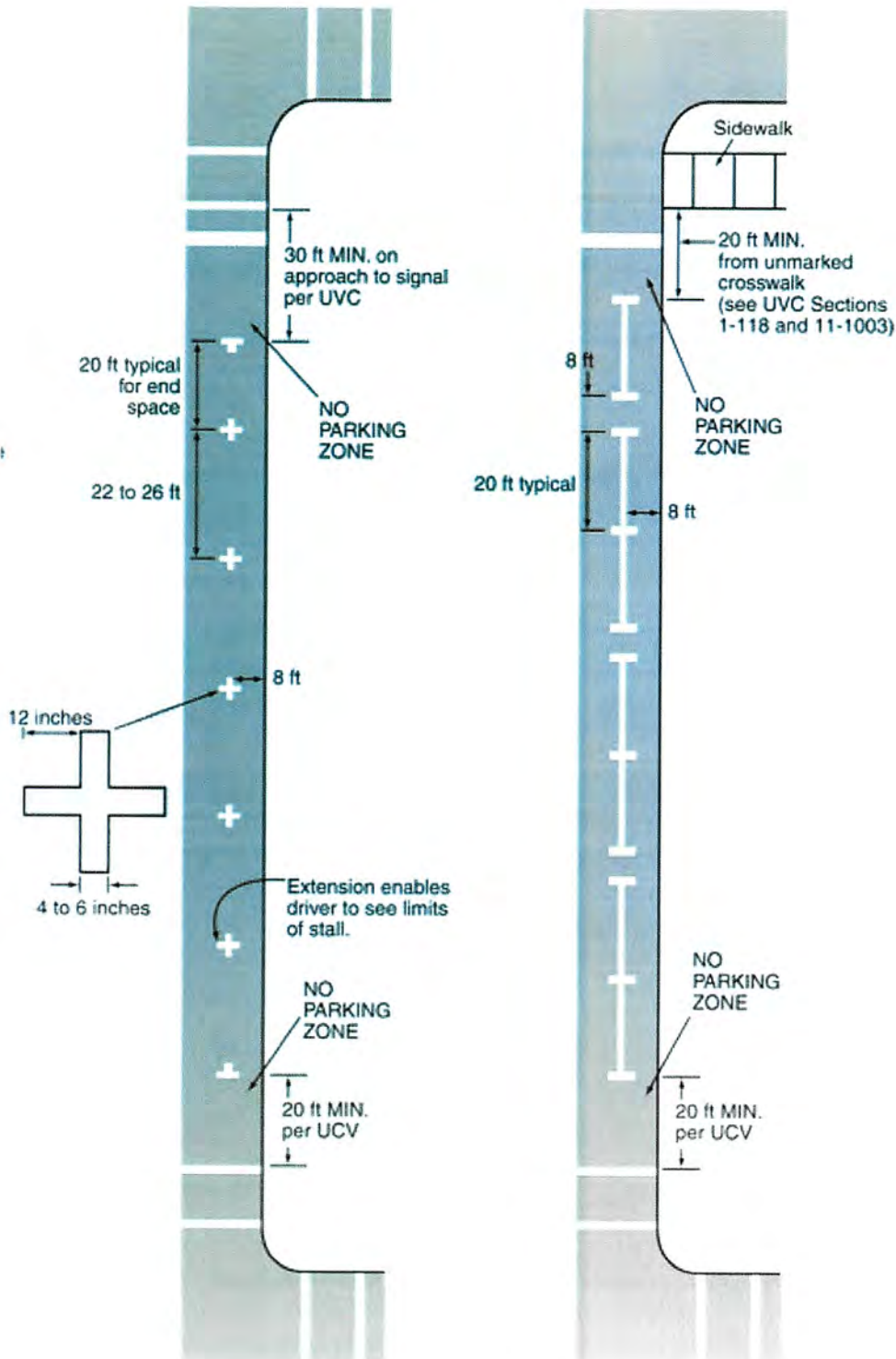




Figure 3B-21. Examples of Parking Space Markings



1. Examples of Parking Space Markings

RESOLUTION NO. 2023-R-38

A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 2227 BOAS STREET, HARRISBURG, PENNSYLVANIA 17103.

WHEREAS, the Board of Commissioners of Susquehanna Township intends to establish a reserved ADA accessible parking space located at 2227 Boas Street, Harrisburg, PA 17103; and

WHEREAS, Chapter 15, Motor Vehicles; Part 4, General Parking Regulations; Section 15-403A, Establishment of Restricted Parking for Handicapped Persons or Severely Disabled Veterans requires that any individual requesting the installation of a reserved on-street ADA accessible parking space pursuant to 75 Pa. C.S.A. § 3354(d) to make application to Susquehanna Township on an official application form provided by the Township; and

WHEREAS, an application for a reserved on-street ADA accessible parking space has been submitted by a resident of Susquehanna Township; and

WHEREAS, within ninety (90) days of the date of submission of an application pursuant to Chapter 15, Part 4, Section 403A of the Code of Ordinances, the Chief of Police and Township Manager have investigated the request and submitted a recommendation to the Board of Commissioners; and

WHEREAS, a traffic study conducted by the Township has demonstrated that the installation of an on-street ADA accessible parking space located at 2227 Boas Street is appropriate and warranted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Susquehanna Township, as follows:

1. An on-street ADA accessible parking space is established in accordance with Section 15-403A of the Susquehanna Township Code of Ordinances at property located at 2227 Boas Street, Harrisburg, PA 17103; and
2. The Township shall erect or place such signage or other markings as shall be necessary to establish the reserved parking zone; and
3. The reserved parking zone shall be established upon adoption of this Resolution.

BE IT, AND THE SAME IS HEREBY RESOLVED, this 14th day of December 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

ATTEST:

David Pribulka, Secretary



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT

1900 Linglestown Road, Harrisburg, PA 17110
(717) 652-8265 FAX (717) 652-5628

FROM: Robert A. Martin, Director of Public Safety

TO: Mr. David Kratzer, Township Manager

SUBJECT: Traffic Study for Handicapped Parking for 3912 Durham Road

DATE: November 21, 2023

Attached is a Traffic Study to determine the potential of a Handicapped Parking Space at 3912 Durhan Road.

The study recommends placing the Handicapped Parking Space at that location.

I concur with this recommendation.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110



To: Sgt Alex Wagner

From: Patrolman Ben Lauver

Date: 11/13/23

Ref: Handicap Parking 3912 Durham Road

This officer was assigned a traffic study in reference to a request from Nicole Benedict from 3912 Durham Road to install a handicap parking space directly in front of her residence on Durham Road.

I did a geographical study of the street in front of Benedict's residence. Durham Road is a 2 way North/South Street that runs from Greenawalt Lane to Parkway Road. The street width is 33 feet and there is curb and sidewalk on both sides of the street. 3912 Durham Road is in a residential district. There is no off street parking to the front or rear of 3912 Durham Road.

I spoke with Nicole Benedict and she suffers from Multiple Sclerosis. Nicole Benedict possesses a valid person with interim parking placard ID card and intends to apply for a person with disability plate, meeting the township requirements for a handicap parking space to be placed in front of her residence. Placing a handicap space to the front of the residence would not create an unsafe condition.

Recommendation:

It is my recommendation that one handicap parking space be placed in front of 3912 Durham Road, between the sidewalk to 3912 to continue 16 feet south of the sidewalk. The total length of the space should be 22-26 feet. Please refer to photo. The parking space should be marked with blue paint on the curb along with appropriate street markings. The space should be between 22-26 feet in length. The handicap sign (R7-8) along with the reserved parking penalties sign (R7-8F) should be posted at the front of the parking space. The lower sign should be 7 feet above ground level. See attached photos for location and examples of street markings from MUTCD 3B-21. White paint should be painted on the street to notate the location of the handicap space.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110

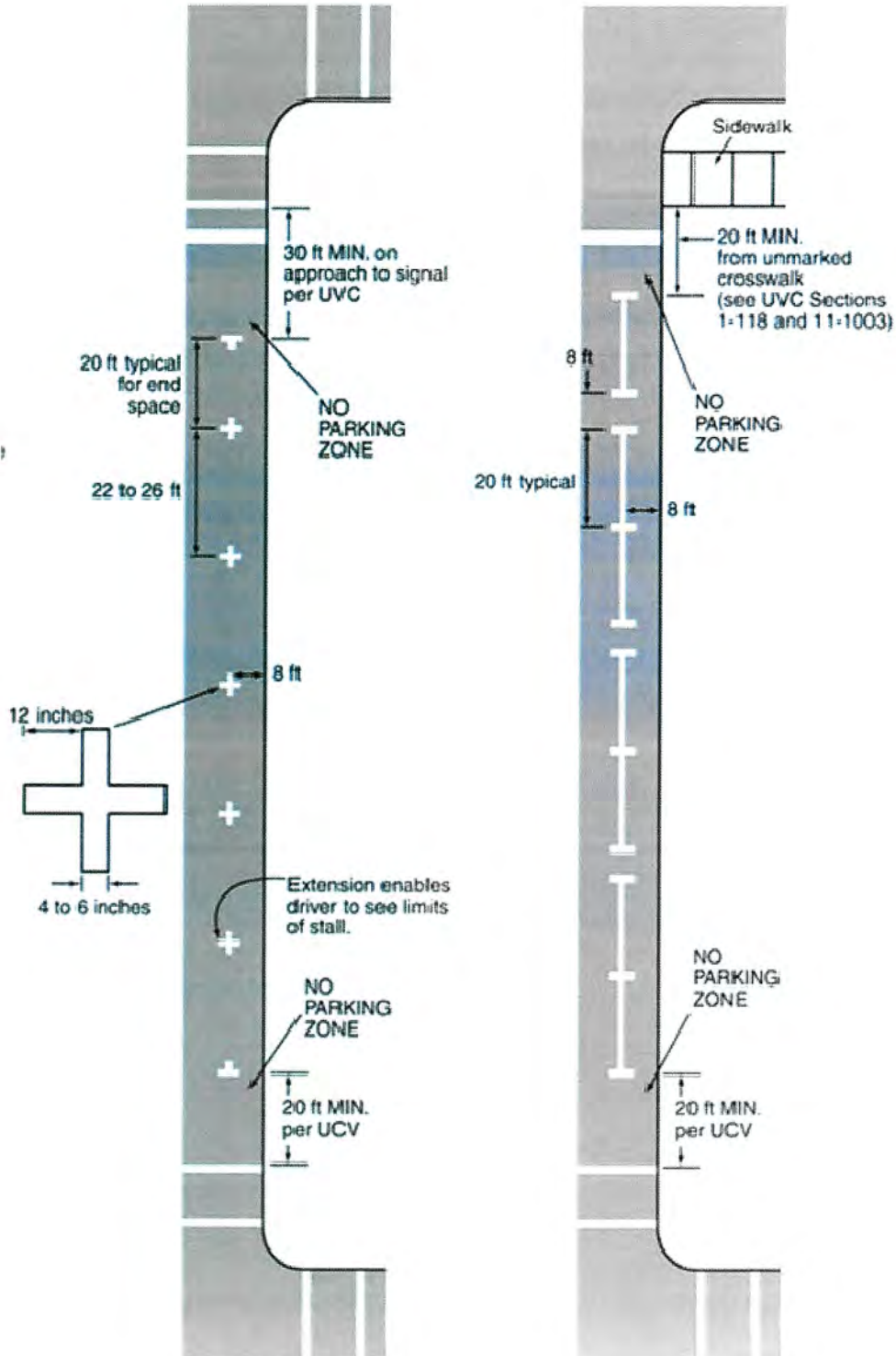




SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110



Figure 3B-21. Examples of Parking Space Markings



1. Examples of Parking Space Markings

SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT

1900 Linglestown Road
Harrisburg, PA 17110
(717) 652-8265 -- fax (717) 652-5628

PAID
NOV 03 2013
BY: Cash

Application for Restricted Parking for Handicap Persons or Severely Disabled Vets \$10.00

List Person with Disability Name and Address

Last Name: Benedict First Nicole Middle Hope
Address 3912 Durham Rd City Harrisburg State Pa Zip 17110
Telephone Number 717 710 1098

Where you request sign to be erected

Handicap Placard Number or Handicap License Plate Number H19558P

Disability Applicant suffers Multiple Sclerosis

Family Doctor's Name and Phone number Dr. Meeta Verma

Eligibility Requirements

1. The applicant must possess a valid handicap person license plate under the regulations issued by the Pennsylvania Department of Transportation.
2. No more than one handicapped parking space shall be provided to any one individual within the corporate limits of Susquehanna Township.
3. No more than one handicapped parking space shall be provided per dwelling unit within the corporate limits of Susquehanna Township.
4. No handicapped parking space shall be provided for a location if there exists a reasonable accessible and practicable off-street parking to serve such location, or if providing such a handicapped parking space would create an unsafe condition.
5. The applicant must have a physical impairment or other condition, which restricts ambulation to a degree, which makes it unreasonably hazardous or unreasonably difficult for the applicant to travel between the residence of the applicant and a vehicle parked at any location other than, that which is closest to the residence of the applicant.
6. The applicant must establish that the physical impairment or other condition, which restricts ambulation, will continue for a period of not fewer that six (6) consecutive months.
7. The applicant must reside in a residential district.
8. Any reserved parking space established pursuant to this ordinance shall be eliminated in the event that changed circumstances cause any one of the criteria to no longer be satisfied.

Applicant shall pay a non-refundable fee of Ten Dollars (\$10.00) at time of application. Prior to erection or placement of sign or other markings that shall be necessary to establish the reserved parking zone, the applicant shall pay Ninety Dollars (\$90.00) to Susquehanna Township reimbursement for the cost of investigating the application and for the cost of providing materials and labor or erect or place such sign or other markings.

Please complete form and return to the Police Department at the above address.

PAYMENT CAN BE MADE AT SUSQ TWP ADMIN. BLDG. (SEE RECEPTIONIST)

RESOLUTION NO. 2023-R-39

A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 3912 DURHAM ROAD, HARRISBURG, PENNSYLVANIA 17110.

WHEREAS, the Board of Commissioners of Susquehanna Township intends to establish a reserved ADA accessible parking space located at 3912 Durham Road, Harrisburg, PA 17110; and

WHEREAS, Chapter 15, Motor Vehicles; Part 4, General Parking Regulations; Section 15-403A, Establishment of Restricted Parking for Handicapped Persons or Severely Disabled Veterans requires that any individual requesting the installation of a reserved on-street ADA accessible parking space pursuant to 75 Pa. C.S.A. § 3354(d) to make application to Susquehanna Township on an official application form provided by the Township; and

WHEREAS, an application for a reserved on-street ADA accessible parking space has been submitted by a resident of Susquehanna Township; and

WHEREAS, within ninety (90) days of the date of submission of an application pursuant to Chapter 15, Part 4, Section 403A of the Code of Ordinances, the Chief of Police and Township Manager have investigated the request and submitted a recommendation to the Board of Commissioners; and

WHEREAS, a traffic study conducted by the Township has demonstrated that the installation of an on-street ADA accessible parking space located at 3912 Durham Road is appropriate and warranted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Susquehanna Township, as follows:

1. An on-street ADA accessible parking space is established in accordance with Section 15-403A of the Susquehanna Township Code of Ordinances at property located at 3912 Durham Road, Harrisburg, PA 17110; and
2. The Township shall erect or place such signage or other markings as shall be necessary to establish the reserved parking zone; and
3. The reserved parking zone shall be established upon adoption of this Resolution.

BE IT, AND THE SAME IS HEREBY RESOLVED, this 14th day of December 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

ATTEST:

David Pribulka, Secretary

RESOLUTION NO. 2023-R-40

A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA RATIFYING A COLLECTIVE BARGAINING AGREEMENT WITH AFSCME DISTRICT COUNCIL 90 FOR A TERM BEGINNING JANUARY 1, 2024, AND EXPIRING DECEMBER 31, 2026.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby ratifies the Collective Bargaining Agreement with AFSCME District Council 90, attached hereto as Exhibit "A" and authorizes the President and Secretary to execute the same.

BE IT, AND THE SAME IS HEREBY RESOLVED, this 14th day of December 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

ATTEST:

David Pribulka, Secretary

Exhibit "A"

AGREEMENT

BETWEEN

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES,

DISTRICT COUNCIL 90

AND

SUSQUEHANNA TOWNSHIP

JANUARY 1, 2024 THROUGH DECEMBER 31, 2026

TABLE OF CONTENTS

	PAGE
ARTICLE 1	1
RECOGNITION	1
ARTICLE 2	1
UNION SECURITY	1
ARTICLE 3	2
DUES DEDUCTION.....	2
ARTICLE 4.....	3
HOURS OF WORK	3
ARTICLE 5.....	3
MEAL PERIODS	3
ARTICLE 6.....	4
REST PERIODS.....	4
ARTICLE 7.....	4
HOLIDAYS.....	4
ARTICLE 8.....	5
PERSONAL LEAVE DAYS.....	5
ARTICLE 9.....	6
SICK LEAVE	6
ARTICLE 10.....	8
VACATION	8
ARTICLE 11.....	9
LEAVES OF ABSENCE.....	9
ARTICLE 12.....	9
CLASSIFICATION SYSTEM.....	9
ARTICLE 13.....	Error! Bookmark not defined.
SALARY SCHEDULE	Error! Bookmark not defined.
ARTICLE 14.....	Error! Bookmark not defined.
CALL TIME	Error! Bookmark not defined.

ARTICLE 15.....	Error! Bookmark not defined.
OVERTIME.....	Error! Bookmark not defined.
ARTICLE 16.....	14
INSURANCE	14
ARTICLE 17.....	16
DISCHARGE, DEMOTION, SUSPENSION AND DISCIPLINE	16
ARTICLE 18.....	17
MISCELLANEOUS PROVISIONS	17
ARTICLE 19.....	22
SUCCESSORS	22
ARTICLE 20.....	22
PEACE AND STABILITY	22
ARTICLE 21.....	23
GRIEVANCES AND ARBITRATION	23
ARTICLE 22.....	25
GENERAL PROVISIONS	25
ARTICLE 23.....	26
SENIORITY	Error! Bookmark not defined.
ARTICLE 24.....	Error! Bookmark not defined.
BEREAVEMENT LEAVE	28
ARTICLE 25.....	29
HEALTH AND WELFARE.....	29
ARTICLE 26.....	29
TERMINATION.....	29
EXHIBIT “A”	31
GENERAL DESCRIPTION OF CLASSIFICATION DUTIES	31
EXHIBIT “B”	33
SALARY SCHEDULE	33
EXHIBIT “C”	36
WORK RULES	36

PREAMBLE

This Agreement entered into by Council 90, American Federation of State County and Municipal Employees, hereinafter referred to as the Union, and Susquehanna Township, hereinafter referred to as the Employer, has as its purpose the promotion of harmonious relations between the Union and the Employer; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1 RECOGNITION

Section 1. The American Federation of State, County and Municipal Employees, AFLCIO, is recognized as the exclusive representative for collective bargaining purposes for employees within the classification of the Pennsylvania Labor Relations Board, more specifically referred to as PERA-R- 11-51 8C, as amended on September 19, 1980, and December 20, 1982.

Section 2. This Agreement pertains only to those employees falling within the certification referred to in Section 1 of this Article.

Section 3. The term employee when used in this Agreement refers only to those persons falling within the classifications of the certification referred to in Section 1 of this Article.

ARTICLE 2 UNION SECURITY

Each employee who, on the effective date of this Agreement, is a member of the Union, and each employee who becomes a member after that date shall maintain his membership in the Union, provided that such employee may resign from the Union during a period of fifteen (15) days prior to the expiration of this Agreement.

ARTICLE 3 DUES DEDUCTION

Section 1. The Employer agrees to deduct the Union semi-monthly membership dues of the employees, base pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Union and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Union by the last day of the succeeding month, after such deductions are made. This authorization shall be irrevocable by the employee during the term of this Agreement.

Section 2. The Employer agrees to deduct from the wages of any employee, who is a member of the Union, a PAL deduction as provided for in written authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union, together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Section 3. The Union agrees to indemnify and hold harmless the Employer for any and all claims, suits, orders or judgments brought or issued against the Employer as a result of the action taken or not taken by the Employer under the provisions of this Article.

Section 4. The Employer shall provide quarterly a seniority list to include the employees' names, personnel numbers, personal e-mail addresses and phone numbers if provided, addresses, hourly rates, and the most recent date of hire. The list will be posted on an accessible bulletin board and or made available to employees at their request. In addition, a copy will be forwarded to the AFSCME staff representative.

Section 5. The Township will provide a space for a union bulletin board for the purpose of posting informational materials in an accessible location.

ARTICLE 4 HOURS OF WORK

Section 1. The normal work hours shall be from 7:00 a.m. until 3:30 p.m. The normal work day shall consist of five (5) consecutive eight (8) hour days, Monday through Friday inclusive.

Section 2. If an employee's regular shift should change during the term of this Agreement, resulting in a shift differential, the Employer and the Union will negotiate a shift differential rate.

Section 3. The regular hours of work for any scheduled shift shall be consecutive, except they will be interrupted by lunch periods.

Section 4. Work schedules showing the employee's shift, work days and hours shall be posted on applicable departmental bulletin boards. Except for emergencies, changes will be posted two weeks in advance. For special events or circumstances where the Township determines that it needs to do so, employees may be scheduled for five consecutive days during a seven day work week. Notice of such a schedule change will be provided thirty (30) days in advance and shall be offered by seniority. If the Township deems an insufficient number of volunteers for the work that needs done, assignments shall be made in inverse order of seniority.

Section 5. If the work hours in this Agreement are reduced, the parties agree to use the bumping and bidding procedure set forth in this Agreement.

ARTICLE 5 MEAL PERIODS

Section 1. All employees shall be guaranteed a thirty (30) minute non-paid, duty free meal period which shall fall within the hours of 11:00 a.m. and 12:30 p.m., at such times as shall be designated by the Public Works Director or his or her designee.

Section 2. All employees shall be granted a thirty (30) minute paid, duty free meal period four (4) hours after the normal quitting time and each four (4) hour's thereafter when overtime is involved under this Agreement.

Section 3. If an employee has to work outside his regular shift and has not had notice of such work at least twelve (12) hours in advance, such employee shall be compensated \$15 per meal.

**ARTICLE 6
REST PERIODS**

Section 1. All employees' work schedules shall provide for one paid fifteen (15) minute rest period during the first half of the work shift, and one paid fifteen (15) minute rest period during the second half of the work shift.

Section 2. The Employer shall reserve the right to schedule the rest period as the work load during said shift permits.

Section 3. The Township will agree to one paid fifteen (15) minute rest period for, each four hours of overtime after his/her regular quitting time.

**ARTICLE 7
HOLIDAYS**

Section 1. The following paid holidays shall be granted during the life of this Agreement:

- | | |
|--------------------------------|------------------------|
| a. New Year's Day | g. Labor Day |
| b. Martin Luther King, Jr. Day | h. Veteran's Day |
| c. President's Day | i. Thanksgiving Day |
| d. Good Friday | j. Thanksgiving Friday |
| e. Memorial Day | k. Christmas Day |
| f. Independence Day | |

Section 2. If an employee works on any of the holidays set forth in Section 1 of this Article, or on Sunday, he shall be compensated at two (2) times his hourly rate of pay for all hours worked. In addition, he/she shall receive compensation for said paid holidays as set forth in Section 5 of this Article.

Section 3. Where a holiday falls during an employee's regularly scheduled two (2) days off, the holiday shall be observed on the nearest scheduled work day (i.e. if an employee's regular days off are Saturday and Sunday and the holiday falls on Saturday, it will be celebrated on Friday; if it falls on Sunday, it will be celebrated on Monday).

Section 4. If a holiday is observed while an employee is on any other type of paid leave status, the employee will receive holiday pay and a day will not be charged against any other type of paid leave.

Section 5. All paid leave granted under this Agreement shall be compensated in accordance with the regular work schedule as outlined in Article IV.

Section 6. Paid leave for the purpose of Article VII, Section 7 shall be considered the following:

- a) Paid holidays
- b) Paid personal leave
- c) Paid sick leave
- d) Paid vacation
- e) Bereavement leave
- f) Paid military leave

Section 7. Employees shall not be paid for holidays unless they work the last scheduled work day prior to the holiday and the first scheduled work day after the holiday. The foregoing sentence shall not apply to paid leave.

ARTICLE 8 PERSONAL LEAVE DAYS

Section 1. The Township will grant all employees four (4) paid personal leave days to be taken at the option of the employee in accordance with other Sections of this Article.

Section 2. The Township Manager and the Director of Public Works shall be given forty-eight (48) hours written notice before taking the leave, unless the emergency or other reason for which the leave is desired arose after the time for giving notice had occurred.

Section 3. Except in unusual circumstances, there shall be a maximum of three (3) employees on personal leave on any given day. The three (3) persons on leave shall be chosen by order of the time of filing of his/her notice to take a personal leave day.

Section 4. The personal leave days shall be taken in no less than eight (8) hour increments.

ARTICLE 9 SICK LEAVE

Section 1. Employees shall be entitled to fifteen (15) paid sick days per year.

Section 2. Employees shall earn sick leave from his/her date of hire at the rate of one and one-fourth (1 ¼) days per month of service and may accumulate sick leave up to a maximum of one hundred and fifteen (115) days of sick leave for potential use. Employees, however, will only be entitled to carry over a maximum of up to one hundred (100) days of sick leave from one year to the next year. Employees hired on or after January 1, 2021, may accumulate sick leave up to a maximum of fifty (50) days.

Section 3. A doctor's certificate shall be required for an absence due to sickness of three (3) or more consecutive days. If the Township observes an ongoing pattern of sick leave abuse, the Township shall have the right to require a certificate for every sick leave. The total circumstances of an employee's use of sick leave shall be the basis upon which the Employer's final determination is made that the employee is abusing sick leave and not solely a numeric formula. Any employee failing to comply with the provisions of this Article or using sick leave for other than its intended purposes shall be ineligible for payment for sick leave and shall be subject to appropriate disciplinary action.

A doctor's certificate may be required by the Employer from the employee where, in the opinion of the Employer, the employee may have been abusing his or her use of sick leave.

Section 4. Employees may not use their sick leave in less than one-half (1/2) day segments.

Section 5. Employees using sick leave are required to report his/her illness by telephoning his/her immediate supervisor or any other such designated management representatives prior to his/her regularly scheduled tour of duty. If they are physically unable to call, any illness must be reported by another member of his/her family. All sick leave must be called off at least thirty minutes prior to the start of an employee's shift. Employees who fail to call off at least thirty (30) minutes prior to the start of a shift may be subject to discipline.

Section 6. Employees are covered by a worker's compensation insurance program for injuries or illnesses sustained on the job, in accordance with Pennsylvania law. Employees may elect to use earned sick leave to make up the difference between the Worker's Compensation pay and his regular pay.

Section 7. Employees may use sixty (60) days of sick leave per year when sickness in the immediate family requires the employee's absence from work. Immediate family includes spouse, children, or other relative residing in the employee's immediate household. This time shall be used coextensive with FMLA time.

Section 8. Employees shall be granted "Emergency Sick Leave" of up to one thousand forty (1,040) hours in a three (3) year period for each major illness or injury as determined by the Township (i.e., heart operations, etc.). In no event shall emergency sick leave exceed one thousand forty (1,040) hours every three (3) years. Employees shall be required to use 120 hours of leave prior to being eligible for the benefit. It is understood that sick leave shall be exhausted prior to utilization of any other type of leave. In the event that an employee does not have 120 hours of leave time available to him or her, he or she would be placed on unpaid status until reaching the 121st hour.

Employees hired on or after January 1, 2021, shall be provided with the Township's Short Term and Long Term Disability programs as they currently exist and shall not be eligible for Emergency Sick Leave. Section 9. When an employee calls in sick, it is for a period from starting time of that day called in to starting time of the following day. The only time they will be called to come to work during that time is due to a shortage of manpower. When called, if they are still too sick to work, they can refuse due to his/her illness without being charged for a call.

If the employee states he is off due to sickness in the family, or doctor's appointment, the employee may report to work the second half of the work day, or at the end of the work day (for the purpose of overtime) if needed.

Section 10. The employer will pay half of accumulated sick leave at full retirement. Employees hired on or after January 1, 2021 shall receive payment for one fourth of accumulated sick leave at full retirement.

ARTICLE 10 VACATION

Section 1. Paid vacation for all employees shall be as follows:

- a) Five days after one year of service
- b) Ten days after two years of service
- c) Fifteen days after four years of service
- d) Twenty days after ten years of service
- e) After Fifteen years of employment, an employee shall be entitled to one additional day of vacation per year to a maximum of twenty-five days after the nineteenth year.

Section 2. Employees have the right to take vacation from a minimum of one (1) day to a maximum of all accumulated days at one time. All vacation leave will be taken upon the approval of the Employer.

Section 3. Vacation can be accumulated into the next calendar year, not to exceed the number of days to which an employee was entitled in the previous year.

Section 4. An employee must request any vacation period of five (5) or more consecutive days for prime periods (June, July, August, November, December) by March 15 and shall submit such request to the Director of Public Works or his or her designee. Days as used in this Article shall be inclusive of any paid holiday that may occur during the week. Such requests shall be granted in accordance with seniority.

Other vacation requests of five (5) days or more not within the periods of June to August or November to December shall be made to the said Supervisor and Manager at least fifteen (15) days in advance of the requested vacation.

Section 5. Pay in lieu of vacation is permissible only upon termination of employment. For employees hired after January 1, 2021, pay in lieu of vacation is available only upon voluntary termination of employment or retirement.

Section 6. Vacations shall be approved or denied within five (5) working days of the employee's request for vacation. If denied, reason for denial must be given.

ARTICLE 11 LEAVES OF ABSENCE

Section 1. An employee may request a leave of absence; however, the granting of a leave of absence shall be within the sole discretion of the Employer.

Section 2. MILITARY LEAVES. The Township shall follow all applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and/or the Pennsylvania Military Code.

Section 3. Employees may be granted leaves without pay at the sole discretion of the Employer for any reason for a period not to exceed two (2) years.

Section 4. All requests for leave under this Article must be submitted in writing to the Employer and must be answered in writing within fifteen (15) days of submission.

Section 5. Employees may be granted leave with pay for any reason, at the sole discretion of the Employer (i.e. training or seminars, etc.).

Section 6. Employees called for jury duty or subpoenaed to attend court as a fact of witness shall be paid the difference between the allowable witness fee and his/her rate of pay if subpoenaed on a work day.

Section 7. All benefits, including seniority, shall continue to accrue during a paid leave of absence, but shall not continue to accrue during unpaid leave of absence. However, the employee shall be entitled, upon his return from an unpaid leave of absence, to all service credits earned up to the date his leave of absence commenced.

ARTICLE 12 CLASSIFICATION SYSTEM

Section 1. The Employer will provide each job classification with a list of required duties and responsibilities. The Employer shall have the right to place an

employee to work in a lower classification. Any employee who shall start work in a lower classification shall be paid at the rate of his own classification. The Employer shall meet with the Union and discuss any changes in the classification system prior to such changes being made. The parties agree that the Township maintains the managerial right to establish job classifications and modify duties within each job classification.

Section 2. The following list specifies job classifications within the bargaining unit. The Township may, at its sole discretion, add, delete, or modify classifications from time to time.

CLASSIFICATION:

- Mechanic
- Crew Leader
- Operator
- Light Equipment Operator
- Sign Maintenance Technician
- Truck Driver/Laborer

Section 3. All employees hired on or after January 1, 2021 shall be probationary employees, classified as a Truck Driver/Laborer, and have a starting pay rate of \$23 per hour. The probationary period for new employees shall be one continuous year of service from the employee's date of hire and may be extended for an additional period upon approval of the union representative and the Township. After the first six (6) months of the probationary period, the new employee shall be compensated an additional one dollar (\$1.00) per hour. Commencing upon successful completion of the probationary period, if given permanent employment, the new employee shall thereafter be classified as a Truck Driver/Laborer and receive the percentage per hour pay increase then in effect for all employees under Article XIII during the year in which the probation is successfully completed. In the event of promotion to a job classification other than Truck Driver/Laborer, employees hired on or after January 1, 2021 shall be paid at the hourly rate for the respective job classification at grade one then in effect for an employee hired prior to January 1, 2021.

Section 4. As a part of this Article, there is attached hereto as Exhibit "A" a general description of the duties in each classification, which shall be incorporated herein by reference and shall become a part of this Article.

Section 5. The Township shall have the right to appoint individuals to classifications for training purposes and to allow employees the right to compete for promotions consistent with the provisions of Article XXIII. The duration of such an appointment shall be decided by the Township.

Section 6. For employees hired before January 1, 2021, each classification shall be divided into five pay grades. An employee with less than five (5) years of service within a specific classification shall be paid at grade one. An employee who have five (5) or more years of service within a specific classification shall be paid at grade two. An employee who has ten (10) or more years of service within a specific classification shall be paid at grade three. An employee who has fifteen (15) or more years of service within a specific classification shall be paid at grade four. Any employee who has twenty (20) or more years of service within a specific classification shall be paid at grade five. Irrespective of the foregoing references to a specific classification within this paragraph, employees being transferring to an equivalently paid job classification within the wage scale shall maintain his or her grade from the equivalently paid job classification.

There shall be no pay grades for employees hired on or after January 1, 2021.

ARTICLE 13 SALARY SCHEDULE

Section 1. Effective January 1, 2024, 2025, and 2026, employees hired before January 1, 2024 shall receive an increase at three percent (3%) per hour per employee in accordance with the attached salary schedule (Exhibit B).

Section 2. Employees hired on or after January 1, 2021 shall be paid in accordance with the salary schedule noted as being applicable to employees hired on or after January 1, 2021, attached hereto as part of Exhibit “B”.

Section 3. The salary schedules shall be attached hereto, made a part hereof, and marked as Exhibit “B” to this agreement.

Section 4. Annual pay day schedules shall be agreed upon by the Employer and the Union prior to January 1st of each year.

Section 5. Employees pay stubs shall show all hours worked and what rate of pay was applicable. All deductions stated and reason for deductions shall also be shown on pay stubs.

ARTICLE 14 CALL TIME

Section 1. An employee who is called back to work from his/her home or from off-duty status at a time other than during a normal scheduled shift shall be paid for all hours worked. In no event shall the employee be paid for less than three (3) hours' work at the appropriate rate of pay when called in under this Article.

Section 2. Call time shall be paid at whatever rate is appropriate in accordance with Article VII(2), Article XV(1), or Article XV(9).

Section 3. Call time pay begins when an employee reports to his assigned work site ready for work. There shall be no duplication of hours.

Section 4. Call-ins will be by seniority, beginning with the most senior employee, on a rotating basis. An up-to-date record of call-ins will be posted on applicable bulletin boards once each month.

Section 5. When an emergency call-in is made to an employee and they had a major medical problem in his/her family, the employee will be excused from that call-in and not charged for it.

Section 6. When a call is made for emergency call-in and the employee's telephone is not answered in ten rings, or if employee has an answering machine, a message will be put on the machine, and then a call will be made to employee's personal cell phone. It is the responsibility of each employee to provide a current, working cell number and update same within two working days of receiving a new cell phone number unless this is not possible due to extenuating circumstances. If the call is not returned within five (5) minutes, the next employee will be called. Employees shall be required to carry a pager or cell when not accessible by home phone number.

When a third party takes the call and they state that they know where you are and can be reached, the employee has five (5) minutes to return the call. If the employee fails to return the call, they will be charged with a call, and the next employee will be called.

ARTICLE 15 OVERTIME

Section 1. One and one-half times (1 ½) the employee's regular hourly rate of pay shall be paid for any work performed in excess of eight (8) hours in a work day or in excess of forty (40) hours in a work week. There will be no pyramiding of hours.

Section 2. The following items will be regarded as hours worked for the purpose of computing overtime hours:

- a. Hours worked
- b. Rest period
- c. Holidays
- d. Vacations
- e. Personal leave day
- f. Sick leave
- g. Bereavement leave
- h. Call time

Section 3. Overtime shall be voluntary except where it is necessary to assign persons because of a lack of volunteers to accomplish the work required to be done by the Employer. Where it is deemed necessary to assign persons for overtime work, employees shall be called in the inverse order of seniority (cartwheel system).

Section 4. All Highway Department employees will be subject to call by the Township for ice/snow removal or for other emergencies. Highway employees who refuse to report to work for mandatory overtime will be subject to disciplinary action.

Section 5. Payment for overtime is to be made on the pay day of the pay period in which the overtime is worked.

Section 6. The Employer shall attempt to allocate overtime work in such a way as to equalize such work among the appropriate employees. The Employer's obligation in this regard shall not attach to those employees who refuse overtime work when offered.

Section 7. The Employer will, on request of the Union, furnish a copy of the overtime list to the Union (upon request by the steward) showing accumulation of overtime.

Section 8. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Agreement for the same hours worked.

Section 9. Employees shall be paid double his/her hourly rate for all hours worked on his or her seventh consecutive day worked.

Section 10. Any overtime less than one-quarter hour will be paid at one-quarter hour. The employee will not be marked on overtime list, and no meal period will be paid.

ARTICLE 16 INSURANCE

Section 1. The employer will provide for each employee a \$50,000 life insurance, accidental death and dismemberment policy.

Section 2. Ancillary insurances which may be purchased by employees including, but not limited to, the Cancer Insurance Policy and the Disability Insurance Policies will continue to be offered to the employees by the Employer during the life of this Agreement. The present method of payment will remain in full force and effect.

Section 3. The Employer will continue to provide coverage comparable to the current coverage regardless of carrier, which includes vision and dental.

Section 4. (a) Effective January 1, 2021, all active employees shall be enrolled in a PPO 250/500 plan. The terms and conditions of the PPO 250/500 plan are set forth in the summary sheet attached hereto.

- (b) Employees shall be responsible for the deductible of \$ 250 for singles and \$ 500 for multiples. The cost of the deductible for employees shall remain the same for the term of the CBA. Employees shall also be responsible for co-pays for office visits and prescription costs but those co-pays shall remain the same for the term of the CBA.
- (c) The Township shall have the right, but not the obligation, to increase the deductible in the PPO plan so long as the current \$250/\$500 share of the deductible born by the employees does not increase and that the Township self-insures for all amounts in excess of \$250/\$500.
- (d) Employees shall also be responsible for the following per pay premium share payment:

	<u>Single</u>	<u>Multiple</u>
2024	\$30	\$55
2025	\$35	\$60
2026	\$40	\$65

- (e) No grievance contesting the decision of a health insurance carrier as to the application of the healthcare, dental or vision plan documents about which the Township has no input nor any change in any aspect of the health care plan required by federal or state law shall be subject to arbitration.

Section 5. Employees who document to the Township that they are adequately covered by other health insurance may, upon such documentation and written request to the Township, opt to receive a monthly payment of \$200 for single and \$550 for multiple in lieu of the Township’s medical, dental and vision, to be paid on a pro rata basis over the course of the month. The monthly payment shall be subjected to taxes and other payroll deductions for each month that the employee has elected to forego Township coverage. If the Employee has a qualifying event, the employee may re-enroll in the Township’s health insurance plan by giving 30 days advanced written notice. If there is not a qualifying event, the employee is unable to re-enroll until open enrollment.

ARTICLE 17
DISCHARGE, DEMOTION, SUSPENSION AND DISCIPLINE

Section 1. The Employer retains the right to suspend, demote, discharge, or take disciplinary action against any employee for just cause. The Employer agrees that it will notify, within twenty-four (24) hours, such employee as may be designated by the Union to be its representative for receipt of notification of suspension, demotion, discharge, or other disciplinary action of any employee and the reason therefore. The employee may appeal a demotion, suspension, or discharge beginning at the third step of the grievance procedure.

Section 2. The drinking of alcoholic beverages during working hours, reporting to work under the influence of alcoholic liquor, use of habit forming or narcotic drugs, physical violence to supervisors, employers, citizens or other employees, except in lawful self-defense, stealing of money or materials, deliberate or careless abuse of equipment, shall be grounds for disciplinary action.

Section 3. Illegal or inappropriate use of alcohol and other controlled substances in the workplace impairs the efficiency and effectiveness of the workforce and compromises public health and safety. In recognition of this, the Township has established a “Drug Free Workplace” which encompasses both the use of drugs and alcohol.

What is prohibited?

- The unlawful manufacture, distribution, dispensing, possession, or use of alcohol and other controlled substances by a Township employee, either while on duty or in any Township workplace.
- Reporting to work or remaining at work in an unfit condition as a result of alcohol or other drugs.

Such conduct may subject the employee to appropriate discipline, up to and including termination.

Employees who are taking a controlled substance, as prescribed by a medical provider, are not in violation of these prohibitions. However, employees who are taking legally prescribed medications that limit or impair his/her ability to safely perform his/her duties are to notify his/her supervisor. Employees will not be permitted to perform those duties if it would compromise life/safety.

Any employee convicted of violating any statute governing the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances which occurred in any Commonwealth workplace must notify, in writing, his/her supervisor or other appropriate management official of such conviction.

Section 4. The Employer shall not discipline employees in such a manner as to embarrass the employee before the public or other employees. It must be kept in mind, however, that where insubordination or flouting of authority by an employee in public and the presence of other employees takes place the Employer shall not be restricted by the operation of this Section.

Section 5. Failure to maintain, loss or suspension of, a CDL for more than six (6) months shall result in an employee's automatic termination from employment. Less than or up to six (6) months shall be permitted to remain employed but this shall happen once during the contract term. Termination pursuant to this Section shall be without recourse to the grievance provisions of the within Contract, including, but not limited to, Articles XVII and XXI.

ARTICLE 18 MISCELLANEOUS PROVISIONS

Section 1. The Employer agrees to provide space on the bulletin boards to the Union for the announcement of meetings, the election of officers of the Union, and any other material related to Union business. Furthermore, the Union shall not post material detrimental to the labor/management relationship nor of a political or controversial nature. The Union may send mail related to Union business to official local Union representatives at appropriate facilities to which mail is delivered.

Section 2. Union members or representatives may be permitted to use suitable facilities on the Employer premises to conduct Union business during non-work hours upon obtaining permission from the Township Manager or his designated representative. Any additional costs involved in such use must be paid for by the Union.

Section 3. Union representatives who are employees will be permitted to investigate grievances during working hours without loss of pay provided that the investigation is completed in a reasonable amount of time, but not to exceed two

hours. Stewards or representatives shall request permission from his/her immediate supervisor before leaving his/her jobs. Such permission shall not unreasonably be withheld.

Section 4. Both the Employer and the Union agree not to discriminate against any employee on the basis of race, creed, color, sex, marital status, age, national origin, union membership, political affiliation, sexual orientation, gender identity, or non-job related disability or handicap.

Section 5. Each employee shall be given an opportunity periodically to examine the contents of his official personnel file. This request shall be submitted in writing to the Township Manager. If there is any disagreement as to the contents of the personnel file, the employee shall have the right to submit a statement concerning any material in his file and any such statement shall then become a part of his personnel file.

Section 6. The Employer shall provide any device, apparel, or equipment necessary to protect employees from injury in accordance with the practice now prevailing. Where special tools are required for accomplishing work assignments, the Employer shall be responsible for supplying the same. Where the tools customarily used in the performance of the employee's work are not required to be supplied by the employee, such requirement shall continue. Where such tools are presently supplied, the practice shall continue. Where an employee is assigned to unusually dirty work or there is abnormal exposure to damage of personal apparel, the Employer will continue to provide the necessary protective clothing.

The Township shall issue, without charge, helmets, safety glasses, gloves and other non- personal safety equipment which it deems necessary to protect the employees. Safety equipment shall in no circumstance be construed to include shoes. When these items are worn out, they shall be turned into the Township and another issue shall be made at the Township's expense. If these items are lost, stolen or damaged due to the employee's own negligence, the employee shall be required to replace them at his own expense. Safety equipment shall be worn as required by the Township. If the employee neglects to use required safety equipment, he/she shall be given a written warning or reprimand. Any second violation of rules regarding use of safety equipment may be grounds for suspension, demotion, dismissal or other disciplinary action.

The Employer shall provide adequate thermoses for drinking water, including providing ice, when weather conditions require the same.

Section 7. Attached hereto and made a part hereof as Exhibit “C” are a set of work rules which shall become a part of this Agreement as if stated fully, completely, verbatim and at length.

Section 8. Committees composed of representatives of the Union and the Employer are to be established to resolve problems dealing with the implementation of this Agreement and to discuss other labor/management problems that may arise.

Section 9. In the event that any provisions of this Agreement are found to be inconsistent with existing statutes or ordinances, the provisions of such statutes or ordinances shall prevail, and if any provision herein is found to be invalid and unenforceable by a court or other authority having jurisdiction, then such provision shall be considered void, but all other valid provisions shall remain in full force and effect. The parties, however, shall, at the request of either, meet and discuss on the subject matter involved in any invalid provision.

Section 10. The Township and the Union acknowledge that this Agreement represents the results of collective negotiations between said parties conducted under and in accordance with the provisions of the Public Employee Relations Act and constitutes’ the entire agreement between the parties for the duration of the life of said Agreement, each party waiving the right to bargain collectively with each other with reference to any other subject, matter, issue or thing whether specifically covered herein or wholly omitted here from and irrespective of whether said subject was mentioned or discussed during the negotiations preceding the execution of this Agreement.

Section 11. The Township reserves and retains, solely and exclusively, all of its common law rights to manage the business of the Township as such rights existed prior to the execution of this Agreement. These shall include but are not limited to such areas of discretion or policy as:

1. the functions and programs of the Township,
2. standards of service,
3. its overall budget,
4. utilization of technology,
5. the organizational structure,

6. determine and change the workforce,
7. hire employees as needed,
8. maintain efficiency by determining methods, means and personnel,
9. staffing, budget, equipment used, operating policies, practice standards,
10. assign work to specific employees consistent with job classifications
11. and selection and direction of personnel.

Determination of the number of hours per day or per week operations shall be carried on, the determination of the number of employees required, the assignment of work to such employees in accordance with the requirements determined by the Township, the right to suspend, discharge, or otherwise to take such measures as the Township may determine to be necessary for the orderly and efficient operation of the Township business shall also be reserved to the Township unless otherwise agreed to within this Agreement by the parties.

Section 13. This Agreement does not cover seasonal employees and such seasonal or temporary employees shall be excluded from the Union. All new employees shall have a probationary period of one (1) continuous year of service during which time they may be summarily dismissed without recourse at the sole discretion of the Employer. Probationary employees shall not have access to the grievance article of this agreement.

Section 14. The Township may require any full-time employee to undergo a mental or physical medical examination as a condition of continued employment. The expense of any such examination shall be paid by the Employer. Any action by the Employer as a result of said examinations shall be in accordance with the provisions of the ADA.

Section 15. Employee benefits and working conditions now existing and not in conflict with this Agreement shall remain in effect.

Section 16. The Employer agrees to assign two (2) employees to a vehicle for safety reasons during snow and ice removal whenever the available labor force permits such a practice and on any work outside the employee's regular shift where management determines that the safety of the employee or public is at risk.

Section 17. The Employer agrees that when the need arises to call employees for work for snow and ice removal, it shall give said employees adequate advance notice to allow safe transportation to the work site.

Section 18. The Employer agrees to allow employees to use the Township copier for non- Union, Township-related business after obtaining the approval of the Township Manager.

Section 19. The Employer agrees to post and update daily on all applicable bulletin boards the overtime and call-in lists, work schedules and all other schedules outlined in this Agreement.

The Employer further agrees to maintain an accurate and official attendance record. Time cards shall be totaled daily.

Section 20. The Employer agrees to establish and maintain a payroll deduction system for any group insurance plans or credit unions for which the employees participate insofar as office procedures and machinery permit.

Section 21. The Employer shall provide sanitary eating, cooking, sleeping, shower, bathroom and crew room facilities as they currently exist.

Section 22. The Employer agrees to provide, at no cost to the employees, complete first aid and CPR training at times when adequate instructors can be obtained.

Section 23. All Township non-uniformed pension plan shall continue as it currently exists, except that it may be modified by mutual agreement between the Township and the Union. For an employee hired after January 1, 2021, a lump sum payment for accrued and accumulated but unused leave time payable at the employee's termination retirement shall not be included in the formulation used to determine his/her monthly retirement benefit.

Section 24. The non-uniform Pension Committee shall include a voting member of the bargaining unit.

Section 25. The Employer shall provide each bargaining unit employee an annual allowance of up to \$575 to be used for the purchase of work boots, clothing, and miscellaneous equipment. The employee shall be entitled to one (1) pair of work boots per year, reimbursement for which shall be deducted from the employee's annual clothing allowance. The employee shall have the option of

choosing work boots at any supplier with the following restrictions: All work boots must be a minimum height of six inches and shall have a safety toe. Subject to its approval of the work boots, clothing, and miscellaneous equipment, the Township shall reimburse the employee up to the maximum annual allowance upon presentation of proof of purchase/receipt. A probationary employee shall be eligible for the provided for annual allowance upon completion of his/her probationary period.

In addition to the foregoing, the Employer shall provide one (1) jacket for each Employee for the duration of the term of this Agreement. The Employer reserves the right to select the make, style, and design of the t-shirts and jacket, including any logo required to be visible on each said t-shirt and jacket; however, employee shall have the right to select either short sleeve or long sleeve t-shirts in any combination of number up to the maximum of five (5). The Employer reserves the right to require that employees wear t-shirts and jackets with the current Township logo printed on them.

Section 26. The employer agrees to pay for employees' Commercial Driver's License.

Section 27. The employer agrees to an allowance of fifty dollars (\$50) per year per employee for back support belts.

ARTICLE 19 SUCCESSORS

Section 1. This Agreement shall be binding upon the parties hereto, and the heirs, executors, administrators, successors and assigns of each.

Section 2. The Township agrees that no work will be contracted out that would result in a reduction of hours of pay or employees during the life of this Agreement.

ARTICLE 20 PEACE AND STABILITY

Section 1. It is understood that there shall be no strike as that is defined under the Public Employee Relations Act, during the life of this Agreement, nor shall any

officer, representative or official of the Union authorize, assist or encourage any such strike during the life of this Agreement.

Section 2. Should a strike occur not authorized by the Union, the Union within twenty-four hours following the request of the Township shall:

- a) Publicly disavow such action by the employees.
- b) Advise the Township in writing that such employee action has not been authorized or sanctioned by the Union.
- c) Post notices on all bulletin boards advising employees that it disapproves of such action and instruct them to return to work immediately.

Section 3. The Township reserves the right to discipline, suspend, demote or discharge any employee or employees who violate the provisions of Section 1 of this Article.

Section 4. The Township will not engage in any lockout during the life of this Agreement.

ARTICLE 21 GRIEVANCES AND ARBITRATION

Section 1. Any grievance or dispute which may arise concerning the application, meaning or interpretation of this Agreement shall be settled in the following manner:

STEP 1: The employee, either alone or accompanied by the Union representative, or the Union where entitled, shall present the grievance in writing to the Director of Public Works within seven (7) work days of the date of its occurrence or knowledge of its occurrence. The Director of Public Works shall attempt to resolve the matter and report his decision to the employee, in writing within seven (7) days of its presentation. In the event that the grievance is in response to an action taken by the Director of Public Works, the grievance shall immediately proceed to Step 2.

- STEP 2: In the event the grievance is not settled in Step 1, the appeal will be reviewed by the Council 90 representative and then presented in writing to the Township Manager within seven (7) work days after the Supervisor's response is due. The Township Manager or his designated representative shall respond in writing to the employee and the Union representative within seven (7) work days of receipt of the appeal.
- STEP 3: An appeal from an unfavorable decision at Step 2 shall be presented by the employee or Union representative to the Board of Commissioners within twenty (20) days after the response from Step 2 is due. The President of the Commissioners or his designated representative shall respond in writing to the employee and the Union representative within twenty (20) work days after receipt of the appeal.
- STEP 4: An appeal from an unfavorable decision at Step 3 may be initiated by the Union serving upon the Employer a notice in writing of its intent to proceed to arbitration within seven (7) work days after receipt of the Step 3 decision.
- STEP 5: The arbitrator is to be selected by the parties jointly within seven (7) work days after the notice has been given. If the parties fail to agree on an arbitrator, either party may request the Pennsylvania Mediation Board to submit a list of seven possible arbitrators. The request shall specify that only arbitrators with a National Academy of Arbitrators certification shall be considered for inclusion on the list. The parties shall within seven (7) days of receipt of said list meet for the purpose of selecting the arbitrator by alternately striking one name from the list until one name remains. The Employer shall strike the first name.

Each case shall be considered on its merits and the collective agreement shall constitute the basis upon which decision shall be rendered. The decision of Steps 1, 2 and 3 shall not be used as precedent for any subsequent case.

The arbitrator shall neither add to, subtract from, nor modify the provisions of this Agreement. The arbitrator shall be bound by the provisions of this Agreement.

The decision of the arbitrator shall be final and binding on both parties, except where the decision would require an enactment of legislation, in which case it shall be binding only if such legislation is enacted. The arbitrator shall be requested to issue his decision within thirty (30) days after the hearing. All of the time limits contained in this Section may be extended by mutual agreement.

All fees and expenses of the arbitrator shall be divided equally between the parties. Each party shall bear the costs of preparing and presenting its own case. Either party desiring a record of the proceedings shall pay for the record and make a copy available without charge to the arbitrator.

Section 2. Days as used in this Article shall mean scheduled working days.

Section 3. Employees selected by the Union to act as Union representatives shall be known as stewards. The Union shall furnish the Employer with the names and work locations of grievance representatives and shall notify the Employer of any changes.

ARTICLE 22 GENERAL PROVISIONS

Section 1. In case of winter operations and emergencies, the Township may, in its sole discretion, assign someone other than a bargaining unit employee to operate Township equipment; however, the Township agrees that such assignments shall only be to individuals qualified to operate the equipment used. Irrespective of the foregoing, the parties acknowledge that management employees, an employee assigned to a primary job classification other than Operator, and/or an outside contractor shall not be permitted to operate applicable Township-owned equipment when an employee within the primary classification of Operator is available unless such use is incidental, for training purposes, or related to an emergency response where all applicable bargaining unit Operators are actively engaged in the response. This acknowledgement shall also be understood to include use of equipment for internal work undertaken relating to the Susquehanna Township Authority utility systems.

Section 2. The Township shall comply with all statutes and laws regarding employment of military veterans.

ARTICLE 23 SENIORITY

Section 1. For purposes of this Agreement and this Article, the term “seniority” means a preferred position for specific purposes which one employee may have over another employee because of his/her greater length of continuous service to the Township or within a specific classification.

Section 2. Subject to the provisions of Section 3 of the within Article, the parties of this Agreement understand that job security in the event of decreases of forces and recalls after layoffs, should take into consideration seniority in order to protect that employee who has the greater length of continuous service; accordingly, in the administration of this Article, the intent will be that whenever practicable full consideration shall be given to continuous service.

In recognition, however, of the responsibility of the Township to maintain efficient operations, it is understood and agreed that in all cases of decrease in forces or recalls after layoffs, the following factors shall also be considered, with the further understanding that where factors 1 and 2 are relatively equal between employees, factor 3 shall be the determining factor between employees:

- 1) Ability to perform the work
- 2) Physical fitness
- 3) Length of continuous service

In order for an employee to compete for promotion to the following job classifications, he or she shall have the following minimum number of years of service to qualify for testing:

Light Equipment Operator - 2 Years of Service

Sign Maintenance Technician - 2 Years of Service

Operator - 4 Years of Service

Mechanic - 6 Years of Service

Crew Leader - 6 Years of Service

Current employees who have completed their probationary period shall be able to bid for promotions. In the event that there is no current employee regardless of years of service who is interested in competing for the promotion, the Township shall be permitted to hire directly to the job classification from an external applicant pool.

An employee promoted to a higher classification shall serve a probationary period of six (6) months. During the probationary period, the employee shall be compensated at the higher rate of pay, if applicable. The employee may elect to return to the previously held position at any time during the probationary period, returning to the lower rate of compensation, if applicable, by doing so. Any employee who does not successfully complete the probationary period shall be returned to his/her previously held position at that position's lower rate of compensation, if applicable.

Section 3. Final decision to promote, transfer, layoff or recall shall be vested exclusively in the Township subject, however, to the grievance procedure of this Agreement.

Section 4. The following shall constitute a break in continuous service:

- 1) Resignation from the department or classification Separation for just cause
- 2) Retirement
- 3) Absence without leave for five working days Failure to report after any paid or unpaid leave
- 4) Acceptance of other permanent employment while on leave

If continuous service is interrupted by any of the above, the employee shall lose his seniority rights.

Section 5. New employees, including those hired after a break in continuity of service, shall be regarded as probationary employees for the first year of continuous service. During such period, such employees may be laid off or discharged as exclusively determined by the Township without recourse to the grievance or arbitration provisions of the within agreement.

Section 6. The seniority list shall be prepared for each seniority group and revised where necessary every year. Appropriate service information shall be shown thereon to permit application of various seniority provisions. Such list shall be posted on the appropriate bulletin boards.

Section 7. The Employer shall establish a preference list for those persons who have been furloughed or laid off in inverse order of such layoff or furlough. This list shall be used in the order of seniority to fill vacancies. The list shall be maintained for one (1) year. In the event a person refuses an offer of a position under this Section, he/she shall drop from the preference list. Seniority for the purpose of this Section shall be deemed in the length of continuous service with the Employer.

Section 8. The Township shall comply with all statutes and laws regarding the employment of military veterans.

Section 9. Layoffs shall be made in the inverse order of seniority.

Section 10. For the purpose of filling vacancies in all promotions, the position to be filled will be posted on applicable bulletin boards.

Section 10. Length of continuous service within specific classifications shall be determined by the Township and the Union and posted on applicable departmental bulletin boards.

ARTICLE 24 BEREAVEMENT LEAVE

Section 1 In the event of the death of the employee's father, mother, spouse, child, step-child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, or any relative residing in the employee's household, the employee shall be granted three (3) days paid bereavement leave.

Section 2. In the event of the death of the employee's aunt, uncle, first cousin, brother-in-law, sister-in-law, or fellow employee, the employee shall be granted one (1) day paid bereavement leave to attend the funeral. The Township reserves the right to request a certificate of attendance from the Funeral Director.

Section 3. Bereavement leave shall be paid in accordance with the employee's regular rate of compensation.

ARTICLE 25 HEALTH AND WELFARE

Section 1. The Employer agrees to submit the contributions indicated by the AFSCME Health and Welfare Fund on behalf of each employee within the bargaining unit. This amount provides the paid prescription plan and vision care plan for each employee.

The Employer agrees to execute and be bound by the Declaration of Trust of the AFSCME Health and Welfare Fund and by all rules and regulations of the trustees promulgated thereunder.

Section 2. All payments to the AFSCME Health and Welfare Fund shall be by check or other order for money, payable to the AFSCME Health and Welfare Fund and shall be transmitted monthly to the AFSCME Health and Welfare Fund. Concurrent with the payment by the Employer, the Employer shall submit such reports as the Trustees of the Fund shall deem necessary for the purpose of properly administering the Fund and the payment of benefits there under. Payments by the Employer required hereunder shall be due and payable within thirty (30) days following the end of the payroll period of the month for which such payment is required.

ARTICLE 26 TERMINATION

Agreement shall be effective as of January 1, 2024, and shall continue in full force effect up to and including the 31st day of December, 2026. It shall automatically be renewed from year to year thereafter unless either party shall notify the other in writing by July 1, 2026 of an intent to bargain collectively for a new Agreement.

If either party desires to modify this Agreement to improve operations and/or public services, other than for reducing the compliment of employees, said party must notify the other party in writing of its intention to do so on or before the ninetieth (90th) day prior to the above mentioned expiration date. In the event the

parties fail to reach agreement on the proposed modifications by the expiration date hereof, this Agreement shall terminate unless extended in writing by mutual consent of the parties.

The parties hereto through their authorized officers or representatives and intending to be legally bound, hereby have hereunder set their hands and seals this ____ day of _____, 20____.

AMERICAN
FEDERATION OF

SUSQUEHANNA
TOWNSHIP BOARD OF
COMMISSIONERS

Ernestine Okeover

Mark Lynch
President, Board of Commi:

[Signature]

[Signature]
Secretary – Manager, Susquehanna Township

[Signature]

Robert Shaffer

EXHIBIT “A”
GENERAL DESCRIPTION OF CLASSIFICATION DUTIES

MECHANIC

- 1) Be able to diagnose trouble on Township-owned vehicles and equipment and repair same.
- 2) Get all vehicles ready for inspection and have same done on time.
- 3) Keep Public Works Director advised of condition of equipment at all times.
- 4) Inform Public Works Director of any major repairs needed on vehicles or equipment and obtain his approval and information as to where the repairs are to be done.
- 5) Keep a record on repairs done to vehicles and equipment.
- 6) Perform duties in lower classifications. Possess employer required ASE certifications (or equivalent) with the ability to inspect vehicles and perform emissions testing as may be applicable.

CREW LEADER

- 1) This is a working position that directs work crews in completion of assigned highway tasks.
- 2) Has responsibility to make decisions to assure assignments are completed as directed by Public Works Director.
- 3) Perform Operator level maintenance on all assigned equipment and trucks.
- 4) Perform duties in lower classifications.

OPERATOR

- 1) Be able to operate all equipment efficiently.
- 2) Perform duties in lower classifications.
- 3) Perform Operator level maintenance on all assigned equipment and trucks.

TRADESMAN

- 1) Be able to generally perform work in applicable trades including but not limited to electric, plumbing, carpentry, and masonry.*
- 2) Repair curbs and any other type of concrete work.
- 3) Perform duties in lower classifications.
- 4) Performs Operator level maintenance on all assigned trucks and equipment.

*In the event that the Township expects Tradesman to perform tasks requiring advance training and/or licensure, the Township shall be responsible for paying the costs for the required training and/or licensure.

LIGHT EQUIPMENT OPERATOR

- 1) Be able to operate light equipment efficiently.
- 2) Perform duties in lower classifications.
- 3) Perform Operator level maintenance on all assigned equipment and trucks.

SIGN MAINTENANCE TECHNICIAN

- 1) Repair, replace and maintain street and traffic control signs.
- 2) Install new street and traffic control signs.
- 3) Make signs when equipment becomes available.
- 4) Maintain school zone lights.
- 5) Paint curbs and lines on streets as needed.
- 6) Keep inventory of signs on hand.
- 7) Know what signs are legal and laws regarding street and traffic control sign installations.
- 8) Perform duties in lower classifications.

TRUCK DRIVER/LABORER

- 1) Be able to operate all Township trucks in salting, snowplowing, spreading of stone, hauling and dumping of dirt, stone and other materials as jobs require.
- 2) Performs Operator level maintenance on all assigned trucks.
- 3) Be able to use all types of hand tools in a skillful manner.
- 4) Be willing and able to perform the following tasks:
 - a) Help in loading and unloading of trucks.
 - b) Cut grass with scythe and mower.
 - c) Patch streets.
 - d) Paint curbs.
 - e) Help with any other work that may be assigned.

**EXHIBIT “B”
SALARY SCHEDULE**

Effective January 1, 2024-Hired before January 1, 2021

Classification	Grade 1 Hourly Rate	Grade 2 Hourly Rate	Grade 3 Hourly Rate	Grade 4 Hourly Rate	Grade 5 Hourly Rate
Mechanic	\$36.26	\$36.46	\$36.77	\$36.98	\$37.23
Crew Leader	\$36.26	\$36.46	\$36.77	\$36.98	\$37.23
Operator	\$35.05	\$35.30	\$35.54	\$35.73	\$36.02
Light Equipment Operator	\$33.87	\$34.08	\$34.36	\$34.60	\$34.80
Sign Maintenance Tech.	\$33.87	\$34.08	\$34.36	\$34.60	\$34.80
Truck Driver/Laborer	\$32.66	\$32.90	\$33.12	\$33.41	\$33.62

Effective January 1, 2025-Hired before January 1, 2021

Classification	Grade 1 Hourly Rate	Grade 2 Hourly Rate	Grade 3 Hourly Rate	Grade 4 Hourly Rate	Grade 5 Hourly Rate
Mechanic	\$37.35	\$37.55	\$37.87	\$38.09	\$38.35
Crew Leader	\$37.35	\$37.55	\$37.87	\$38.09	\$38.35
Operator	\$36.10	\$36.36	\$36.61	\$36.80	\$37.10
Light Equipment Operator	\$34.89	\$35.10	\$35.39	\$35.64	\$35.84
Sign Maintenance Tech.	\$34.89	\$35.10	\$35.39	\$35.64	\$35.84
Truck Driver/Laborer	\$33.64	\$33.89	\$34.11	\$34.41	\$34.63

Effective January 1, 2026-Hired before January 1, 2022

Classification	Grade 1 Hourly Rate	Grade 2 Hourly Rate	Grade 3 Hourly Rate	Grade 4 Hourly Rate	Grade 5 Hourly Rate
Mechanic	\$38.47	\$38.68	\$39.01	\$39.23	\$39.50
Crew Leader	\$38.47	\$38.68	\$39.01	\$39.23	\$39.50
Operator	\$37.18	\$37.45	\$37.71	\$37.90	\$38.21
Light Equipment Operator	\$35.94	\$36.15	\$36.45	\$36.71	\$36.92
Sign Maintenance Tech.	\$35.94	\$36.15	\$36.45	\$36.71	\$36.92
Truck Driver/Laborer	\$34.65	\$34.91	\$35.13	\$35.44	\$35.67

Effective January 1, 2024 - Hired on or after January 1, 2021

Classification	Grade 1 Hourly Rate	Grade 2 Hourly Rate	Grade 3 Hourly Rate	Grade 4 Hourly Rate	Grade 5 Hourly Rate
Mechanic	\$36.26	\$36.36	\$36.46	\$36.56	\$36.66
Crew Leader	\$36.26	\$36.36	\$36.46	\$36.56	\$36.66
Operator	\$35.05	\$35.15	\$35.25	\$35.35	\$35.45
Light Equipment Operator	\$33.87	\$33.97	\$34.07	\$34.17	\$34.27
Sign Maintenance Tech.	\$33.87	\$33.97	\$34.07	\$34.17	\$34.27
Truck Driver/Laborer	\$27.82	\$27.92	\$28.02	\$28.12	\$28.22
Truck Driver/Laborer - 12 Months Following Probationary	\$25.46				
Truck Driver/Laborer - Probationary After 6 months	\$24.72				
Truck Driver/Laborer - Probationary Start	\$23.69				

Effective January 1, 2025 - Hired on or after January 1, 2021

Classification	Grade 1 Hourly Rate	Grade 2 Hourly Rate	Grade 3 Hourly Rate	Grade 4 Hourly Rate	Grade 5 Hourly Rate
Mechanic	\$37.35	\$37.45	\$37.55	\$37.65	\$37.75
Crew Leader	\$37.35	\$37.45	\$37.55	\$37.65	\$37.75
Operator	\$36.10	\$36.20	\$36.30	\$36.40	\$36.50
Light Equipment Operator	\$34.89	\$34.99	\$35.09	\$35.19	\$35.29
Sign Maintenance Tech.	\$34.89	\$34.99	\$35.09	\$35.19	\$35.29
Truck Driver/Laborer	\$28.65	\$28.75	\$28.85	\$28.95	\$29.05
Truck Driver/Laborer - 12 Months Following Probationary	\$26.22				
Truck Driver/Laborer - Probationary After 6 months	\$25.46				
Truck Driver/Laborer - Probationary Start	\$24.40				

Effective January 1, 2026 - Hired on or after January 1, 2021

Classification	Grade 1 Hourly Rate	Grade 2 Hourly Rate	Grade 3 Hourly Rate	Grade 4 Hourly Rate	Grade 5 Hourly Rate
Mechanic	\$38.47	\$38.57	\$38.67	\$38.77	\$38.87
Crew Leader	\$38.47	\$38.57	\$38.67	\$38.77	\$38.87
Operator	\$37.18	\$37.28	\$37.38	\$37.48	\$37.58
Light Equipment Operator	\$35.94	\$36.04	\$36.14	\$36.24	\$36.34
Sign Maintenance Tech.	\$35.94	\$36.04	\$36.14	\$36.24	\$36.34
Truck Driver/Laborer	\$29.51	\$29.61	\$29.71	\$29.81	\$29.91
Truck Driver/Laborer - 12 Months Following Probationary	\$27.01				
Truck Driver/Laborer - Probationary After 6 months	\$26.22				
Truck Driver/Laborer - Probationary Start	\$25.13				

**EXHIBIT “C”
WORK RULES**

RULE #1

SUBJECT: Procedures for establishing and maintaining overtime list and call time list.

Section 1 In accordance with Article XV, Section 5 of this Agreement, overtime list and call time list shall be established and maintained.

Section 2. All overtime and all call time shall be posted on appropriate list. List shall be updated within twenty-four (24) hours of said call time or overtime.

Section 3. When an employee is on any type of paid leave and the employer allocates overtime or call time, said employee shall not be called unless the emergency requires that all highway employees be required to work. Paid leave shall not be posted on overtime list or call time list. A paid leave day for the purpose of this Section shall not end until 7:00 a.m. of the next day.

Section 4. When an employee is on paid leave the day before, and/or the day after a weekend, including an extended weekend due to a holiday, said employee shall have the option of that weekend being considered paid leave for purpose of fulfilling Section 3 of this Work Rule. This option shall only be granted to employees who notify the Public Works Director, or his or her designee prior to the appropriate weekend, and if said notification is posted on applicable bulletin boards by 3:30 of the day preceding said weekend.

RULE #2

SUBJECT: Schedules for lunch period and rest periods.

Section 1. Rest periods are as follows:

9:15 a.m. to 9:30 a.m.
2:00 p.m. to 2:15 p.m.

Section 2. Lunch period is as follows:

11:30 a.m. to 12:00 p.m.

Changes may be made by Public Works Director and/or his or her designee, according to work load.

RULE #3

SUBJECT: Operator Level Maintenance.

Section 1. Operator level maintenance is defined as maintenance normally performed by an operator or truck driver on assigned trucks and equipment.

Section 2. Operator level maintenance includes, but is not limited to the following:

- a) Check and maintain proper fluid levels (i.e. gas, oil, water, transmission fluid, hydraulic fluid, etc.)
- b) Change fluids and filters when required
- c) Perform required lubrications
- d) Maintain vehicle cleanliness inside and out
- e) Perform minor maintenance when required (i.e. replace light bulbs, lenses, screws, fuses, etc.)

RULE #4

SUBJECT: The Classification of Equipment and Tools.

Section 1. The following list of equipment shall come under the classification of Operator:

- a) Loader (track and wheel type)
- b) Grader
- c) Backhoe
- d) Roller
- e) Excavator
- f) Paver

- g) Beast Grinder
- h) Skidloader

Section 2. The following list of equipment shall come under the classification of Light Equipment Operator:

- a) Street Sweeper
- b) Roller (under 10 ton)
- c) Mower (sickle bar and/or flail type)

Section 3. The following list of equipment and tools shall come under the classification of Truck Drivers/Laborers:

- a) Leaf pickers
- b) Planers
- c) Tailgate spreaders
- d) Lawn mowers (riding and push type)
- e) Waste pumps
- f) Tampers (air and fuel operated)
- g) Jack hammers
- h) Compressors

RULE #5

Section 1. All job assignments shall be assigned on a daily basis, or more often if available job assignments should change.

Section 2. Besides training or out of classification work, all jobs shall be assigned to an employee within the primary classification for said assignment.

Section 3. Job assignments not filled in Section 2, shall be assigned to an employee in equal or higher classifications. Public Works Director

Section 4. Employees may trade jobs at any time so long as all employees involved are willing to trade and are qualified for his or her new assignment if approved by management.

Section 5. Management shall attempt to equalize the number of “seat hours” in each of the available and applicable pieces of equipment amongst the employees within the primary classification of Operator.

Section 6. Management employees or an employee assigned to a primary job classification other than Operator shall not be permitted to operate applicable equipment when an employee within the primary classification of Operator is available unless such use is in response to an emergency situation where bargaining unit Operators are not readily available to respond or are actively engaged in the emergency response, for incidental work and/or for training purposes. This provision shall also include use of equipment for internal work undertaken relating to the Susquehanna Township Authority utility systems.

**DAUPHIN COUNTY TRANSPORTATION INFRASTRUCTURE SAFETY IMPROVEMENT PROGRAM (TISIP)
INTERMUNICIPAL COST SHARING AGREEMENT**

This Cost Sharing Agreement (“Agreement”), dated _____, 2023, is by and between, SUSQUEHANNA TOWNSHIP (“Municipality”), a first class township of Dauphin County, Pennsylvania, with a principal office at 1900 Linglestown Road, Harrisburg, Pennsylvania 17110, and the COUNTY OF DAUPHIN (“County”), a third class county of Pennsylvania, with a principal office at Dauphin County, 2 South 2nd Street, Harrisburg, Pennsylvania 17101 (together, the “Parties”).

WITNESSETH:

WHEREAS, County is undertaking a comprehensive program focused on transportation safety improvement projects of municipally-owned transportation infrastructure with identified deficiencies to encourage economic development and to ensure a safe and reliable system of transportation in the County; and

WHEREAS, County desires to complete safety improvement projects using a match of County and Municipality funds through the “Transportation Infrastructure Safety Improvement Program” (hereinafter, “TISIP”); and

WHEREAS, County and Municipality have determined that Kohn Road Superstructure Replacement Project is in need of repair or replacement; and

WHEREAS, County and Municipality agree that Kohn Road Superstructure Replacement Project should be one of the PROJECTs included in the TISIP; and

WHEREAS, the County has designated the Dauphin County Department of Community and Economic Development to administer the TISIP.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the Parties, intending to be legally bound, agree as follows:

1. Scope and Cost of Project: County and Municipality agree that Kohn Road Superstructure Replacement Project requires the full superstructure replacement of the Kohn Road Bridge over Paxton Creek (the “Project”) and agree to share in the actual costs associated with the Project as outlined in the table below. County will be responsible for (18%) of the actual costs incurred in the Project. Municipality will be responsible for (82%) of the actual cost incurred in the Project (the “Municipal Share”). The costs to be shared between the Parties include all phases of the Project, including, without limitation, design, utilities, right-of-way, and construction. The Parties acknowledge that the County’s engineer, Herbert, Rowland & Grubic, Inc., has prepared a cost *estimate*, but that the Parties will only be required to share in the *actual* costs incurred in the Project, whether the actual costs exceed or are lower than the cost estimate.

Project Phase	County Share (18%)	Municipality Share (82%)	Total
Pre-construction	\$113,625.00	\$217,636.65	\$331,262.00
Construction	\$113,625.00	\$785,113.35	\$898,738.00
Total Project	\$227,250.00	\$1,002,750.00	\$1,230,000.00

2. Project Bundling: County may bid out several similar projects in groups of contracts (“Bundle”) with the anticipation of achieving financial saving based on economies of scale. Municipality acknowledges that the Project may be one of several projects prepared and bid concurrently as a Bundle.

3. County's Responsibilities: County shall be responsible for completing all preconstruction activities for the Project, including but not limited to design, right of way acquisition, and utility relocation. County will further be responsible for bidding and administering the Bundle that includes the Project.

County will provide Municipality with the following pre-construction deliverables for Municipality's review, input, and approval, which approval will not be unreasonably denied, conditioned or delayed:

- a. Preliminary Plans and Cost Estimate;
- b. Permits;
- c. Utility Agreements (if required);
- d. Right-of-Way Plan (if required);
- e. Final Plan, Specifications, and Estimate

4. Municipality's Responsibilities:

- a. Funding Sources: By executing this Agreement, Municipality commits local funding for its share of the cost of the Project as outlined in Section 1 of this Agreement and represents that Municipality has or will have funds budgeted for its share of the Project costs, proof thereof to be provided at the time of executing this Agreement as described in Section 4.f. of this Agreement and set forth on Exhibit A attached hereto and made part of hereof. Municipality will provide its share of the Project costs to County in accordance with the process outlined in Section 5 of this Agreement.
- b. Approval of Expenses: Municipality will be provided with actual proposals, appraisals, bids, change orders (if necessary), and other documents reflecting the actual costs to be incurred for the Project. Municipality hereby approves, without further notice or consent, all expenses up to 10% over the planning level cost estimates as outlined in Section 1 of this Agreement.

Municipality is required to provide written approval within 30 days of any expense that increases the cost of the project greater than 10% of the planning level costs estimates outlined in Section 1 of this Agreement. Any such expenses not approved in writing by Municipality within 30 days of receipt, shall be deemed approved by Municipality. Cost sharing for such increases will follow the procedures of Section 6 of this Agreement.

- c. Approval of Preconstruction Deliverables: Municipality shall provide written approval of all preconstruction deliverables outlined in Section 3 of this Agreement. Deliverables not approved in writing within 30 days of receipt, shall be deemed approved.
- d. Bidding: Municipality acknowledges that County is responsible for bidding the Project or a Bundle which includes the Project, and Municipality hereby authorizes County to award the contract to the responsible and responsive low bidder. Municipality also hereby authorizes County to be the contracting entity with the bidder that is selected. County will follow applicable federal, state, county, and municipal requirements in its execution of bidding responsibilities.
- e. Liability for Re-Bidding Costs: In the event that the Project must be rebid, as a result of Municipality's refusal to approve the bidder selected by County or because Municipality withdraws from the TISIP for any other reason after having given written approval of the preconstruction deliverables, Municipality acknowledges that the Project may have to be rebid, resulting in added cost and expense to County and/or other TISIP participants that may have projects in a Bundle.

If any rebidding is required because of Municipality's conduct described above, Municipality agrees to pay County (1) the cost of re-bidding the Project and/or Bundle with the Project excluded, which cost includes, but is not limited to advertising costs and County staff time and (2) the net cost different between the original bid and the subsequent bid if it is rebid and the Project is retained as part of the TISIP. Municipality also agrees to pay the cost of re-bidding the Project, if the Parties later decide to rebid the Project.

- f. Escrow Account: No later than one (1) month from the date hereof, the Municipality shall establish in its name an Escrow Account with a bank or bank and trust company authorized to do business in the Commonwealth of Pennsylvania (the “Escrow Account”) and shall deposit into such Escrow Account sufficient funds to pay for the Municipal Share, and any other amounts that may become due pursuant to this Agreement, as set forth in Section 1 of this Agreement. Proof of the Escrow Account shall be sent to George Connor, Executive Director, Dauphin County Department of Community and Economic Development at gconnor@dauphincounty.gov.

The Municipality certifies that the information provided in Exhibit A relating to the Escrow Account accurately describes (i) the source(s) of funds that have been committed to funding the Municipal Share and (ii) the anticipated date in which funds from those sources will be deposited into the Escrow Account. As long as this Agreement is in effect, the County may reasonably request the Municipality to provide proof of the Escrow Account and the funds deposited therein. Until this Agreement is terminated, the Municipality agrees that any funds in the Escrow Account shall be used solely for the benefit of financing the Municipal Share and for paying any other amounts that may become due pursuant to this Agreement. Failure to open the Escrow Account within one (1) month of the date hereof shall be considered a Default under Section 14 herein. The requirements contained in this subparagraph (f) may be waived by the TISIP Advisory Committee. To request such a waiver, email George Connor, Executive Director, Dauphin County Department of Community and Economic Development at gconnor@dauphincounty.gov no later than [two weeks after the Agreement Date] requesting the waiver and providing supporting documentation. Such requests will be considered on a case-by-case basis by the TISIP Advisory Committee.

5. Project Cash Flow Model: County will cash flow the Project as follows. County will pay monthly contractor invoices in full upon receipt. County will then invoice Municipality its proportionate share of each contractor invoice according to the applicable project phase as shown in Section 1.

Municipality will pay each invoice from County within 45 days of receipt (the “Due Date”). Timely payment of invoices is a condition of this Agreement. Failure to pay any invoice in full by the Due Date will be considered substantial noncompliance with the terms of this Agreement and a Default under Section 14. If invoice is not paid in full on or prior to the Due Date, then the Municipality shall pay to the County a late charge equal to the greater of five percent (5.00%) of the amount of such invoice or \$25.00 (the “Late Charge”). If at any time an invoice remains unpaid for a period in excess of 30 days past the Due Date, interest of the rate of 1.5% per month will be charged on past-due accounts, such amount to not exceed the maximum amount permitted by law (the “Default Rate”).

Both the Late Charge and the Default Rate are imposed as liquidated damages for the purposes of defraying the County’s expenses incident to the handling of delinquent payments, but are in addition to, and not in lieu of, the County’s exercise of any rights and remedies hereunder, or under applicable law, and any fees and expenses of any agents or attorneys which the County may employ. The Municipality agrees that the Late Charge and the Default Rate are reasonable forecasts of just compensation for anticipated and actual harm incurred by the County, and that actual harm incurred by the County cannot be estimated with certainty and without difficulty.

6. Liability for Project Cost Increases:
 - a. Project cost increases due to change orders or other unforeseen circumstances will be split according to the cost shares outlined in Section 1.
 - b. Project cost increases due to a Project work stoppage, which Project work stoppage is the direct result of any action or inaction taken by the Municipality, or the Municipality’s failure to otherwise comply with the requirements provided herein, including the requirements to make timely payments as set forth in Section 5, will be paid entirely by the Municipality.

7. Use of Eminent Domain: County and Municipality commit to the use of eminent domain, if necessary, which shall be implemented only as a last resort to secure the requisite right-of-way and/or easements. Municipality agrees to own and maintain any new right-of-way required by the Project and agrees to pay the costs of condemnation with the costs being allocated according to the preconstruction phase cost sharing outlined in Section 1.
8. Noncompliance with the Agreement: In the event of a Default or if the Municipality is otherwise in substantial noncompliance with any term of this Agreement, the County reserves the right to:
 - a. Terminate the Agreement and require the Municipality to immediately reimburse the County for any and all funds paid by or due to the County pursuant to this Agreement, including the County's share of the costs as set forth in Section 1 and any interest that may have accrued pursuant to Section 5 of the Agreement;
 - b. Debar the Municipality from other County grant and loan programs; and
 - c. Pursue all corrective remedies at law or in equity, including but not limited to Project work stoppage.

The Municipality will be responsible for all costs incurred by the County in enforcing the terms of this Agreement and pursuing any corrective remedy, including any reasonable attorney fees. The remedies set forth in this Section are cumulative and enforceable alternatively, successively or concurrently and such remedies are not exclusive of any rights or remedies which the County may otherwise have. The failure of the County at any time or times to enforce its right under this Section, in accordance with the same, shall not be construed as having created a custom in any way or manner contrary to specific provisions of this Agreement or as having in any way or manner modified or waived the same.

9. Term: Except as otherwise set forth herein, this Agreement shall be effective as of the date of the full execution of this Agreement and shall continue to be in force until the completion of the Project unless revoked or otherwise terminated in accordance with this Agreement.
10. Risk Allocation / Force Majeure: Neither party to this Agreement assumes a risk of any event, foreseeable or unforeseeable and beyond the reasonable control of either party, that has a material effect upon the performance of the subject matter of this Agreement, including but not limited to fire, flood, natural disaster, strike of its personnel, war, insurrection, riot, the declaration of a state or national emergency, acts of civil or military authorities, acts of God or the public enemy, acts of terrorism, epidemic, pandemic, or any other event, like or unlike these events, that renders performance impracticable. Upon such an event County may, in its sole discretion, suspend, cancel or terminate this Agreement in whole or in part at any time, without payment to Municipality. This provision supersedes any provision herein to the contrary. Additionally, the Parties agree that upon such an event each will continue to be responsible for its respective share of any Project costs incurred up until that time and any cost incurred as a result of such an event, including but not limited to clean up and repair.
11. Indemnification: Municipality will indemnify and hold the County, the members of the Board of Commissioners, the County's officers, employees, representatives and agents, (the "County Indemnified Parties") harmless from and against any loss, cost, damage or expense of any kind whatsoever arising from, out of, or in connection with the Project, the performance of services upon the Project or otherwise related to this Agreement, including, but not limited to, expenditures for and costs of investigations, hiring of expert witnesses, court costs, counsel fees, settlements, judgments or otherwise, and shall defend, at the County's election, any and all actions brought against the County Indemnified Parties upon such claims or demands.
12. Insurance: It is understood and agreed that Municipality's standard liability insurance policies shall protect, or shall be endorsed to protect, the County without restriction, from claims of bodily injury and/or property damage arising out of any activities performed by the Municipality or its employees or agents under this

Agreement, including claims by business and non-business invitees, and involving their property and all other property sustaining damage as a direct or indirect result of the undertaking of the Project, when validly present on Municipality's premises, whether or not actually engaged in the Project, at the time the claim inures. Such policies shall not include any provision limiting the then existing sovereign immunity of the County or of its agents or employees. Municipality shall furnish to the County a copy of the liability policy endorsing the County as an Additional Insured without restriction at execution of this Agreement.

13. Representations and Warranties: Intending to be legally bound hereby, Municipality represents and warrants to the County that:

- a. Municipality is a public body, duly organized and existing under the laws of the Commonwealth and is authorized and empowered to undertake and complete the Project.
- b. Municipality is authorized and empowered to enter into this Agreement and to carry out its obligations hereunder.
- c. By resolution or other proper action of its governing body, Municipality has duly authorized the Municipal [Manager or other] to approve expenses and preconstruction activities as set forth under Section 4 above. The Municipality's resolution is attached hereto as Exhibit B.
- d. The undertaking and completion of the Project and the execution and delivery of this Agreement and compliance with the provisions hereof will not conflict with or constitute on the part of the Municipality a violation of, breach of or default under any law, indenture, mortgage, deed of trust, note or other agreement or instrument to which Municipality is bound or, to the knowledge of the Municipality, any order, rule or regulation of any court or governmental agency or body having jurisdiction over Municipality or any of its activities or properties; and all consents, approvals, authorizations and orders of governmental or regulatory authorities which are required for the Project have been obtained or will be obtained in due course; and Municipality will comply with all applicable laws, regulations and procedures in undertaking all aspects of the Project.
- e. There is no action, suit, proceeding or investigation at law or in equity pending against the Municipality by or before any court or public agency or, to the knowledge of the Municipality, any basis therefor, wherein any unfavorable decision, ruling or finding would adversely affect the validity or efficacy of this Agreement, or any agreement or instrument to which the Municipality is a party and which is used or contemplated for use in connection herewith or with the Project.
- f. No legislation has been enacted which in any way adversely affects the execution and delivery of this Agreement by the Municipality, or the creation, organization or existence of the Municipality or the titles to office of any officers thereof, or the power of the Municipality to undertake and complete the Project and otherwise to carry out its obligations under this Agreement.
- g. Municipality is not a party to any indenture, loan or credit agreement or any other agreement, resolution, contract, instrument, pension plan, pension trust, employee benefit or welfare plan, or subject to any restriction which may reasonably be expected to have an adverse effect on its ability to carry out its obligations under this Agreement.

14. Default: Any breach of performance of any term, provision or condition of this Agreement, or any material misrepresentation made by the Municipality herein or in connection with TISIP, shall constitute a default under this Agreement ("Default").

15. Independent Entities: Each party to this Agreement shall be responsible for its individual contribution and no party shall be responsible for the contribution of any other party hereto. Notwithstanding anything contained

herein, each of the parties hereto are and shall remain independent contractors and this Agreement shall not create any employment, agency, partnership, or joint venture relationship, and, no party hereto may incur debts or financial obligations in the name of any other party hereto.

16. Performed According to Law: All activities performed by and party hereunder shall be performed in accordance with all applicable statutes and ordinances and in conformity with law. By execution hereof, the undersigned indicate that they have followed all necessary procedures, laws, and rules for binding the entity with which they are identified in this Agreement.
17. Governing Law: This Agreement shall be construed and governed pursuant to the laws of the Commonwealth of Pennsylvania pursuant to the execution of this Agreement in said jurisdiction. Any choice of laws issues shall be deemed to utilize the choice of laws rules of the Commonwealth of Pennsylvania. Any dispute arising from this Agreement shall be heard in the Court of Common Pleas of Dauphin County.
18. Severability: All Agreements, provisions and covenants contained in this Agreement are severable, and in the event any of them are held to be invalid by any competent court, this Agreement will be interpreted as if the invalid agreements, provisions or covenants were not contained in this Agreement.
19. Integration: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and cancels, supersedes and terminates all prior agreements, contracts, understandings, negotiations, and other arrangements between the parties whether written or oral or partly written and partly oral.
20. Amendment/Waiver: Any alterations, variations, modifications, amendments, waivers or additional provisions to this Agreement will be valid only when reduced to writing, duly signed by all parties, and attached hereto. No oral amendment or waiver shall be effective, and this provision may not be orally amended or waived. The parties hereto further agree that any particular course of performance may not be used by any trier-of-fact to imply or infer a modification of this Agreement.
21. Strict Enforcement: The delay or failure of the County to strictly enforce any provision of this Agreement will not bar the Counties from any subsequent enforcement of any right, remedy or legal cause of action.

IN WITNESS WHEREOF, and intending to be bound hereby, the parties hereto have caused this Agreement to be duly executed on their behalf by their authorized officers and applicably attested, all as of the day and year first above written.

ATTEST:

COUNTY OF DAUPHIN
BOARD OF COMMISSIONERS

By: _____
J. Scott Burford
Chief Clerk/Chief of Staff

By: _____
Mike Pries, Chairman

(SEAL)

By: _____
Chad Saylor, Vice Chairman

By: _____
George P. Hartwick III, Secretary

ATTEST:

[MUNICIPALITY]

By: _____

Name:

Title:

(SEAL)

By: _____

By: _____

By: _____

EXHIBIT B

RESOLUTION NO. 2022-R-41

A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING DAVID PRIBULKA, TOWNSHIP MANAGER, TO APPROVE EXPENSES AND PRECONSTRUCTION ACTIVITIES AS SET FORTH IN SECTION 4 OF THE DAUPHIN COUNTY INFRASTRUCTURE SAFETY IMPROVEMENT PROGRAM (TISIP) INTERMUNICIPAL COST SHARING AGREEMENT BETWEEN SUSQUEHANNA TOWNSHIP AND THE COUNTY OF DAUPHIN FOR THE KOHN ROAD BRIDGE SUPERSTRUCTURE REPLACEMENT (HERINAFTER THE “PROJECT”)

WHEREAS, Susquehanna Township (hereinafter, “Participant”) was awarded a Transportation Infrastructure Safety Improvement Program Grant in the amount of \$227,250 to support the Project, an amount equal to seventy-five percent (75%) of the total project costs; and

WHEREAS, Participant is responsible to pay a local share of project costs equal to eighty-two percent (82%) up to \$1,002,750; and

WHEREAS, total project costs are estimated to be \$1,230,000; and

WHEREAS, Participant recognizes the turnkey nature of the TISIP program and agrees to allow Dauphin County and its engineer to manage the entirety of the project to achieve economies of scale and ensure project delivery consistent with programs rules, including managing all pre-construction and construction phases of the project; and

WHEREAS, Participant intends to enter into an Intermunicipal Cost Sharing Agreement with the County of Dauphin outlining the terms and conditions for participation in the TISIP Program.

NOW, THEREFORE, BE IT RESOLVED, that Susquehanna Township hereby authorizes David Pribulka, Township Manager to approve expenses and preconstruction activities and execute all documents related thereto, as set forth in Section 4 of the Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) Intermunicipal Cost Sharing Agreement between Susquehanna Township and the County of Dauphin for the Kohn Road Bridge Superstructure Replacement Project.

IN WITNESS THEREOF, I affix my hand and attach the seal of Susquehanna Township, this 14th day of December 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

[SEAL]

ATTEST:

I, David Pribulka, duly qualified Secretary of Susquehanna Township, Dauphin County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Susquehanna Township at a Regular Meeting held December 14, 2023 and Resolution has been recorded in the Minutes of the Township of Susquehanna and remains in effect as of this date.

ATTEST:

David Pribulka, Township Manager/Secretary



Township Manager's Report December 14, 2023

1. Provided with my report is a Notice of Pending Liquor License Transfer for the Romano Macaroni Grill on 2531 Brindle Drive from Italian Restaurant Group, LLC. No additional information is provided in the letter nor on the website. These are commonly due to a change in ownership or a change in name of the ownership entity.
2. A total of six proposals were received for accounting software. Staff is reviewing the proposals and intends to schedule demonstrations and client site visits prior to a recommendation for a contract being placed on the Board of Commissioners' agenda for February 2024.
3. All filings have been completed for the Broker of Record Change to The Hartman Group. Staff is currently reviewing coverage and obtaining quotes from vendors for certain specific liability needs such as drone coverage and cyber insurance.
4. A Preconstruction Meeting with CPA Pavement Services, Inc. and GHD, Engineer for the Susquehanna Township Authority, on November 20th for the North Galen Road Drainage Improvements Project. The construction schedule is still being developed and temporary construction easements documents are being finalized with some of the adjacent property owners.
5. Staff has concluded initial interviews for the vacancy of Zoning Administrator. Of the interviewed candidates, several were asked to submit written responses to job-related prompts to help the Township decide on a finalist for the position. In the interim, staff is recommending a temporary contract with HRG, Inc. to help the Township comply with statutory requirements for permit and land development plan reviews and responses. The retainer will also provide some office hours for "walk-in" traffic.
6. The Manager, Assistant Manager, and Public Works Director attended a Pennsylvania Turnpike Focus Group on November 30th to help the Turnpike Commission improve its communication with communities impacted by its operations. Much of the discussion focused on providing alerts for construction activities and unanticipated delays to better help mitigate "downstream" impacts from traffic.
7. The Susquehanna Township Authority Board met on Tuesday, December 5th. The primary actions included the adoption of the 2024 Budget, as well as the establishment of rates for the upcoming fiscal year for both sanitary and storm sewer services.
8. The Manager participated in a panel discussion of municipal use of technology to augment service delivery.
9. Staff and Board members met with residents of Montrose Street to discuss ongoing concerns related to truck traffic using the street as a "cut through." A verbal report will be provided on the outcome of the meeting.



November 13, 2023

dpribulka@susquehannatwp.com

RE: LID No. 120498
License No. R19406
RMG HARRISBURG LLC
2531 BRINDLE DR
HARRISBURG PA 17110-9704
File/Job No. 1165089
Carla Notte 412-456-2001

Dear Sir/Madam:

Section 403(l) of the Liquor Code provides, that effective July 1, 1987, the Board inform your municipality of all applications filed for a new license, or transfer of license for premises not currently licensed, situated in your municipality. As such, this is to inform you of the receipt on November 13, 2023 of a transfer application for the above listed licensee, from ITALIAN RESTAURANT GROUP LLC.

Please visit our website at <http://www.lcb.pa.gov/> for further information. The license information can be searched for by clicking on PLCB+ under Licensing – Resources for Licensees and going to the link under the Search for Licenses title.

If you need assistance with PLCB+ please contact our help desk by email at ra-lblicensingmod@pa.gov or call our toll free number at 844-707-5475.

Sincerely,

Andrew Stuffick, Director
Bureau of Licensing

Refer to: Licensing Information Center
717.783.8250

Include LID number on all correspondence to the Bureau of Licensing.

AS: DB



PLANNING

DEVELOPMENT PLANS

Project Name	Location	Use	Status
1 3801 Walnut St. (2022)	3801 Walnut St.	Comm. - restaurant add.	Tabled PC
2 3103 Walnut St (2022)	3103 Walnut St	LD - new building	Approved
3 1235 Martina Dr	1235 Martina Dr	Residential LD - 395 units	Tabled PC
4 4015 Reichert Rd	4015 Reichert Rd	Minor SD - 2 lots	Approved
5 Blue Mountain Apartments	North end of Oakhurst Blvd	Prel LD - 270 dus	Approved
6 Riveroaks Associates	3401 & 3405 N Front St.	Minor SD - lot combo	Approved
7 Tommy's Car Wash - Waiver	3523 Union Deposit Rd	Waiver of Tree require	Approved
8 Covenant Christian Academy	1928 Locust Ln	LD - parking/field	Approved
9 Vickie & Robert Geesaman	3604 Beaucrest St.	Minor SD - 2 lots	Approved
10 Thomas Holtzman Waiver	1910 Linglestown Rd.	Waiver of Land Developm	Approved
11 Oakhurst Sketch Plan	Lot 2 - Houses at Oakhurst	SP - Senior - 119 units	Tabled PC
12 Herbert Moore	399 N 39th St	Minor SD - 3 lots	Approved
13 PA Game Commission	2001 Elmerton Ave	Addition	Approved
14 4209 Cumberland Ave	4209 Cumberland Ave	SD - 4 SF lots	Tabled PC
15 SUG Phase 2E	SEC of Garrison and Gravel RD	LD - 69 parking spaces	Approved
16 Charter Homes	Riverbend Lot 60- Add-On	Lot Add-On	BOC 1/14
17 SUG Phase 2E	SEC of Garrison and Gravel RD	LD - Building Addition	PC 12/18

ZONING HEARING BOARD

Applicant	Location	Request	Date	Status
1 3801 Walnut Enterp	3801 Walnut St.	Appeal /Sign Variance	6/7/2022	Settled
2 Lamont Palmer	2011 Clayton Ave.	Appeal/MF in R-2	2/16/2023	Denied
3 Custer/Zisman	1820 Mountainview Rd	Pool in front yard	3/16/2023	Approved
4 Texas Roadhouse	3529 Union Deposit Rd.	Sign Variance	4/5/2023	Approved
5 Maurice Cobb	3971 Sunnycrest Dr.	Front setback variance	5/3/2022	Approved
6 Steve Shirk	4600 N Progress Ave.	Pool in front yard	5/3/2023	Approved
7 Sola Salon	2533 Brindle Rd	Sign Variance	5/3/2023	Approved
8 Hagy Way Holdings	1400 Hagy Way	Appeal / Variance Fence	6/7/2023	Approved
9 Rafymar Gonzales	3103 Walnut St	SE/Variance sb/parking	7/5/2023	Approved
10 PA Game Commissi	2001 Elmerton Ave	Variance: s/b height parking	8/2/2023	Approved
11 Brian Correia	1709 Fox Hunt Ln	Appeal: Comm Bus in R-1	8/2/2023	Denied
12 Brian Correia	1709 Fox Hunt Ln	Appeal: MF in R-1	8/2/2023	Denied
13 Ryan Homes	3201 Antonella Dr	Variance: driveway width	9/6/2023	Approved
14 Mon Tamang	3501 Gallant Fox Dr	Variance: driveway width	11/1/2023	Denied
15 Paul & Letha Satche	3001 Bianca Way	Var: drive width/distance to	11/1/2023	Denied
16 Tanka Acharya	3398 Gallant Fox Dr	Variance: driveway width	11/1/2023	Denied
17 Mahendra Giri	3402 Gallant fox Dr	Var: drive width/distance to	11/1/2023	Denied

ON PAGE 2

PLANNING (CONT)

Applicant	Location	Request	Date	Status
18 Phurba Tamang	2995 Bianca Way	Var: drive width/distance to	11/1/2023	Denied
19 Singh & Kaur	4209 Cumberland Ave	Var: lot size and setback	11/1/2023	Denied
20 Walnut Enterprise L	3801 Walnut St.	Appeal & Var: parking	12/6/2023	Cont'd
21 Shane Staley	4601 N Front St	SE: Nonconformity	1/4/2024	Pending

TEXT AMENDMENTS

Applicant	Request	Date	Status
1 Township	Zoning Ordinance Rewrite	8/30/2023	Committee
2 Township	Subdivision Rewrites	2/15/2023	Staff
3 Township	Streets & Sidewalks	10/12/2023	Approved
4 Township	Rental Property Inspection Program	TBD	Prep Work

PERMITS & LICENSES

BUILDING PERMITS

	NOV	YTD
Cell Tower Antennas	0	5
Commercial Improvements	1	38
Commercial New Buildings	0	5
Demolition	1	14
Industrial Housing	0	0
Porch/Patio/Deck	1	31
Residential Addition	1	13
Residential Improvements	5	74
Retaining Wall	1	5
Multi-Family Residential	0	9
Single Family Dwelling	10	75
Signs	3	25
Solar Panels	5	74
Swimming Pool/Hot Tub	0	12
Townhouse	13	141
Electrical	43	325
Plumbing	28	260
Total	112	1106

CERTIFICATES OF OCCUPANCY

	NOV	YTD
Commercial Improvement	0	7
Residential Renovation	0	0
Fire Restoration	0	0
New Commercial	0	9
Residential Additions	0	5
Single Family Attached	0	14
Single Family Detached	14	43
Single Family Semi-Detached	0	1
Tenant Fit-out	1	3
Townhouse	0	127
Total	15	209

VIOLATIONS

	NOV		YTD	
	Open	Corr	Open	Corr
Building	2	0	4	2
Property	37	15	495	223
Zoning	0	0	13	6
Other	1	0	6	1
Total	40	15	518	232

ZONING PERMITS

	NOV	YTD
Accessory (Misc)	1	15
Deck/Patio	2	16
Garage	0	5
Driveway	1	4
Fence	3	74
Shed	1	22
Use	0	5
Total	8	141

MISC

	NOV	YTD
Grading/Fill (no building)	2	33
Shade Tree Permits	0	36
Street Cut Permits	0	104
Solicitation Permits	1	7

BUILDING INSPECTIONS

	NOV	YTD
Residential	126	1787
Commercial	30	578
Plumbing	58	750
Total	214	3115

OTHER PERMITS/LICENSES

	NOV	YTD
Plumbers - Master	1	87
Plumbers - Journeyman	7	159
Total	8	246

CITATIONS FILED

	NOV		YTD	
	Open	Heard	Open	Heard
Building	0	0	0	0
Property	3	7	50	10
Zoning	0	0	0	1
Other/Health	0	0	0	0
Total	3	7	50	11

OTHER DCED ACTIVITIES

ON LOT DISPOSAL SYSTEMS (OLDS)

	NOV	YTD
Pumping Reports	1	122
Out of Compliance	33	198
Total # In Compliance/Total	212	250
SEO Inspections	0	8
SEO Permits Issued	0	4

HEALTH INSPECTOR ACTIVITY

	NOV	YTD
In-Compliance Inspections	8	112
Out-of-Compliance Inspections	0	5
New Facility Inspections	1	6
Complaint Inspections	0	7
Licenses Issued	1	151

Note: Health Report is attached.

STORMWATER

STORMWATER AUTHORITY ACTIVITY

	NOV	YTD
Inspections	6	95
Pre-application Meetings	2	10
Credits	0	15
IA Reviews/Reassessments	3	218
IA Corrections*	0	2
Board Appeals	0	0

Note:

MS4 PROGRAM

MCMs	NOV	YTD
1. Public Education	2	37
2. Participation	1	9
3. IDDE	0	1003
4. Construction	3	39
5. PCSM	1	10
6. Housekeeping	5	34
Total	12	1132

Note: See attached Stormwater Report for more information.

STORMWATER ORDINANCE

	NOV	YTD
Plans Reviewed	0	14
Permits Reviewed	3	78
Complaints	1	31
Violations	0	27

Note:



Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
11/1/2023	28281	62-021-038	2803 Pinewood Lane	Building Permit	Townhouse
11/1/2023	9409	62-021-038	2803 Pinewood Lane	Electrical Permit	Townhouse
11/1/2023	10062	62-021-038	2803 Pinewood Lane	Plumbing Permit	Townhouse
11/1/2023	28282	62-021-038	2805 Pinewood Lane	Building Permit	Townhouse
11/1/2023	9410	62-021-038	2805 Pinewood Lane	Electrical Permit	Townhouse
11/1/2023	10063	62-021-038	2805 Pinewood Lane	Plumbing Permit	Townhouse
11/1/2023	28283	62-021-038	2807 Pinewood Lane	Building Permit	Townhouse
11/1/2023	9411	62-021-038	2807 Pinewood Lane	Electrical Permit	Townhouse
11/1/2023	28284	62-021-038	2809 Pinewood Lane	Building Permit	Townhouse
11/1/2023	9412	62-021-038	2809 Pinewood Lane	Electrical Permit	Townhouse
11/1/2023	28286	62-021-038	2811 Pinewood Lane	Building Permit	Townhouse
11/1/2023	9414	62-021-038	2811 Pinewood Lane	Electrical Permit	Townhouse
11/1/2023	10067	62-021-038	2811 Pinewood Lane	Plumbing Permit	Townhouse
11/1/2023	28287	62-021-038	2813 Pinewood Lane	Building Permit	Townhouse
11/1/2023	9415	62-021-038	2813 Pinewood Lane	Electrical Permit	Townhouse
11/1/2023	10068	62-021-038	2813 Pinewood Lane	Plumbing Permit	Townhouse
11/1/2023	28285	62-021-038	2815 Pinewood Lane	Building Permit	Townhouse
11/1/2023	9413	62-021-038	2815 Pinewood Lane	Electrical Permit	Townhouse
11/1/2023	10066	62-021-038	2815 Pinewood Lane	Plumbing Permit	Townhouse
11/1/2023	28277	62-015-175	3848 DURHAM RD	Building Permit	Solar panels
11/1/2023	9403	62-015-175	3848 DURHAM RD	Electrical Permit	Res Improvements
11/1/2023	28279	62-013-219	2413 Hawthorne Dr	Building Permit	SFDD
11/1/2023	9407	62-013-219	2413 Hawthorne Dr	Electrical Permit	SFDD
11/1/2023	10060	62-013-219	2413 Hawthorne Dr	Plumbing Permit	SFDD
11/1/2023	9405	62-015-104	3944 N 6TH ST	Electrical Permit	Repair
11/1/2023	28278	62-025-014	3603 ELMERTON AV	Building Permit	Res Improvements
11/1/2023	9406	62-025-014	3603 ELMERTON AV	Electrical Permit	Res Improvements
11/1/2023	28274	62-075-081	1909 DAYBREAK CIR	Building Permit	Res Improvements
11/1/2023	9401	62-075-081	1909 DAYBREAK CIR	Electrical Permit	Res Improvements
11/1/2023	28276	62-032-224	51 WOOD ST	Building Permit	Res Improvements
11/1/2023	9402	62-032-224	51 WOOD ST	Electrical Permit	Res Improvements
11/1/2023	28280	62-021-038	2801 Pinewood Ln	Building Permit	Townhouse
11/1/2023	9408	62-021-038	2801 Pinewood Ln	Electrical Permit	Townhouse
11/1/2023	10061	62-021-038	2801 Pinewood Ln	Plumbing Permit	Townhouse
11/1/2023	10064	62-021-038	2807 Pinewood Lane	Plumbing Permit	Townhouse
11/1/2023	10065	62-021-038	2809 Pinewood Lane	Plumbing Permit	Townhouse
11/1/2023	9404	62-031-185	402 N PROGRESS AV	Electrical Permit	Repair
11/2/2023	GEP2023-39	62-051-013	2600 PAXTON CHURCH RD	Grading / Excavation	GRADING
11/6/2023	10069	62-048-032	2344 THORNTON RD	Plumbing Permit	Res Improvements
11/6/2023	28275	62-042-150	408 S 32ND ST	Building Permit	Solar panels
11/6/2023	9416	62-042-150	408 S 32ND ST	Electrical Permit	Res Improvements

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
11/7/2023	2023-141	62-008-176	4331 KABY ST	Zoning Permit	Other
11/7/2023	IA2023-114	62-008-176	4331 KABY ST	Stormwater Permit	Reassessment
11/8/2023	28292	62-051-013	2600 PAXTON CHURCH RD	Building Permit	Res Addition
11/8/2023	9421	62-051-013	2600 PAXTON CHURCH RD	Electrical Permit	Res Addition
11/8/2023	10074	62-033-103-00	3584 MOBILE RD	Plumbing Permit	Res Improvements
11/8/2023	28293	62-013-201	Susquehanna Union Green Pha	Building Permit	Retaining Wall
11/8/2023	28294	62-021-038	2810 Pinewood Lane	Building Permit	Townhouse
11/8/2023	9422	62-021-038	2810 Pinewood Lane	Electrical Permit	Townhouse
11/8/2023	10075	62-021-038	2810 Pinewood Lane	Plumbing Permit	Townhouse
11/8/2023	28295	62-021-038	2812 Pinewood Lane	Building Permit	Townhouse
11/8/2023	9423	62-021-038	2812 Pinewood Lane	Electrical Permit	Townhouse
11/8/2023	10076	62-021-038	2812 Pinewood Lane	Plumbing Permit	Townhouse
11/8/2023	28296	62-021-038	2814 Pinewood Lane	Building Permit	Townhouse
11/8/2023	9424	62-021-038	2814 Pinewood Lane	Electrical Permit	Townhouse
11/8/2023	10077	62-021-038	2814 Pinewood Lane	Plumbing Permit	Townhouse
11/8/2023	28297	62-021-038	2816 Pinewood Lane	Building Permit	Townhouse
11/8/2023	9425	62-021-038	2816 Pinewood Lane	Electrical Permit	Townhouse
11/8/2023	10078	62-021-038	2816 Pinewood Lane	Plumbing Permit	Townhouse
11/8/2023	28298	62-021-038	2818 Pinewood Lane	Building Permit	Townhouse
11/8/2023	9426	62-021-038	2818 Pinewood Lane	Electrical Permit	Townhouse
11/8/2023	10079	62-021-038	2818 Pinewood Lane	Plumbing Permit	Townhouse
11/8/2023	28289	62-021-488	3102 Antonella Dr	Building Permit	SFDD
11/8/2023	9418	62-021-488	3102 Antonella Dr	Electrical Permit	SFDD
11/8/2023	10071	62-021-488	3102 Antonella Dr	Plumbing Permit	SFDD
11/8/2023	28290	62-021-514	3122 Citation Dr	Building Permit	SFDD
11/8/2023	9419	62-021-514	3122 Citation Dr	Electrical Permit	SFDD
11/8/2023	10072	62-021-514	3122 Citation Dr	Plumbing Permit	SFDD
11/8/2023	28291	62-021-480	3213 Antonella Dr	Building Permit	SFDD
11/8/2023	10073	62-021-480	3213 Antonella Dr	Plumbing Permit	SFDD
11/8/2023	9420	62-021-480	3213 Antonella Dr	Electrical Permit	SFDD
11/8/2023	28288	62-021-506	3106 Citation Dr	Building Permit	SFDD
11/8/2023	10070	62-021-506	3106 Citation Dr	Plumbing Permit	SFDD
11/8/2023	9417	62-021-506	3106 Citation Dr	Electrical Permit	SFDD
11/14/2023	10080	62-045-033	1516 MONTFORT DR	Plumbing Permit	SEWER LAT
11/14/2023	9427	62-069-031	DEER PATH RD UT 301	Electrical Permit	Res Improvements
11/15/2023	28301	62-013-220	2409 Hawthorne Drive Lot 10	Building Permit	SFDD
11/15/2023	10081	62-013-220	2409 Hawthorne Drive Lot 10	Plumbing Permit	SFDD
11/15/2023	9431	62-013-220	2409 Hawthorne Drive Lot 10	Electrical Permit	SFDD
11/15/2023	9428	62-032-153	29 N 38TH ST	Electrical Permit	Res Improvements
11/15/2023	28299	62-031-052	3215 BATESFIELD RD	Building Permit	Solar panels
11/15/2023	9429	62-031-052	3215 BATESFIELD RD	Electrical Permit	Res Improvements
11/15/2023	28300	62-031-067	3212 BROOKFIELD RD	Building Permit	Solar panels
11/15/2023	9430	62-031-067	3212 BROOKFIELD RD	Electrical Permit	Res Improvements
11/16/2023	28304	62-021-144	2300 VARTAN WAY	Building Permit	Com Improvement
11/16/2023	9434	62-021-144	2300 VARTAN WAY	Electrical Permit	Com Improvement
11/16/2023	28302	62-021-513	3120 Citation Dr	Building Permit	SFDD

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
11/16/2023	10082	62-021-513	3120 Citation Dr	Plumbing Permit	SFDD
11/16/2023	9432	62-021-513	3120 Citation Dr	Electrical Permit	SFDD
11/16/2023	9433	62-019-312	1821 Ethan Drive Lot #54	Electrical Permit	SFDD
11/16/2023	28303	62-019-312	1821 Ethan Drive Lot #54	Building Permit	SFDD
11/16/2023	10083	62-019-312	1821 Ethan Drive Lot #54	Plumbing Permit	SFDD
11/17/2023	GEP2023-40	62-036-077	3504 SCHOOLHOUSE LN	Grading / Excavation	GRADING
11/17/2023	28305	62-026-029	2400 LOCUST LN	Building Permit	Signs
11/17/2023	9435	62-026-029	2400 LOCUST LN	Electrical Permit	Church Improvement
11/21/2023	IA2023-118	62-027-020	2014 FRANKLIN AV	Stormwater Permit	Reassessment
11/21/2023	IA2023-117	62-027-019	2010 FRANKLIN AVE	Stormwater Permit	Reassessment
11/27/2023	2023-146	62-021-472	3017 Bianca Wy	Zoning Permit	PATIO
11/27/2023	2023-145	62-013-215	2429 HAWTHORNE DR	Zoning Permit	FENCE
11/27/2023	2023-143	62-015-197	3809 KINGSLEY DR	Zoning Permit	FENCE
11/27/2023	2023-144	62-027-019	2100 FRANKLIN AVE	Zoning Permit	Shed
11/27/2023	2023-142	62-019-185	1701 AMBROSIA CIR	Zoning Permit	FENCE
11/28/2023	10085	62-036-155	405 PARK ST	Plumbing Permit	Res Improvements
11/28/2023	28306	62-023-083	2609-2611 BRINDLE DR	Building Permit	Com Improvement
11/28/2023	9436	62-023-083	2609-2611 BRINDLE DR	Electrical Permit	Com Improvement
11/28/2023	10084	62-023-083	2609-2611 BRINDLE DR	Plumbing Permit	Com Improvement
11/28/2023	28307	62-023-068	2500 ELMERTON AV	Building Permit	Signs
11/29/2023	28315	62-013-201	SIGNS UNION GREEN WAY	Building Permit	Signs
11/29/2023	28311	62-016-066	3623 N 2ND ST	Building Permit	Res Improvements
11/29/2023	9439	62-016-066	3623 N 2ND ST	Electrical Permit	Res Improvements
11/29/2023	28312	62-031-071	3220 BROOKFIELD RD	Building Permit	Res Improvements
11/29/2023	9440	62-031-071	3220 BROOKFIELD RD	Electrical Permit	Res Improvements
11/29/2023	28314	62-013-226	2434 Hawthorne Drive	Building Permit	SFDD
11/29/2023	9442	62-013-226	2434 Hawthorne Drive	Electrical Permit	SFDD
11/29/2023	10087	62-013-226	2434 Hawthorne Drive	Plumbing Permit	SFDD
11/29/2023	28310	62-021-463	2999 Bianca Wy	Building Permit	PATIO/DECK/SHED
11/29/2023	28308	62-023-056	100 NATIONWIDE DR	Building Permit	INTERIOR DEMO
11/29/2023	IA2023-120	62-025-086	3803 OVER DR	Stormwater Permit	Reassessment
11/29/2023	9443	62-013-201	SIGNS UNION GREEN WAY	Electrical Permit	Signs
11/29/2023	28309	62-059-066	123 WILD LILAC CT	Building Permit	Solar panels
11/29/2023	9438	62-059-066	123 WILD LILAC CT	Electrical Permit	Res Improvements
11/29/2023	28313	62-013-234	2426 Hawthorne Drive Lot 24	Building Permit	SFDD
11/29/2023	9441	62-013-234	2426 Hawthorne Drive Lot 24	Electrical Permit	SFDD
11/29/2023	10086	62-013-234	2426 Hawthorne Drive Lot 24	Plumbing Permit	SFDD
11/29/2023	9437	62-002-065	4715 N FRONT ST	Electrical Permit	Com Improvement
11/29/2023	2023-148	62-025-086	3803 OVER DR	Zoning Permit	DRIVEWAY
11/29/2023	2023-149	62-065-035	1912 DEER PATH RD	Zoning Permit	PATIO
11/30/2023	28316	62-021-135	2570 INTERSTATE DR	Building Permit	Com Improvement



Type	Location	Description	Opened	Closed
Property	3402 RIDGEWAY RD	HIGH GRASS	5/5/2023	11/28/2023
Property	3304 ANDREA AV	Overgrown veg. high grass, building	7/17/2023	11/13/2023
Property	3501 ATHENA AV	VEHICLE ILLEGALLY PARKED - PO	11/1/2023	
Property	3813 GREEN ST	Overgrown veg. and high grass	11/2/2023	11/8/2023
Property	4025 N 2ND ST	UNINSPECTED VEHICLE	11/2/2023	11/28/2023
Property	3519 N 2ND ST		11/3/2023	
Property	911 S PROGRESS AV	DEAD CAT ON DRIVWAY	11/3/2023	11/8/2023
Property	3615 CENTERFIELD RD	exterior sanitation and high grass	11/6/2023	11/8/2023
Property	2151 SIR LANCELOT DRIVE	2140-A3 INTERIOR WATER ISSUES	11/6/2023	
Property	1292 WANDERING WY	High Grass and Vehicle issue.	11/6/2023	11/9/2023
Building	4325 CROOKED HILL RD	HIGH GRASS	11/7/2023	
Property	1813 APPLETREE RD		11/7/2023	11/20/2023
Property	2008 ROCKFALL RD	Overgrown veg. and high grass	11/7/2023	11/20/2023
Property	4732 LAUREL RIDGE DR	2 CARS PARKED ON DRIVEWAY.	11/7/2023	11/20/2023
Property	3615 ELMERTON AV	CARS PARKED ON LAWN	11/7/2023	11/15/2023
Property	3803 OVER DR	CAR PARKED ON LAWN	11/7/2023	11/13/2023
Property	312 N 39TH ST	CARS IN GRASS, REFUSE IN BACK	11/7/2023	
Property	3610 DARBY RD	Overgrown Vegetation	11/8/2023	11/22/2023
Property	524 SANDRA AV	SHADE TREE	11/9/2023	
Property	412 FOX ST	Sanitation issues	11/9/2023	
Property	1664 PEBBLEBROOK LN	Sidewal repair needed	11/13/2023	
Property	1200 PAXTON CHURCH RD	CAR IN DISREPAIR ON PROPERTY	11/13/2023	
Property	305 MONTROSE ST	weeds and overgrown vines	11/13/2023	
Property	3400 N 4TH ST	Sidewal repair needed	11/14/2023	
Property	4006 GREEN ST	SHADE TREE VIOLATION	11/14/2023	11/17/2023
Property	4025 GREEN ST	SHADE TREE NOTICE OF TREE RE	11/14/2023	
Property	2205 WALNUT ST	SQUATTERS REPORTED	11/15/2023	
Building	2100 HERR ST	Work without permit	11/16/2023	
Other	500 MARCEL DR	SHADE TREE VIOLATION	11/16/2023	
Property	2313 THORNTON RD	motor Vehicle	11/16/2023	12/6/2023
Property	2349 THORNTON RD	motor Vehicle	11/16/2023	
Property	1707 AMBROSIA CIR LT	Animals running at large	11/16/2023	
Property	3800 ELMERTON AV	Sewer backup	11/17/2023	11/17/2023
Property	3517 RIDGEWAY RD	Noise Nusiance	11/17/2023	11/21/2023
Property	516 ALDEN ST	Roosters harboring in home.	11/20/2023	12/6/2023
Property	3823 OVER DR	Sanitation and Vehicle Issues	11/21/2023	12/5/2023
Property	3828 OVER DR	SHADE TREE VIOLATION	11/21/2023	
Property	3557 ELMERTON AV	Moter Vehicle Violation	11/21/2023	11/27/2023
Property	2100 HERR ST	EXTERIOR MAINTENANCE	11/22/2023	
Building	601 LUCKNOW RD	Work without permit	11/29/2023	

Type	Location	Description	Opened	Closed
Property	3898 N 6TH ST	WEEDS	8/11/2023	11/2/2023
Property	3030 LOCUST ST	HIGH GRASS AND WEEDS	8/17/2023	11/20/2023
Property	3503 HILLCREST RD	Overgrown veg. and high grass	8/25/2023	11/20/2023
Property	3933 N 6TH ST	GRASS AND WEEDS/EXTERIOR	8/31/2023	11/13/2023
Property	3238 WALNUT ST	HIGH GRASS	9/5/2023	11/1/2023
Property	3808 LOCUST LN	HIGH GRASS AND WEEDS	9/5/2023	11/8/2023
Property	3933 N 6TH ST	weeds dead trees at property.	9/13/2023	11/13/2023
Property	4559 MOUNTAIN VIEW RD	SM. ANIMAL VIOLATION	9/26/2023	11/13/2023
Property	3030 LOCUST ST	- GRASS WEEDS	9/29/2023	11/20/2023
Property	524 SANDRA AV	SHADE TREE VIOLATION	9/29/2023	11/8/2023
Property	3304 ANDREA AV	VEGETATION AND BUILDING DEBRIS	10/3/2023	11/28/2023
Property	306 STUART PL	exterior violations - fence, cars	10/3/2023	11/21/2023
Property	1649 PEBBLEBROOK LN	Overgrown veg. and high grass	10/17/2023	11/21/2023
Property	616 LESCURE AV	overgrown vegetation	11/29/2023	
Property	3517 N 2ND ST	motor vehicles parked in front of h	11/30/2023	

Environmental Health Inspection Summary for November, 2023

In-Compliance Routine Food Establishment Inspections- 8

Eight retail food facilities passed their inspections in the month of November. The following food establishments were found to be “in-compliance” with Susquehanna Township Ordinances and the PA Food Code: American Legion Post 730, Arby Restaurant #7805, Heaven Sent Academy, Home 2 Suites Hotel, North Harrisburg Legion Post 1001, Peach Tree, Supreme Solution (Boarshead Sandwiches) inside Giant Food Store and Rite Aid

Out of Compliance Inspections- 0

Consumer Complaints- 0

Massage Establishments- 1

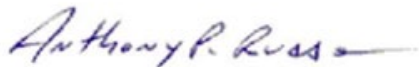
Essence Spa opened a one room massage therapy facility inside Susquehanna Marketplace. It has one registered massage therapist on staff. Appointments are scheduled via internet. The new facility complies with Susquehanna Township ordinances for massage therapy establishments.

Total establishment inspections for the month of October = 9

Facilities with adult video machines- 1

North Harrisburg American Legion has 4 adult video game machines; no entertainment license was posted.

Submitted by Anthony (Tony) Russo, Health Officer, December 4, 2023



November 29, 2023

To: Susquehanna Township Authority
 From: Kathleen Geigley
 RE: Stormwater Report for November 2023

This past month, Stormwater Management Program Coordinator Geigley has completed inspections, responded to complaints, and organized future projects and televising.

Stormwater staff have been preparing programs and revising BMP inspection policies for the coming year. Based on past resident feedback, one new educational program to be offered in the spring is a Rain Garden Workshop, to be presented by a local Master Watershed Steward.

Stormwater staff attended a pre-submittal meeting for a new proposed development on Russel Drive and a preconstruction meeting for the North Galen Drainage Improvement project. The North Galen Project is anticipated to begin in mid-January.

In the past month staff have finalized the scope of the Edgemont televising project and the project manual. Residents of the Edgemont area have been notified of the televising work this past week. The project will be put out to bid and commence in the beginning of the new year.

	Inspections	Pre-App Mtgs	Credits	Appeals/ Reassessments	Permits Reviewed	Complaints	Violations	Minimum Control Measures	PEOP	PIPP	IDDE	Construction	PCSM	Housekeeping	
January	5					1	1		6		550	1			1
February	11	1	2	32	1		1		20	1	415	4			1
March	9				5	2	1		3			1			
April	4			1	9	1	1		2	1					1
May	8	2	1		12	5	3		1		3	3	1	1	1
June	15	1		5	6	1	2			1	2	1	3		
July	8		1	1		3	1		1	1	1	1			1
August	11	2	1	1	2	2	4		1	1	1	3			3
September	2	3	0	5	3	1	1					2			
October	8		1		1		2				2	2	1	2	
November	6	2		3	3	1			2	1		3	1	5	
YTD	86	11	6	47	41	17	17		36	6	973	21	6	15	

Respectfully,

Kathleen Geigley, Stormwater Management Program Coordinator

PUBLIC WORKS
DIRECTOR
Nate Bragunier
OPERATIONS MANAGER
Travis Mease

SUSQUEHANNA TOWNSHIP PUBLIC WORKS

NINETEEN HUNDRED FIFTY FIVE ELMERTON AVENUE,
HARRISBURG, PENNSYLVANIA 17109 PHONE (717) 233-7143



NOVEMBER GENERAL WORK REPORT

11/30/2023

1. SIGN WORK ---- INSTALLED NEW SIGNS AND REPAIRED DAMAGED SIGNS
2. COLLECTED LEAVES THROUGH OUT THE TOWNSHIP.
3. EQUIPMENT MAINTENANCE.
4. HAULED TIRES TO RECYCLE TO MAHANTANGO ENTERPRISE INC.
5. PATCH & SEALED MCNAUGHTON DR. PIPE JOB.
6. HAULED MUSHROOM SOIL FOR PARKS & REC.
7. LOADED PRUITT TRUCKING & HAULING WITH STREET SWEEPINGS.
8. CHECKED PUMPS & GEN SETS.
9. CLEANED SEWER WET WELLS.
10. REPAIR PUMP APPLETREE PUMP STATION.
11. RESPONDED TO 193 PA ONE CALLS.
12. TELEVISED 6,798FT OF SEWER & 100FT STORM LINES.
13. FLUSHED 10,350FT SEWER LINES.

14. 4 SEWER COMPLAINTS 0 BLOCKED 4 NOT BLOCKED

**SUSQUEHANNA TOWNSHIP HIGHWAY DEPARTMENT
MONTHLY REPORT**

NOVEMBER	
JOB DESCRIPTION	HOURS
Mechanic	304
Crew Leader	40
Operator	12
Tradesman	0
Lt Equipment Operator	8
Sign Maint. Technician	96
Truck Driver	784
Laborer	392
Foreman	104
Mechanic 1	548
Mechanic 2	0
TOTAL PEOPLE HOURS	2288
JOB PERFORMED	HOURS
Mechanic Maintenance	304
Equipment Maintenance	32
Garage Maintenance	0
Inlet Cleaning	0
Inlet Repair	0
New Inlets	0
Pipe Jobs	0
Leaf Picking	1072
Roadside Mowing	0
Clean Ditch Lines	0
Trimming Trees	0
Park Maintenance	0
Paving	0
Blacktop Milling	0
Hauling Stones/Waste	0
Snow & Ice Removal	0
Street Sweeping	0
Patching Pot Holes	40
Sign Work	160
General Work	68
Training	0
Check Pumps	280
Flush	40
TV	64
Pa1 Calls	220
Clean Wet Wells	8
TOTAL JOB HOURS	2288
Submitted By: Travis Mease	
DATE SUBMITTED	



Herbert, Rowland & Grubic, Inc.
369 East Park Drive
Harrisburg, PA 17111
717.564.1121
www.hrg-inc.com

MONTHLY ENGINEER'S REPORT

SUSQUEHANNA TOWNSHIP

Attn: Dave Pribulka
Report Period: 11/01/2023 – 11/30/2023
HRG Project Number: R000242.0001

December 8, 2023

MEETINGS ATTENDED (R000242.0001):

- | | |
|---|-------------------|
| ■ Board of Commissioners Meeting | November 9, 2023 |
| ■ Board of Commissioners Workshop Meeting | N/A |
| ■ Planning Commission Meeting | November 27, 2023 |

SUBDIVISION AND/OR LAND DEVELOPMENT PLAN(S) REVIEWED (R000242.0002):

- Riverbend Lot 60 – Subdivision Plan {HRG #1291}
- Estates at Margrets Grove (Resubmission) {HRG #1267}

STORMWATER MANAGEMENT PLAN(S) REVIEWED/INSPECTED (R000242.0475):

- 413 Belvedere Road – SWMP {HRG #055}

IMPROVEMENT GUARANTEE ESTIMATES/REDUCTIONS & MAINTENANCE GUARANTEE RECOMMENDATIONS (R000242.0002):

- N/A

CONSTRUCTION OBSERVATION SERVICES PERFORMED (R000242.0002):

- Laurel Hills LDP {HRG #1166}
- Susquehanna Union Green {HRG #1240, #1241, #1253, #1265}
- Maplewood Development {HRG #1248}
- Stray Wind Farms Ph. 8 {HRG #1263}
- Covenant Christian Academy {HRG #1280}

ROAD CUT PERMIT IMPROVEMENT GUARANTEE ESTIMATES (R000242.0187):

- 3809 Crooked Hill Road {HRG #190}

DRAINAGE/ENGINEERING PROJECT(S) STATUS:

- General Drainage/Engineering {HRG #R000242.0007}
 - Phase 037 - 2608 Catherine Street - Met with Property Owners and Township Staff. Reviewed site history and previous completed Township projects. Provided Township with previously completed Concept Plans for drainage issue. Township televised storm drainage on Catherine Street. Township has determined that they can perform the work.
 - HRG recommends the Board of Commissioners and Township staff discuss the desired level of repair to the affected property and extent of potential improvements and repairs along Catherine Street.

- MS4 {HRG #R000242.0451}
 - Provided MS4 related assistance to Township staff to maintain permit compliance.

- North Galen Road at Fox Hunt Lane Drainage Project {HRG #R000242.0502}
 - Contract Agreement was executed on November 15, 2023, and the Notice to Proceed was issued to the contractor, CPA, on November 20, 2023.
 - A Pre-Construction meeting was held on November 20, 2023, at the Susquehanna Township Municipal Building.
 - Field stakeout of the project limits set December 1, 2023.
 - Construction scheduled to commence mid-January 2024.

TRANSPORTATION PROJECT(S) STATUS:

- Traffic Studies {HRG #R000242.0005}
 - Linglestown & Crooked Hill
 - Township received a complaint regarding side street green time and delays, specifically during off-peak times. ATS confirmed the intersection is properly programmed and equipment is working; signal is operating per permit. Susquehanna Township requested that HRG evaluate AM and PM peak timing to determine if changes are appropriate. HRG observed the intersection during both peak periods and recommends a programming modification. ATS indicated this is now working properly.
 - Township also received concern about pedestrian safety crossing this intersection. HRG to provide recommendations to the Township.
 - Schoolhouse Lane
 - HRG evaluated the application of additional speed humps on Schoolhouse Lane and provided the Township a letter of recommendation.
 - Union Deposit and Progress Avenue
 - Per PennDOT direction, HRG performed a structural evaluation to determine if the existing mast arm can support additional load. Discussions with PennDOT on results and next steps are in progress.
 - Montrose Street Truck Restriction
 - Township requested HRG perform traffic counts to determine the level of truck traffic occurring on Montrose Street.

- Traffic count data has been reviewed by HRG to determine the level truck traffic on Montrose Street.
- During the week of August 16th – August 22nd it was observed that 6-7 three-axle or greater trucks utilized Montrose Street per day, totaling 46 during the one-week observation period.
- HRG submitted a memorandum of findings to the Township.
- A follow up meeting has been scheduled for December 13th to discuss.
- 4th Street at Bergner Street Length Restriction
 - In response to complaints submitted by nearby residents, HRG is performing a traffic study to determine if vehicle length restrictions are warranted in the proximity of the 4th Street and Bergner Street intersection.
 - Township requested HRG perform traffic counts to determine the level of truck traffic occurring on Bergner Street.
 - Traffic count data to determine the level truck traffic on Bergner has been received and reviewed by HRG.
 - HRG submitted the Traffic Study Report to the Township.
- Kohn Road Temporary Bridge Feasibility Study {HRG #R000242.0533}
 - Wetland delineation has been completed.
 - Traffic Counts were completed.
 - Survey and basemapping has been developed.
 - Draft Preliminary layout complete.
 - HRG currently in the process of arranging Pre-Application Meeting with DEP to review stream crossing options.

RECREATION PROJECT(S) STATUS:

- Boyd Park Phase 2 (# R000242.0520)
 - Project was made available for bidding October 3, 2023, via PennBid.
 - Bid opening occurred November 2, 2023, at 10am.
 - Eight bids were received with the apparent low bid submitted by Flyway Excavating, Inc.
 - HRG issued the Notice of Intent to Award to Flyway and is awaiting receipt of the contractor's bonds and insurance documents.
- Conceptual Planning for Union Deposit Tract (# R000242.0515)
 - HRG is coordinating with Township staff regarding the development of conceptual-level sketch design drawings for potential passive recreational use of the parcel.
 - HRG received a request from the Township to field survey the easement area on the adjoining parcel to the west belonging to Ecumenical Retirement Community.
 - HRG performed boundary survey of the subject tracts and easement areas on the Ecumenical Retirement Community's property.
 - The boundary survey and easement exhibits were provided to the Township for review on November 2, 2022.
 - Project on hold.

- Township-wide Bicycle, Pedestrian, and Greenway Plan (Campbell Thomas & Co.)
 - HRG continues to work with Campbell Thomas & Co. to finalize draft plan for Twp. review.

MUNICIPAL PROJECT(S) STATUS:

- Edgemont Community Park ADA Accessibility Improvements
 - Construction of the ADA path is complete.
 - The project is complete with the exception of the handrail.
 - Installation of the handrail is expected to begin December 18, 2023.
- 2023 Paving Project
 - Construction related tasks are complete.
 - Township awaiting receipt of replacement of manhole risers supplied by the Authority during construction. Retainage will be held until the replacement risers have been received.
 - Application for Payment #3 and the reconciliatory Change Order submitted to the Township for approval.
- Public Works Storage Building
 - An internal kickoff meeting was held November 21, 2023.
 - HRG will continue to work with Nate Bragunier and Township staff on design of the new storage building.
 - Field survey to be performed early December 2023.

Herbert, Rowland & Grubic, Inc.



Alex Greenly, P.E.
Project Manager | Civil

AG/LB

P:\0002\000242_0001\Admin\Engineering Reports\2023\11-1-23 To 11-30-23.Docx

Parks and Recreation Departmental Report:

Park/Playground:

Boyd Park: Bid awarded on November 9, HRG is executing contracts.

Logan Park:

Veterans Park: Bathroom were closed, turf blankets were done at strategic locations on the soccer fields, and athletic fields have been aerated.

Veterans Park Trail: Monitoring the trail on a regular basis.

Christian McNaughton Memorial Park: Bathrooms will be closed as of November 6th for the season.

Crown Point Park: Bathrooms have been closed for the season.

Edgemont Park: Construction of the ADA access is partially complete the contract still must install the hand railings for the walkway.

Bathrooms have been closed for the season.

Apple Creek Farms:

Donald B Stabler Memorial Park: Bathrooms have been closed for the season.

Plum Alley Park:

Beaufort Hunt Playground:

Shutt Mill Park: Park is closed during sewer construction; the contractor is using the park as a staging area.

Margaret's Grove Park:

Olympus Heights Park:

Program Report:

November saw the continuation of fall fitness programs for the remainder of the year and planning began on the Candy Cane Quest for December 2nd starting at 10:30am. Most of the programs will wrap up after Mid December.

We have been working and planning for programs, and events for 2024. We have extended Summer Day Camp by a week this year, will be offering a pre and post care

option for participants, and have started planning programming and possible use of school facilities for the upcoming winter.

As of October 6th we have a total of 2918 enrollments for the year. This number has surpassed the total registration for last year of 1899.

Administration:

Completed and submitted the LSA grant for \$1,000,000 to be utilized for Wedgewood Hills Park design and Development.

Attended the PRPS Urban Exchange where we discussed various recreation topics and ADA accessibility in parks. Also attended the PRPS Fall Membership meeting where we discussed A.I. in parks and recreation.

Attended the DCNR Grant workshop for the 2024 C2P2 Grant cycle. The Township Manager and Recreation Director met with Lori Yeich to discuss the possibility of a LWCF grant for Wedgewood Hills Park which would allow for a grant request beyond the \$250,000 of the C2P2 program.

Conducted yearly evaluations of the two department full time staff.

Plans

Township-wide Bicycle, Pedestrian, Greenway Plan

Campbell and Thomas have been working on the development of the plan after our October Public Open House. On December 14th Campbell and Thomas will be presenting the plan to the Board of Commissioners for informational purposes only, then on December 18th there will be a presentation to the Planning Commission and Recreation Advisory Committee joint meeting on December 18th, that will once again be informational and at that point in time will allow the plan to be opened for a 45 day comment period, from the public, surrounding communities, and organizations. The goal is to have the final plan in front of the Board of Commissioners in March of 2024.

Latshmere Peer to Peer:

The plan has been progressing, the Parks and Recreation Director has received a early draft of the report, the consultant is still working on executive summary, and recommendations. We are hoping to have a final report complete and to the Board of Commissioners in January.



CAGA Peer to Peer:

The CAGA Peer to Peer is complete and the CAGA board will adopt the plan in January, and the plan will then come before the Board of Commissioners for their final adoption. Adoption from the Board of Commissioners is required as we were the applicants for the grant for CAGA since they are not eligible to apply for a Peer-to-Peer grant as their own entity. CAGA has already paid the required \$1,000 match to the Township so we will have majority of the funds to pay the invoice for the project and will then receive the final payment from DCNR once we complete the grant closeout requirements.

The report has identified 5 major goals and short- and long-term goals within the Main goal.



**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS
REPORT OF BILLS PAID**

Date: December 14, 2023

Prepared By: Jill Lovett

Checks Issued:		Amount:
General Fund	Check #337340 through #337403 ACH Withdrawals (12) Payroll Disbursements	\$1,157,405.53
Highway Fund	Check #102417 through #102423	\$209,956.39
Street Light Fund	None	\$0.00
Fire Protection Fund	Check #709996 through #710009	\$20,540.30
Unallocated, Overhead Expenses:	Checks Issued in the Amount of:	12,358.71
Edgemont Fire:	Checks Issued in the Amount of:	676.81
Progress Fire:	Checks Issued in the Amount of:	5,425.53
Rescue Fire:	Checks Issued in the Amount of:	2,079.25
Developers' Rec	Check #1210 through #1212	\$55,430.64
Boyd Foundation Funds	Check #136	\$15,901.00
Capital Improvement Fund	None	\$0.00
ARPA Fund	None	\$0.00
Transportation Improvement Fund	Check #104	\$33,454.69
Grand Total:		\$1,492,688.55

I Certify That The Expenses Named Herein Are Actually Incurred As Prescribed By Law.

President of the Board

Date

Attest:

Secretary of the Board

Date

Susquehanna Township Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	337340	11/21/2023	A Finishing Touch	1000800 · General Fund Checking Centric B	
Bill	1101202380	11/09/2023		451374 · Park Restroom Supplies & Repair	-328.10
TOTAL					-328.10
Bill Pmt -Check	337341	11/21/2023	Adecco Employment Services	1000800 · General Fund Checking Centric B	
Bill	71445549	11/06/2023		402115 · Salaries & Wages - Part time	-414.00
Bill	71455407	11/13/2023		402115 · Salaries & Wages - Part time	-828.00
TOTAL					-1,242.00
Bill Pmt -Check	337342	11/21/2023	AFSCME	1000800 · General Fund Checking Centric B	
Bill	11012023	11/16/2023		429190 · Employee Insurances	-2,934.25
				430190 · Employee Insurances	-1,200.38
				436190 · Employee Insurances	-133.37
TOTAL					-4,268.00
Bill Pmt -Check	337343	11/21/2023	Ahold Financial Services	1000800 · General Fund Checking Centric B	
Bill	571890	01/02/2023		451317 · Day Camp	-77.04
Bill	571849	01/02/2023		451317 · Day Camp	-14.46
Bill	571799	01/03/2023		451317 · Day Camp	-72.79
Bill	571827	01/03/2023		451317 · Day Camp	-11.96
Bill	625928	05/31/2023		401210 · Materials and Supplies	-2.59
Bill	736229	07/13/2023		401210 · Materials and Supplies	-7.98
Bill	526523	08/04/2023		451317 · Day Camp	-33.13
Bill	736305	08/14/2023		401241 · General Expenses	-14.97
Bill	736326	08/22/2023		400241 · General Expenses	-44.98
Bill	736334	08/25/2023		451317 · Day Camp	-20.00
Bill	734555	09/27/2023		400241 · General Expenses	-572.77
Bill	734554	09/27/2023		400241 · General Expenses	-126.92
Bill	773646	11/09/2023		451339 · Special Events / Sponsorship Ex	-39.90
TOTAL					-1,039.49
Bill Pmt -Check	337344	11/21/2023	Amazon Capital Services	1000800 · General Fund Checking Centric B	
Bill	13479	11/05/2023		401210 · Materials and Supplies	-1.11
				451200 · Materials & Supplies (ADM)	-1.46
Bill	11142818237140250	11/09/2023		401210 · Materials and Supplies	-316.08
Bill	147344	11/15/2023		430210 · Material and Supplies	-10.20
				401210 · Materials and Supplies	-5.99
				401210 · Materials and Supplies	-19.96
				401210 · Materials and Supplies	-4.15
Bill	171114	11/16/2023		451247 · Materials & Supplies (Program)	-52.98
TOTAL					-411.93
Bill Pmt -Check	337345	11/21/2023	Americhem International Inc	1000800 · General Fund Checking Centric B	
Bill	261654	11/16/2023		451374 · Park Restroom Supplies & Repair	-667.35
TOTAL					-667.35
Bill Pmt -Check	337346	11/21/2023	Approved Code Services, Inc.	1000800 · General Fund Checking Centric B	
Bill	22701	10/29/2023		413450 · MDIA Inspections	-210.00
				413450 · MDIA Inspections	-210.00
				413450 · MDIA Inspections	-210.00
				413450 · MDIA Inspections	-210.00
				413450 · MDIA Inspections	-210.00
				413450 · MDIA Inspections	-450.00
				413450 · MDIA Inspections	-480.00
Bill	22773	11/06/2023		413450 · MDIA Inspections	-450.00
				413450 · MDIA Inspections	-450.00
				413450 · MDIA Inspections	-450.00
Bill	22817	11/13/2023		413450 · MDIA Inspections	-450.00
				413450 · MDIA Inspections	-450.00
TOTAL					-3,780.00
Bill Pmt -Check	337347	11/21/2023	Ascendance Trucks PA LLC.	1000800 · General Fund Checking Centric B	
Bill	10100024601	09/18/2023		430375 · Vehicle Expenses	-1,360.57
TOTAL					-1,360.57
Bill Pmt -Check	337348	11/21/2023	B. Moyer Radio Communcations	1000800 · General Fund Checking Centric B	
Bill	11630	11/16/2023		410375 · Maintenance & Repair Vehicle	-210.00

**Susquehanna Township
Check Detail**

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-210.00
Bill Pmt -Check	337349	11/21/2023	Classic Drycleaners	1000800 · General Fund Checking Centric B	
Bill	253057	11/15/2023		410238 · Uniforms - Police	-549.12
TOTAL					-549.12
Bill Pmt -Check	337350	11/21/2023	Comcast.	1000800 · General Fund Checking Centric B	
Bill	1000930557	11/17/2023		410320 · Communication 401320 · Communications	-475.00 -475.00
TOTAL					-950.00
Bill Pmt -Check	337351	11/21/2023	Cralls Garage	1000800 · General Fund Checking Centric B	
Bill	11022023	11/02/2023		410375 · Maintenance & Repair Vehicle	-25.00
TOTAL					-25.00
Bill Pmt -Check	337352	11/21/2023	Dauphin County Office District Attorney	1000800 · General Fund Checking Centric B	
Bill	11012023	11/01/2023		410121 · Salary-Victim/Witness Coordina	-37,376.91
TOTAL					-37,376.91
Bill Pmt -Check	337353	11/21/2023	David Alexander	1000800 · General Fund Checking Centric B	
Bill	100	11/06/2023		420317 · Property Maintenance Code Srvs	-135.00
Bill	103	11/13/2023		420317 · Property Maintenance Code Srvs	-145.00
TOTAL					-280.00
Bill Pmt -Check	337354	11/21/2023	Eckert, Seamans, Cherin & Mellott LLC	1000800 · General Fund Checking Centric B	
Bill	1773417	11/07/2023		404310 · General Legal Services	-4,313.00
Bill	1773419	11/07/2023		404310 · General Legal Services	-806.00
Bill	1773416	11/07/2023		404314 · Labor Counsel	-1,274.00
Bill	1773422	11/07/2023		404314 · Labor Counsel	-780.00
Bill	1773418	11/07/2023		404314 · Labor Counsel	-1,248.00
Bill	1773420	11/07/2023		404310 · General Legal Services	-2,756.00
Bill	1773421	11/07/2023		404310 · General Legal Services	-2,517.67
Bill	1773415	11/07/2023		404310 · General Legal Services	-1,560.00
TOTAL					-15,254.67
Bill Pmt -Check	337355	11/21/2023	Guemsey Office Products	1000800 · General Fund Checking Centric B	
Bill	2634973	11/07/2023		401210 · Materials and Supplies	-449.95
Bill	2640170	11/16/2023		410210 · Materials and Supplies 410210 · Materials and Supplies	-449.94 -414.63
TOTAL					-1,314.52
Bill Pmt -Check	337356	11/21/2023	HRG Inc Consulting Engineers	1000800 · General Fund Checking Centric B	
Bill	172935	08/04/2023		408313 · Engineering Fees	-1,447.50
Bill	173499	08/14/2023		2230000 · Reimbursable Legal and Engineer	-1,164.05
				2230000 · Reimbursable Legal and Engineer	-928.49
				2503100 · Vartan - Linglestown/Progress	-763.52
				2230000 · Reimbursable Legal and Engineer	-6,327.14
				2230000 · Reimbursable Legal and Engineer	-2,084.50
				2230000 · Reimbursable Legal and Engineer	-610.50
				2230000 · Reimbursable Legal and Engineer	-113.50
				2230000 · Reimbursable Legal and Engineer	-202.00
				2230000 · Reimbursable Legal and Engineer	-132.00
				2230000 · Reimbursable Legal and Engineer	-99.00
				2230000 · Reimbursable Legal and Engineer	-297.00
				2503100 · Vartan - Linglestown/Progress	-3,311.31
				2230000 · Reimbursable Legal and Engineer	-123.02
				2503100 · Vartan - Linglestown/Progress	-33.00
				2230000 · Reimbursable Legal and Engineer	-49.50
				2230000 · Reimbursable Legal and Engineer	-255.40
				2503100 · Vartan - Linglestown/Progress	-33.00
				2230000 · Reimbursable Legal and Engineer	-529.50
Bill	173595	08/14/2023		408313 · Engineering Fees	-1,977.72
Bill	173507	08/14/2023		2381200 · Stormwater Management	-532.61
				2381200 · Stormwater Management	-322.26
				2381200 · Stormwater Management	-309.47
				2381200 · Stormwater Management	-148.50
				2381200 · Stormwater Management	-1,029.50
				2381200 · Stormwater Management	-292.50
Bill	173505	08/14/2023		408313 · Engineering Fees	-559.50
Bill	173503	08/14/2023		408314 · Engineering - Traffic Studies	-1,650.00

Susquehanna Township Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	174321	09/11/2023		2230000 · Reimbursable Legal and Engineer	-822.78
				2230000 · Reimbursable Legal and Engineer	-1,890.40
				2503100 · Vartan - Linglestown/Progress	-619.50
				2230000 · Reimbursable Legal and Engineer	-102.50
				2230000 · Reimbursable Legal and Engineer	-181.50
				2230000 · Reimbursable Legal and Engineer	-2,175.00
				2230000 · Reimbursable Legal and Engineer	-1,470.00
				2230000 · Reimbursable Legal and Engineer	-548.50
				2230000 · Reimbursable Legal and Engineer	-1,009.00
				2230000 · Reimbursable Legal and Engineer	-1,582.00
				2503100 · Vartan - Linglestown/Progress	-1,733.46
				2230000 · Reimbursable Legal and Engineer	-82.50
				2503100 · Vartan - Linglestown/Progress	-712.00
				2230000 · Reimbursable Legal and Engineer	-330.00
				2230000 · Reimbursable Legal and Engineer	-256.49
				2503100 · Vartan - Linglestown/Progress	-574.31
				2230000 · Reimbursable Legal and Engineer	-200.50
Bill	175801	11/03/2023		436313 · Engineering Fees	-923.78
Bill	175886	11/06/2023		408313 · Engineering Fees	-1,480.50
Bill	176019	11/08/2023		408313 · Engineering Fees	-115.50
Bill	176017	11/08/2023		2230000 · Reimbursable Legal and Engineer	-661.58
				2230000 · Reimbursable Legal and Engineer	-913.00
				2230000 · Reimbursable Legal and Engineer	-33.00
				2230000 · Reimbursable Legal and Engineer	-408.87
				2503100 · Vartan - Linglestown/Progress	-3,522.63
				2503100 · Vartan - Linglestown/Progress	-554.55
				2230000 · Reimbursable Legal and Engineer	-2,460.12
				2230000 · Reimbursable Legal and Engineer	-438.50
				2230000 · Reimbursable Legal and Engineer	-43.50
				2230000 · Reimbursable Legal and Engineer	-1,265.50
				2230000 · Reimbursable Legal and Engineer	-353.00
				2503100 · Vartan - Linglestown/Progress	-1,580.00
Bill	176023	11/08/2023		420313 · SEO Fees	-645.80
Bill	176021	11/08/2023		436313 · Engineering Fees	-192.00
Bill	176022	11/08/2023		2381200 · Stormwater Management	-574.14
				2381200 · Stormwater Management	-49.50
Bill	176020	11/08/2023		408313 · Engineering Fees	-214.50
Bill	176018	11/08/2023		408314 · Engineering - Traffic Studies	-1,808.41
TOTAL					-57,944.81
Bill Pmt -Check	337357	11/21/2023	Humane Society of Harrisburg PA	1000800 · General Fund Checking Centric B	
Bill	202100453	11/13/2023		420319 · Stray Animal Control	-753.70
TOTAL					-753.70
Bill Pmt -Check	337358	11/21/2023	Irvin Hahn Company Inc	1000800 · General Fund Checking Centric B	
Bill	61349	08/11/2023		410238 · Uniforms - Police	-3,502.90
TOTAL					-3,502.90
Bill Pmt -Check	337359	11/21/2023	L-Tron Corporation	1000800 · General Fund Checking Centric B	
Bill	682495	11/10/2023		410210 · Materials and Supplies	-205.00
TOTAL					-205.00
Bill Pmt -Check	337360	11/21/2023	LB Smith Ford	1000800 · General Fund Checking Centric B	
Bill	317100	11/01/2023		410375 · Maintenance & Repair Vehicle	-51.52
Bill	317107	11/01/2023		410375 · Maintenance & Repair Vehicle	-41.12
Bill	317559	11/14/2023		451375 · Vehicle Expenses	-230.75
Bill	317635	11/15/2023		410375 · Maintenance & Repair Vehicle	-80.04
TOTAL					-403.43
Bill Pmt -Check	337361	11/21/2023	Life Source Water Service LLC	1000800 · General Fund Checking Centric B	
Bill	21244	11/07/2023		401241 · General Expenses	-16.97
				410241 · General Expenses	-47.92
				430241 · General Expenses	-23.96
TOTAL					-88.85
Bill Pmt -Check	337362	11/21/2023	Lynn Peavey Co	1000800 · General Fund Checking Centric B	
Bill	405241	11/08/2023		410210 · Materials and Supplies	-486.73
TOTAL					-486.73
Bill Pmt -Check	337363	11/21/2023	MacMain Connell & Leinhauser	1000800 · General Fund Checking Centric B	
Bill	24071	11/03/2023		404310 · General Legal Services	-929.50

3:01 PM
12/11/23

Susquehanna Township Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-929.50
Bill Pmt -Check	337364	11/21/2023	Mahantango Ent Inc.	1000800 · General Fund Checking Centric B	
Bill	83189	11/08/2023		410375 · Maintenance & Repair Vehicle 430375 · Vehicle Expenses	-61.58 -61.59
TOTAL					-123.17
Bill Pmt -Check	337365	11/21/2023	Main Trophy Supply	1000800 · General Fund Checking Centric B	
Bill	221278	11/08/2023		410210 · Materials and Supplies	-373.58
TOTAL					-373.58
Bill Pmt -Check	337366	11/21/2023	McCarthy Tire & Automotive Cen	1000800 · General Fund Checking Centric B	
Bill	10126676	11/03/2023		430375 · Vehicle Expenses	-597.18
Bill	10126543	11/03/2023		451375 · Vehicle Expenses	-1,129.96
Bill	10126853	11/14/2023		430375 · Vehicle Expenses	-293.71
TOTAL					-2,020.85
Bill Pmt -Check	337367	11/21/2023	MCNees Wallace & Nurick LLC.	1000800 · General Fund Checking Centric B	
Bill	5350788	10/30/2023		475000 · Debt Service Fees 429241 · General Expenses	-375.00 -375.00
TOTAL					-750.00
Bill Pmt -Check	337368	11/21/2023	Middle Dept Inspection Agency	1000800 · General Fund Checking Centric B	
Bill	174995	10/13/2023		413450 · MDIA Inspections	-75.00
Bill	174990	10/13/2023		413450 · MDIA Inspections	-75.00
Bill	174991	10/13/2023		413450 · MDIA Inspections	-75.00
Bill	174993	10/13/2023		413450 · MDIA Inspections	-75.00
Bill	174994	10/13/2023		413450 · MDIA Inspections	-75.00
Bill	174997	10/14/2023		413450 · MDIA Inspections	-75.00
Bill	174998	10/14/2023		413450 · MDIA Inspections	-75.00
Bill	174999	10/14/2023		413450 · MDIA Inspections	-75.00
Bill	175150	10/16/2023		413450 · MDIA Inspections	-80.00
Bill	175210	10/17/2023		413450 · MDIA Inspections	-80.00
TOTAL					-760.00
Bill Pmt -Check	337369	11/21/2023	Momin Bhatti	1000800 · General Fund Checking Centric B	
Bill	20238910	11/06/2023		400460 · Meetings & Continuing Education	-4,200.00
TOTAL					-4,200.00
Bill Pmt -Check	337370	11/21/2023	Mutual of Omaha	1000800 · General Fund Checking Centric B	
Bill	1612088570	11/13/2023		401190 · Employee Insurances 402190 · Employee Insurances 410190 · Employee Insurances 413190 · Employee Insurance 429190 · Employee Insurances 430190 · Employee Insurances 436190 · Employee Insurances 451190 · Employee Insurances 2381400 · Fire Fund Expense	-166.89 -104.82 -1,237.09 -110.34 -337.26 -599.72 -217.36 -155.14 -128.67
TOTAL					-3,057.29
Bill Pmt -Check	337371	11/21/2023	ODB Company	1000800 · General Fund Checking Centric B	
Bill	8770324	10/26/2023		430375 · Vehicle Expenses	-316.35
TOTAL					-316.35
Bill Pmt -Check	337372	11/21/2023	Ozie Door Services	1000800 · General Fund Checking Centric B	
Bill	1657	11/17/2023		430370 · Maintenance/Repairs Bldg	-398.68
TOTAL					-398.68
Bill Pmt -Check	337373	11/21/2023	PA Media Group	1000800 · General Fund Checking Centric B	
Bill	10787330	11/07/2023		401341 · Advertising	-230.86
TOTAL					-230.86

3:01 PM
12/11/23

Susquehanna Township Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	337374	11/21/2023	Pittsburgh Public Safety Supply	1000800 · General Fund Checking Centric B	
Bill	39734	08/21/2023		410238 · Uniforms - Police	-2,864.96
Bill	43830	11/03/2023		410238 · Uniforms - Police	-453.48
Bill	44076	11/10/2023		410238 · Uniforms - Police	-269.96
Bill	44077	11/10/2023		410238 · Uniforms - Police	-134.99
TOTAL					-3,723.41
Bill Pmt -Check	337375	11/21/2023	PMHIC	1000800 · General Fund Checking Centric B	
Bill	150026	10/20/2023		401190 · Employee Insurances	-8,399.65
				401190 · Employee Insurances	-1,250.00
				402190 · Employee Insurances	-3,647.25
				402190 · Employee Insurances	-416.66
				410190 · Employee Insurances	-100,126.51
				410190 · Employee Insurances	-4,657.19
				410196 · Post-Retirement Med Insurance	-40,757.02
				410196 · Post-Retirement Med Insurance	-5,686.02
				413190 · Employee Insurance	-3,811.97
				429190 · Employee Insurances	-15,095.80
				429190 · Employee Insurances	-1,935.02
				430190 · Employee Insurances	-25,760.30
				430190 · Employee Insurances	-995.06
				436190 · Employee Insurances	-5,846.64
				436190 · Employee Insurances	-416.67
				451190 · Employee Insurances	-4,888.51
				451190 · Employee Insurances	-938.75
				2381400 · Fire Fund Expense	-91.85
				2380160 · Medical Insurance Former Emplo	-2,437.19
TOTAL					-227,158.06
Bill Pmt -Check	337376	11/21/2023	PP&L Electric Utilities	1000800 · General Fund Checking Centric B	
Bill	93399080D1	10/20/2023		433361 · Traffic Signal-Electric	-902.97
Bill	1973129002	11/07/2023		430360 · Utilities	-122.74
				451360 · Utilities-Parks	-1,274.04
				409360 · Utilities	-203.84
				2381400 · Fire Fund Expense	-397.07
TOTAL					-2,900.66
Bill Pmt -Check	337377	11/21/2023	Print Works on Demand Inc	1000800 · General Fund Checking Centric B	
Bill	96491	11/03/2023		410210 · Materials and Supplies	-72.00
TOTAL					-72.00
Bill Pmt -Check	337378	11/21/2023	Purchase Power	1000800 · General Fund Checking Centric B	
Bill	8000900011448085	11/05/2023		401241 · General Expenses	-907.50
TOTAL					-907.50
Bill Pmt -Check	337379	11/21/2023	Retmay Distributors	1000800 · General Fund Checking Centric B	
Bill	16817	11/17/2023		430210 · Material and Supplies	-346.69
TOTAL					-346.69
Bill Pmt -Check	337380	11/21/2023	Robert Chase	1000800 · General Fund Checking Centric B	
Bill	698970	11/20/2023		430238 · Uniforms	-118.99
TOTAL					-118.99
Bill Pmt -Check	337381	11/21/2023	SealMaster	1000800 · General Fund Checking Centric B	
Bill	2059773	08/25/2023		430241 · General Expenses	-427.00
TOTAL					-427.00
Bill Pmt -Check	337382	11/21/2023	SecureRX	1000800 · General Fund Checking Centric B	
Bill	233190008318	11/15/2023		2380160 · Medical Insurance Former Emplo	-830.00
				410196 · Post-Retirement Med Insurance	-166.00
TOTAL					-996.00
Bill Pmt -Check	337383	11/21/2023	Snyder Brothers Inc.	1000800 · General Fund Checking Centric B	
Bill	173077	11/14/2023		409360 · Utilities	-6.33
				430360 · Utilities	-16.37

3:01 PM
12/11/23

Susquehanna Township Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
				2381400 · Fire Fund Expense	-21.14
				2381400 · Fire Fund Expense	-52.83
				2381400 · Fire Fund Expense	-21.14
TOTAL					-117.81
Bill Pmt -Check	337384	11/21/2023	Stanley Springs Inc	1000800 · General Fund Checking Centric B	
Bill	65606	11/02/2023		451375 · Vehicle Expenses	-275.07
Bill	65612	11/03/2023		430375 · Vehicle Expenses	-110.00
Bill	65635	11/08/2023		410375 · Maintenance & Repair Vehicle	-93.50
TOTAL					-478.57
Bill Pmt -Check	337385	11/21/2023	Steelton Community Cats	1000800 · General Fund Checking Centric B	
Bill	11062023	11/06/2023		420319 · Stray Animal Control	-1,050.00
TOTAL					-1,050.00
Bill Pmt -Check	337386	11/21/2023	Stephenson Equipment, Inc.	1000800 · General Fund Checking Centric B	
Bill	17011825	11/17/2023		430375 · Vehicle Expenses	-999.24
TOTAL					-999.24
Bill Pmt -Check	337387	11/21/2023	Suez	1000800 · General Fund Checking Centric B	
Bill	208487588481	11/06/2023		451360 · Utilities-Parks	-34.82
Bill	208850030000	11/26/2023		409360 · Utilities	-68.11
TOTAL					-102.93
Bill Pmt -Check	337388	11/21/2023	Summer Alaire Miller	1000800 · General Fund Checking Centric B	
Bill	11142023	11/14/2023		414317 · Steno Fees - ZHB	-485.00
TOTAL					-485.00
Bill Pmt -Check	337389	11/21/2023	Susquehanna Township Authority	1000800 · General Fund Checking Centric B	
Bill	119861	10/31/2023		409360 · Utilities	-34.80
Bill	111780	10/31/2023		409360 · Utilities	-297.87
Bill	119231	10/31/2023		409360 · Utilities	-125.74
Bill	119293	10/31/2023		409360 · Utilities	-128.08
Bill	119843	10/31/2023		409360 · Utilities	-17.10
TOTAL					-603.59
Bill Pmt -Check	337390	11/21/2023	SymbolArts, LLC	1000800 · General Fund Checking Centric B	
Bill	380682	11/16/2023		2381350 · Canine	-822.50
TOTAL					-822.50
Bill Pmt -Check	337391	11/21/2023	Talley Petroleum Enterprises Inc	1000800 · General Fund Checking Centric B	
Bill	55456356	10/26/2023		1500000 · Inventory Gasoline	-1,594.35
TOTAL					-1,594.35
Bill Pmt -Check	337392	11/21/2023	The UPS Store	1000800 · General Fund Checking Centric B	
Bill	11172023	11/17/2023		430375 · Vehicle Expenses	-12.98
TOTAL					-12.98
Bill Pmt -Check	337393	11/21/2023	Thomson Reuters - West	1000800 · General Fund Checking Centric B	
Bill	849226807	11/01/2023		410241 · General Expenses	-242.55
TOTAL					-242.55
Bill Pmt -Check	337394	11/21/2023	Todd Zwigart	1000800 · General Fund Checking Centric B	
Bill	11022023	11/02/2023		430241 · General Expenses	-15.00
TOTAL					-15.00
Bill Pmt -Check	337395	11/21/2023	Toshiba Financial Services	1000800 · General Fund Checking Centric B	

Susquehanna Township Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	5027343702	11/02/2023		407280 · General Software/Hardware	-1,751.09
TOTAL					-1,751.09
Bill Pmt -Check	337396	11/21/2023	UGI Utilities	1000800 · General Fund Checking Centric B	
Bill	4110069D1242	11/11/2023		409360 · Utilities	-46.10
Bill	411000812239	11/11/2023		430360 · Utilities	-83.39
TOTAL					-129.49
Bill Pmt -Check	337397	11/21/2023	Verizon 2	1000800 · General Fund Checking Centric B	
Bill	9947763252	11/08/2023		410320 · Communication	-1,152.11
				430320 · Communications	-103.34
				414320 · Communications	-47.22
				413320 · Communications	-94.44
				451320 · Communications	-126.66
				401320 · Communications	-42.22
				2381400 · Fire Fund Expense	-42.22
				2381400 · Fire Fund Expense	-42.22
				415320 · Communications	-42.22
				436241 · General Expense	-89.44
				429320 · Communications	-343.40
TOTAL					-2,125.49
Bill Pmt -Check	337398	11/21/2023	Comcast	1000800 · General Fund Checking Centric B	
Bill	899311058D196615	11/11/2023		401320 · Communications	-66.55
Bill	899311058D224631	11/16/2023		410320 · Communication	-66.55
				430320 · Communications	-126.86
TOTAL					-259.96
Bill Pmt -Check	337399	11/22/2023	Robert Martin	1000800 · General Fund Checking Centric B	
Bill	billmans	11/22/2023		410375 · Maintenance & Repair Vehicle	-3,000.00
TOTAL					-3,000.00
Bill Pmt -Check	337400	12/04/2023	Cardmember Service	1000800 · General Fund Checking Centric B	
Bill	4798510055137208	11/14/2023		430460 · Education and Training	-28.68
				410242 · Arms/Ammo Supplies	-108.51
				410375 · Maintenance & Repair Vehicle	-117.70
				410420 · Dues, Subscription, and Member	-160.13
				410238 · Uniforms - Police	-1,969.85
				410241 · General Expenses	-109.89
				410241 · General Expenses	-4.00
				410241 · General Expenses	-47.07
				410238 · Uniforms - Police	-229.68
				410241 · General Expenses	-54.11
				410460 · Education and Training	-243.79
				410241 · General Expenses	-32.66
				410238 · Uniforms - Police	-54.04
				410238 · Uniforms - Police	-108.07
				410241 · General Expenses	-3.28
				410261 · Major Equipment	-626.74
				2381400 · Fire Fund Expense	-66.65
				2381400 · Fire Fund Expense	-99.98
				2381400 · Fire Fund Expense	-122.82
				2381400 · Fire Fund Expense	-122.82
				430460 · Education and Training	-245.56
				401241 · General Expenses	-59.84
				401241 · General Expenses	-85.07
				401320 · Communications	-12.69
				401241 · General Expenses	-45.78
				451460 · Education, Training, and Member	-7.97
				451460 · Education, Training, and Member	-7.50
				451460 · Education, Training, and Member	-382.06
				451260 · Equipment Playground & Athlet	-125.76
				451319 · Classes/Activities	-22.53
				451339 · Special Events / Sponsorship Ex	-33.74
				451460 · Education, Training, and Member	-46.83
				451319 · Classes/Activities	-18.90
				451339 · Special Events / Sponsorship Ex	-43.62
				451339 · Special Events / Sponsorship Ex	-25.21
				451339 · Special Events / Sponsorship Ex	-11.59
				451373 · Park Athletic Fields & Playgrd	-372.29
				414460 · Education and Training	-17.20
				414460 · Education and Training	-18.90
				414460 · Education and Training	-93.18
				414460 · Education and Training	-88.66
				401241 · General Expenses	-45.03
				414241 · General Expense	-156.12
				414241 · General Expense	-219.86

3:01 PM
12/11/23

Susquehanna Township
Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
				414241 · General Expense	-157.04
				400241 · General Expenses	-37.57
				400241 · General Expenses	-5.59
				430460 · Education and Training	-12.01
				430460 · Education and Training	-14.05
				430460 · Education and Training	-12.81
TOTAL					-6,735.43
Bill Pmt -Check	337401	12/05/2023	PA State Police Academy	1000800 · General Fund Checking Centric B	
Bill	702355	11/03/2023		410460 · Education and Training	-500.00
TOTAL					-500.00
Bill Pmt -Check	337402	12/07/2023	Insurance Solutions 4 You, Inc	1000800 · General Fund Checking Centric B	
Bill	release	12/07/2023		2381200 · Stormwater Management	-20,620.00
TOTAL					-20,620.00
Bill Pmt -Check	337403	12/11/2023	Brandon Chemeaux	1000800 · General Fund Checking Centric B	
Bill	11062023	11/06/2023		310420 · Prior Yr Occupation Tax	-231.00
TOTAL					-231.00

Susquehanna Township
ACH Monthly Withdrawals
Month of November 2023

Alex Arroyo	\$ 1,167.00
Dig My Earth	\$ 2,377.35
Enterprise	\$ 4,076.46
Francia Done Henry	\$ 845.00
James Huffard	\$ 4,824.67
Jeffrey Vargo	\$ 845.00
Brooke Anthony	\$ 845.00
Christopher Croft	\$ 845.00
Richard Adams	\$ 1,167.00
Susquehanna Solar Partners	\$ 3,949.50
Wex	<u>\$ 20,248.64</u>
Total ACH Withdrawals	\$ 41,190.62

Payroll Disbursements for November 2023

Payroll 11/15/23	\$ 353,312.71
Payroll 11/30/23	<u>\$ 338,771.55</u>
Total Payroll Disbursements	\$ 692,084.26

3:05 PM
12/11/23

Susquehanna Township - Highway Fund Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	102417	11/21/2023	Chemung Supply Corp	1008000 - Checking Account	
Bill	26728	11/08/2023		438250 - Guide Rail Repairs	-7,163.65
TOTAL					-7,163.65
Bill Pmt -Check	102418	11/21/2023	Daniel B Krieg Inc	1008000 - Checking Account	
Bill	311644	09/27/2023		433245 - Street Signs	-154.80
Bill	311994	10/18/2023		433245 - Street Signs	-84.50
Bill	312112	10/27/2023		433245 - Street Signs	-526.00
TOTAL					-765.30
Bill Pmt -Check	102419	11/21/2023	Lowes	1008000 - Checking Account	
TOTAL					0.00
Bill Pmt -Check	102420	11/21/2023	PP&L	1008000 - Checking Account	
Bill	9400119001	10/26/2023		434361 - Street Lighting	-7,504.17
Bill	9193311008	10/26/2023		434361 - Street Lighting	-20,251.82
TOTAL					-27,755.99
Bill Pmt -Check	102421	11/21/2023	Retmay Distributors	1008000 - Checking Account	
Bill	16727	10/30/2023		433245 - Street Signs	-91.28
TOTAL					-91.28
Bill Pmt -Check	102422	11/21/2023	Construction Master Services LLC	1008000 - Checking Account	
Bill	2	09/29/2023		439600 - Road Construction Projects	-173,905.43
TOTAL					-173,905.43
Bill Pmt -Check	102423	12/04/2023	Lowes	1008000 - Checking Account	
Bill	2103	11/07/2023		430260 - Minor Equipment Purch Tools	-274.74
TOTAL					-274.74

3:13 PM
12/11/23

**Susquehanna Township Fire Protection Fund
Check Detail**

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	709996	11/21/2023	Capital Region Water	1008000 · Fire Fund Checking Centric Bank	
Bill	620674070	10/25/2023		411541 · Progress Fire Company	-263.39
TOTAL					-263.39
Bill Pmt -Check	709997	11/21/2023	Central State Door Service	1008000 · Fire Fund Checking Centric Bank	
Bill	105472	10/30/2023		411373 · Repair and Maintenance- PSB	-2,303.01
TOTAL					-2,303.01
Bill Pmt -Check	709998	11/21/2023	CF Acri & Son Inc	1008000 · Fire Fund Checking Centric Bank	
Bill	10262023	10/26/2023		411542 · Rescue Fire Company	-401.00
TOTAL					-401.00
Bill Pmt -Check	709999	11/21/2023	Comcast	1008000 · Fire Fund Checking Centric Bank	
Bill	8993110580226115	10/23/2023		411542 · Rescue Fire Company	-21.22
Bill	8993110580046638	11/05/2023		411542 · Rescue Fire Company	-116.85
TOTAL					-138.07
Bill Pmt -Check	710000	11/21/2023	Fisher Auto Parts Inc	1008000 · Fire Fund Checking Centric Bank	
Bill	333354648	10/12/2023		411542 · Rescue Fire Company	-18.38
Bill	333355975	10/26/2023		411375 · Vehicle Expenses- Shop 84	-62.72
TOTAL					-81.10
Bill Pmt -Check	710001	11/21/2023	Goldberg & Balthaser	1008000 · Fire Fund Checking Centric Bank	
Bill	11096	10/31/2023		411541 · Progress Fire Company	-3,802.50
TOTAL					-3,802.50
Bill Pmt -Check	710002	11/21/2023	Hoffman Fordland Inc	1008000 · Fire Fund Checking Centric Bank	
Bill	87950	11/03/2023		411541 · Progress Fire Company	-108.98
TOTAL					-108.98
Bill Pmt -Check	710003	11/21/2023	Kint	1008000 · Fire Fund Checking Centric Bank	
Bill	158884	11/06/2023		411540 · Edgemont Fire Company	-151.00
TOTAL					-151.00
Bill Pmt -Check	710004	11/21/2023	Penn Pest, LLC.	1008000 · Fire Fund Checking Centric Bank	
Bill	52130	11/08/2023		411541 · Progress Fire Company	-70.00
TOTAL					-70.00
Bill Pmt -Check	710005	11/21/2023	PP&L Electric Utilities	1008000 · Fire Fund Checking Centric Bank	
Bill	6289516003	10/19/2023		411541 · Progress Fire Company	-861.12
				411540 · Edgemont Fire Company	-301.64
				411542 · Rescue Fire Company	-460.37
TOTAL					-1,623.13
Bill Pmt -Check	710006	11/21/2023	Suez	1008000 · Fire Fund Checking Centric Bank	
Bill	206833720000	10/26/2023		411542 · Rescue Fire Company	-98.38
Bill	208568920000	10/26/2023		411542 · Rescue Fire Company	-124.51
Bill	201770221711	10/26/2023		411542 · Rescue Fire Company	-286.82
Bill	208601030000	10/26/2023		411363 · Fire Hydrants	-9,992.98
Bill	209367030000	11/06/2023		411540 · Edgemont Fire Company	-120.92
TOTAL					-10,623.61
Bill Pmt -Check	710007	11/21/2023	UGI Utilities	1008000 · Fire Fund Checking Centric Bank	
Bill	411000928696	11/04/2023		411542 · Rescue Fire Company	-78.56
Bill	411000375294	11/09/2023		411540 · Edgemont Fire Company	-103.25
Bill	411002074580	11/09/2023		411541 · Progress Fire Company	-157.29
Bill	411001602811	11/10/2023		411542 · Rescue Fire Company	-65.56

3:13 PM
12/11/23

Susquehanna Township Fire Protection Fund Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-404.66
Bill Pmt -Check	710008	11/21/2023	Verizon - Lehigh Valley	1008000 · Fire Fund Checking Centric Bank	
Bill	450771949000104	10/18/2023		411542 · Rescue Fire Company	-154.93
TOTAL					-154.93
Bill Pmt -Check	710009	11/21/2023	Verizon Wireless	1008000 · Fire Fund Checking Centric Bank	
Bill	9947763253	10/25/2023		411542 · Rescue Fire Company	-252.67
Bill	9948436096	11/03/2023		411541 · Progress Fire Company	-162.25
TOTAL					-414.92

3:19 PM
12/11/23

Susquehanna Township - Developers Recreation Fund
Check Detail
November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	136	11/21/2023	HRG Inc Consulting Engineers	1008100 · Centric Bank - Boyd Foundation	
Bill	173508	08/14/2023		4200020 · Boyd Park Project	-132.00
Bill	176377	11/15/2023		4200020 · Boyd Park Project	-15,769.00
TOTAL					-15,901.00
Bill Pmt -Check	1210	11/21/2023	HRG Inc Consulting Engineers	1008000 · Centric Checking	
Bill	173512	08/14/2023		408120 · Greenway Planning	-148.86
Bill	173509	08/14/2023		4200040 · Edgemont Park Upgrades	-698.50
Bill	175464	10/19/2023		408110 · Park Master Planning	-198.00
Bill	176024	11/08/2023		4200040 · Edgemont Park Upgrades	-785.40
TOTAL					-1,831.76
Bill Pmt -Check	1211	11/21/2023	Kinsley Construction	1008000 · Centric Checking	
Bill	1	10/09/2023		4200040 · Edgemont Park Upgrades	-41,677.20
TOTAL					-41,677.20
Bill Pmt -Check	1212	11/21/2023	YSM Landscape Architects	1008000 · Centric Checking	
Bill	7381	10/31/2023		408100 · Wedgewood Master Plan	-11,921.68
TOTAL					-11,921.68

3:10 PM
12/11/23

Susquehanna Township - Transportation Improvement Fund Check Detail

November 7 through December 11, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	104	11/21/2023	HRG, Inc.	100800 · Centric Bank Checking	
Bill	173511	08/14/2023		408314 · Engineering & Design	-1,216.50
Bill	173512	08/14/2023		408314 · Engineering & Design	-750.00
Bill	175463	10/19/2023		408314 · Engineering & Design	-17,083.64
Bill	175464	10/19/2023		408314 · Engineering & Design	-49.50
Bill	176025	11/08/2023		408314 · Engineering & Design	-14,355.05
TOTAL					-33,454.69



Susquehanna

TOWNSHIP

1900 Linglestown Road | Harrisburg, PA 17110
Phone 717.545.4751 | Fax 717.540.5298
susquehannatwp.com

CIVIL SERVICE LIST

7 December 2023

	<u>Written</u>	<u>Oral</u>	<u>Veterans</u>	<u>Total</u>
1 – Daniel Paz	89.2 (44.6)	98 (49)	10	103.60
2 – Collin Ware	73.8 (36.9)	82 (41)	10	87.9

Chairman
Civil Service Commission



Herbert, Rowland & Grubic, Inc.
369 East Park Drive
Harrisburg, PA 17111
717.564.1121
www.hrg-inc.com

December 7, 2023

Dave Pribulka, Manager
Susquehanna Township
1900 Linglestown Road
Harrisburg, Pennsylvania 17110

Re: **Application for Payment No. 3 – Recommendation for Payment
2023 Susquehanna Township Paving Project**

Dear Mr. Pribulka:

Enclosed please find Application for Payment No. 3 for the above-referenced project as submitted by the Contractor. The application has been reviewed based on the Work completed and the General Requirements of the Contract. Based on that review, we recommend payment of the current amount due of \$609,882.50.

Attached is an electronic copy of the Application for Payment. If approved, please execute where indicated, retain a copy for your files and return the executed file to our office.

If you have any questions or require additional information, please feel free to contact me.

Sincerely,

Herbert, Rowland & Grubic, Inc.

A handwritten signature in black ink, appearing to read 'Alex Greenly'.

Alex Greenly, PE
Project Manager | Civil

Enclosures: Application for Payment No. 3
Certified Payroll

TMH
R000242.0527

P:\0002\000242_0527\Admin\CA-CO\08 - Applications for Payment\AFP 03\03 RECOM\01 - AFP 03 Recom Letter.docx

c: Nate Bragunier, Susquehanna Township
Tyler Haubert, HRG

Contractor's Application for Payment

Owner: <u>Susquehanna Township</u>	Owner's Project No.: _____
Engineer: <u>Herbert, Rowland & Grubic, Inc.</u>	Engineer's Project No.: <u>000242.0527</u>
Contractor: <u>Construction Master Services, LLC</u>	Contractor's Project No.: _____
Project: <u>2023 Susquehanna Township Paving Project</u>	
Contract: _____	
Application No.: <u>3</u>	Application Date: <u>10/30/2023</u>
Application Period: From <u>9/28/2023</u> to <u>10/27/2023</u>	

1. Original Contract Price	\$ 954,119.50
2. Net change by Change Orders	\$ (40,144.20)
3. Current Contract Price (Line 1 + Line 2)	\$ 913,975.30
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 911,433.30
5. Retainage	
a. <u>150%</u> X \$ <u>2,625.00</u> Punch List Items	\$ 3,937.50
b. _____ X \$ _____ Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 3,937.50
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 907,495.80
7. Less previous payments (Line 6 from prior application)	\$ 297,613.30
8. Amount due this application	\$ 609,882.50
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 6,479.50

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: VCMS

Signature: [Signature] **Date:** 11/6/2023

Recommended by Engineer	Approved by Owner
By: <u>[Signature]</u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>December 7, 2023</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____



Herbert, Rowland & Grubic, Inc.
 369 East Park Drive
 Harrisburg, PA 17111
 717.564.1121
 www.hrg-inc.com

FINANCIAL SECURITY ADJUSTMENT #2

SUSQUEHANNA TOWNSHIP

Attn: Dave Pribulka, Manager
 HRG Project Number: 242.0002 Ph. 1265

Susquehanna Union Green – Phase 3C

December 10, 2023

As requested by H. Ralph Vartan of Vartan Group, Inc. on November 30, 2023, Herbert, Rowland & Grubic, Inc. performed a site inspection on December 6, 2023, for the above-referenced project to determine the extent of completion of items covered by the Financial Security.

Based upon our observations of work completed, we recommend that the Financial Security be released in full.

Original Financial Security Amount		\$265,047
Financial Security Adjustment #1		(\$261,359)
Financial Security Adjustment #2		(\$3,688)
Remaining Financial Security		\$0

We request that a copy of the updated Financial Security be provided to HRG for our internal records. Please feel free to contact our office if you need additional information regarding this matter.

This review is based solely on the documents referenced above and does not relieve the design professional of any responsibility, nor does it imply any design responsibility by Herbert, Rowland & Grubic, Inc.

Please note that the adjusted Financial Security recommendation may include a 10% annual increase for each one-year period from the establishment of said security per PAMPC 509(h); this may lead to increases in security totals from previous adjustment recommendations if sufficient project progress has not been achieved.

Herbert, Rowland & Grubic, Inc.

Alex Greenly, P.E.
 Project Manager

AG/GGR
 R000242.0002 (Phase 1265)
 P:\0002\000242_0002\1265 - SUG Phase IIIC (Kiddie Academy)\C - FINANCIAL SECURITY\FSA #2 - PH 1265.Docx

Enclosures: Financial Security Adjustment #2

SUSQUEHANNA TOWNSHIP
FINANCIAL SECURITY (FS) ADJUSTMENT #2
SUSQUEHANNA UNION GREEN, PHASE 3C

INITIAL FS RECOMMENDATION DATE: 09/12/22
 PREVIOUS FS REDUCTION DATE: 08/21/23
 CURRENT FS REDUCTION DATE: 12/10/23

HRG NO.: R000242.0002 (PH 1265)
 PLAN DATE: 05/12/22
 LAST PLAN REVISION DATE: 08/04/22



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction			Financial Security Remaining After Reduction			Notes		
						Previous Quantity Reduced	Current Quantity Reduced	Total (\$)	Standard	Dedicated	Total (\$)			
SITE WORK														
Bulk Earthwork (all necessary work to bring site to final grade)	LS	1		\$ 10,000	\$ 10,000	1		\$ 10,000			\$ -		\$ -	
Permanent Seeding	SF	13295		\$ 0.10	\$ 1,330	13295		\$ 1,330			\$ -		\$ -	
Site Work Total:					\$ 11,330			\$ 11,330			\$ -		\$ -	
EROSION & SEDIMENTATION CONTROL														
Stabilized Construction Entrance (INSTALLED)	EA	1		\$ 1,150	\$ 1,150	1		\$ 1,150			\$ -		\$ -	
Stabilized Construction Entrance (REMOVED)	EA	1		\$ 1,150	\$ 1,150	1		\$ 1,150			\$ -		\$ -	
Concrete Washout Area (INSTALLED)	EA	1		\$ 405	\$ 405	1		\$ 405			\$ -		\$ -	
Concrete Washout Area (REMOVED)	EA	1		\$ 405	\$ 405	1		\$ 405			\$ -		\$ -	
24" Silt Sock (INSTALLED)	LF	479		\$ 7	\$ 3,353	479		\$ 3,353			\$ -		\$ -	
24" Silt Sock (REMOVED)	LF	479		\$ 7	\$ 3,353		479	\$ -		\$ 3,353	\$ -		\$ -	
Inlet Protection (INSTALLED)	EA	5		\$ 113	\$ 565	5		\$ 565			\$ -		\$ -	
Inlet Protection (REMOVED)	EA	5		\$ 113	\$ 565	5		\$ 565			\$ -		\$ -	
Erosion Control Mat	SY	435		\$ 2	\$ 870	435		\$ 870			\$ -		\$ -	
Erosion & Sedimentation Control Total:					\$ 11,816			\$ 8,463			\$ 3,353		\$ -	
STORMWATER MANAGEMENT														
Type C Top Unit	EA	5		\$ 800	\$ 4,000	5		\$ 4,000			\$ -		\$ -	
Standard Inlet Box	EA	5		\$ 2,100	\$ 10,500	5		\$ 10,500			\$ -		\$ -	
Storm Manhole	EA	1		\$ 3,300	\$ 3,300	1		\$ 3,300			\$ -		\$ -	
15" HDPEP (includes excavation and backfill)	LF	40		\$ 66	\$ 2,640	40		\$ 2,640			\$ -		\$ -	
18" HDPEP (includes excavation and backfill)	LF	250		\$ 68	\$ 17,000	250		\$ 17,000			\$ -		\$ -	
Storm Manhole Riser	EA	1		\$ 3,000	\$ 3,000	1		\$ 3,000			\$ -		\$ -	
8" Perforated HDPEP (includes excavation and backfill)	LF	67		\$ 30	\$ 2,010	67		\$ 2,010			\$ -		\$ -	
Cleanout	EA	2		\$ 200	\$ 400	2		\$ 400			\$ -		\$ -	
Stormwater Management Total:					\$ 42,850			\$ 42,850			\$ -		\$ -	
PAVING AND CONCRETE														
Concrete Curb, 18"	LF	735		\$ 30	\$ 22,050	735		\$ 22,050			\$ -		\$ -	
Sidewalk	SY	34		\$ 50	\$ 1,700	34		\$ 1,700			\$ -		\$ -	
Stone Subbase, 6" Depth	SY	1544		\$ 9	\$ 13,896	1544		\$ 13,896			\$ -		\$ -	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY	1544		\$ 13	\$ 20,072	1544		\$ 20,072			\$ -		\$ -	
Superpave Asphalt, HMA Base (25mm, 3.5" depth)	SY	1544		\$ 18	\$ 27,792	1544		\$ 27,792			\$ -		\$ -	
Curb Ramp	EA	1		\$ 1,000	\$ 1,000	1		\$ 1,000			\$ -		\$ -	
Fine Grade Stone Base	SY	1544		\$ 0.5	\$ 772	1544		\$ 772			\$ -		\$ -	
Fine Grade Roadway Upon Completion of Utilities	SY	1544		\$ 0.5	\$ 772	1544		\$ 772			\$ -		\$ -	
Tack Coat	SY	1544		\$ 0.5	\$ 772	1544		\$ 772			\$ -		\$ -	
Line Striping	LS	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -		\$ -	
Concrete Dumpster Pad	SY	27		\$ 65	\$ 1,755	27		\$ 1,755			\$ -		\$ -	
Paving and Concrete Total:					\$ 93,081			\$ 93,081			\$ -		\$ -	
MISCELLANEOUS														
Parking Lighting	EA	4		\$ 2,500	\$ 10,000	4		\$ 10,000			\$ -		\$ -	
Post-mounted Signs	EA	9		\$ 275	\$ 2,475	9		\$ 2,475			\$ -		\$ -	
Shrubs	EA	22		\$ 50	\$ 1,100	22		\$ 1,100			\$ -		\$ -	
As-Built Plan	LS	1		\$ 5,000	\$ 5,000	1		\$ 5,000			\$ -		\$ -	
Canopy Trees	EA	13		\$ 1,000	\$ 13,000	13		\$ 13,000			\$ -		\$ -	
Understory Trees	EA	6		\$ 250	\$ 1,500	6		\$ 1,500			\$ -		\$ -	
Retaining Wall	LF	488		\$ 100	\$ 48,800	488		\$ 48,800			\$ -		\$ -	
Miscellaneous Total:					\$ 81,875			\$ 81,875			\$ -		\$ -	
Past FS Reductions														
Current FS Reduction														
Sub-Total:					\$ 240,952			\$ 237,599			\$ 3,353		\$ -	
10% Contingency:					\$ 24,095	>>	>>	>>	>>	>>	>>	>>	>>	\$ -
10% Annual Increase:					>>	>>	>>	>>	>>	>>	>>	>>	>>	\$ -
Total:					\$ 265,047						Number of Years	1	\$ -	
Items Proposed for Dedication Total														
No Items Proposed for Dedication														
15% for Post-Dedication Security														
N/A														

Note: All totals (Item, sub, final, etc.) rounded to nearest dollar.

Note: 10% of remaining estimate as of 02.01.2022

Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT

1900 Linglestown Road, Harrisburg, PA 17110
(717) 652-8265 FAX (717) 652-5628

FROM: Robert A. Martin, Director of Public Safety

TO: Mr. David Kratzer, Township Manager

SUBJECT: Traffic Study for Cloverfield and Wedgewood Road

DATE: November 14, 2023

A Traffic Study was requested for the above intersection relative to a potential to place a stop sign at that location.

The recommendation is to install a stop sign for Traffic Traveling north on Wedgewood Road approaching Cloverfield Road. I concur with this recommendation.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, Pa 17110



To: Sgt. Alex Wagner

From: Patrolman Benjamin Lauver

Re: Evaluate the intersection of Cloverfield Road and Wedgewood Road for installation of a stop sign at the intersection, which is currently uncontrolled.

Date: November 3rd, 2023

This officer was assigned a traffic study at the intersection of Cloverfield Road and Wedgewood Road for installation of a stop sign.

Geometric Review: The intersection is currently a T-intersection that has no traffic controls. Cloverfield Road is the major street at the intersection with the highest daily traffic volume. Wedgewood Road has significantly lower traffic volume making it a minor street. The intersection is constructed of asphalt with curbing and sidewalk on all sides. Cloverfield Road runs East and West from Progress Avenue to Brookfield Road. The distance of this section of Cloverfield Road is approximately 1,450 feet and properly posted with 25 mph speed limit signs. Wedgewood Road runs North and South between Cloverfield Road and Wedgewood Road. The distance of Wedgewood Road is approximately 650 feet and there are no speed limit signs posted.

MUTCD Stop Sign Study Warrants/Criteria:

Section 2B.04 Right-of-Way at Intersections

Support: State or local laws written in accordance with the "Uniform Vehicle Code" (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection. When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)

Standard: 01 When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used. 02 The STOP sign shall be an octagon with a white

legend and border on a red background. 03 Secondary legends shall not be used on STOP sign faces. 04 At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background. 05 The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs. 06 Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.

Section 2B.06 STOP Sign Applications:

At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09). 02 The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:

- A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
- B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
- C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.

Section 3B.16 Stop and Yield Lines:

Guidance: 01 Stop lines should be used to indicate the point behind which vehicles are required to stop in compliance with a traffic control signal. Option: 02 Stop lines may be used to indicate the point behind which vehicles are required to stop in compliance with a STOP (R1-1) sign, a Stop Here For Pedestrians (R1-5b or R1-5c) sign, or some other traffic control device that requires vehicles to stop, except YIELD signs that are not associated with passive grade crossings. 03 Yield lines may be used to indicate the point behind which vehicles are required to yield in compliance with a YIELD (R1-2) sign or a Yield Here To Pedestrians (R1-5 or R1-5a) sign. Standard: 04 Except as provided in Section 8B.28, stop lines shall not be used at locations where drivers are required to yield in compliance with a YIELD (R1-2) sign or a Yield Here To Pedestrians (R1-5 or R1-5a) sign or at locations on uncontrolled approaches where drivers are required by State law to yield to pedestrians. 05 Yield lines shall not be used at locations where drivers are required to stop in compliance with a STOP (R1-1) sign, a Stop Here For Pedestrians (R1-5b or R1-5c) sign, a traffic control signal, or some other traffic control device. 06 Stop lines shall consist of solid white lines extending across approach lanes to indicate the point at which the stop is intended or required to be made. 07 Yield lines (see Figure 3B-16) shall consist of a row of solid white isosceles triangles pointing toward approaching vehicles extending across approach lanes to indicate the point at which the yield is intended or required to be made.

PA Title 67 Section 212.106 Additional Warrants for Stop Signs (R1-1) and Yield Signs (R1-2):

(a) *Through highways.* The Department and local authorities may designate highways as through highways to permit more continuous movement and less delay to the major flow of traffic.

(1) Stop Signs (R1-1) or Yield Signs (R1-2) may be installed at all approaches to the through highway to provide preferential right-of-way at intersections.

(2) The designation of a highway as a through highway does not prevent modification of the right-of-way assignment at intersections of the through highway.

(3) The justification for the modification at a particular intersection will be based on the warrants in the MUTCD and the additional warrants in subsection (b), (c) or (d).

(b) *Stop Signs (R1-1) at intersections.* In addition to the warrants for stop signs in the MUTCD (relating to stop sign applications), a Stop Sign (R1-1) may be installed on a channelized right-turn roadway at a signalized intersection where the traffic-control signals are not readily visible, and the right-turn roadway does not have separate signals, and a Yield Sign (R1-2) is not appropriate.

The above study elements were examined during this traffic study- Crash Analysis, Geometric Review, Approach Speed Data, Traffic Volume, Sight Distance

Crash Analysis:

There have been no reported accidents in the past 5 years at this intersection.

Approach Speed Data:

Eastbound: 85% speed of vehicles traveling East on Cloverfield Road was 22.1 mph

Westbound: 85% speed of vehicles traveling West on Cloverfield Road was 15.04 mph

Northbound: Approach speeds on Wedgewood Road was not possible due to a lack of a location to mount the ATS sign.

The average 85% major approach speed on the major approach, Cloverfield Road, is 18.57mph and speeding is not an issue.

Average Traffic Volume at intersection of Cloverfield Road and Wedgewood Road:

Eastbound traffic volume average is 138 cars per day.

Westbound traffic volume average is 231 cars per day.

Sight Distance:

For vehicles stopped facing North on Wedgwood Road the right corner sight distance is 242 feet and the left corner sight distance is 680 Feet. The minimum required corner sight distance where approach speeds are 25 mph or less is 147 feet. The minimum corner sight distance has been met.

Recommendations:

It is my recommendation that a stop sign should be installed for traffic traveling North on Wedgwood Road approaching the intersection of Wedewood Road and Cloverfield Road. This will establish who has the right of way at the intersection and will increase motorists safety. The warrants for a multi-way stop sign were not met and it is not needed at this time.

Sign Placement:

See attached Penn Dot LTAP technical Information Sheet #137 for Stop sign placement as well as photograph of intersection.

