



Susquehanna TOWNSHIP

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Susquehanna Township Board of Commissioners

Regular Meeting Agenda

May 11, 2023

Pincus Room

6:30 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**
- D. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS**
- E. APPROVAL OF MINUTES**
 - 1. April 20, 2023 – Board of Commissioners Regular Meeting
- F. RECOGNITIONS AND PRESENTATIONS**
- G. REPORTS OF COMMITTEES**
 - 1. Building & Grounds (Rothrock/Pyne)
 - 2. Budget, Finance, Insurance & Pension (Pyne/Rebarchak/Faylona)
 - 3. Public Works (Napper/Hisiro)
 - 4. Health & Sanitation (Rebarchak/ Hisiro)
 - 5. Administration & Personnel (Napper/Engle/Williams)
 - 6. Police (Engle/Faylona)
 - 7. Fire, EMS, EMA (Hisiro/Williams)
 - 8. Recreation (Faylona/Hisiro)
 - 9. Planning & Zoning (Rothrock/Pyne/Rebarchak)
- H. BIDS AND AGREEMENTS**
- I. ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS**
 - 1. **RESOLUTION 2023-R-10** A RESOLUTION OF SUSQUEHANNA TOWNSHIP,

DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE FILING OF AN APPLICATION FOR A DAUPHIN COUNTY TRANSPORTATION INFRASTRUCTURE SAFETY IMPROVEMENT PROGRAM (TISIP) GRANT REQUEST OF \$227,250 TO BE USED FOR THE KOHN ROAD BRIDGE SUPERSTRUCTURE REPLACEMENT PROJECT (HEREINAFTER, THE “PROJECT”).

David Pribulka, Township Manager

Narrative

Dauphin County Commissioners recently announced the opening of the Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) to provide funding opportunities for municipalities for certain qualified safety improvement projects. One qualifying category is for the rehabilitation or replacement of substandard bridges. The Township currently has one bridge on Kohn Road that is operating under weight restrictions. It has recently been made part of the Dauphin County Bridge Bundling Program Round 2, requiring a \$303,000 local match on a \$1,230,000 total project cost. Staff is proposing the Board authorize an application to the Dauphin County TISIP for the 75% of the local match exposure, or \$227,250. If successful, the Township’s local match would be \$75,750 for the total superstructure replacement. Provided with the agenda is a copy of the Resolution and excerpts from the grant guidelines.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the submission of an application for a Dauphin County Transportation Infrastructure Safety Improvement Program Grant for the Kohn Road Bridge Superstructure Replacement Project.

2. RESOLUTION 2023-R-11 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING AN INVESTMENT POLICY STATEMENT FOR THE 457 DEFERRED COMPENSATION PLAN

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution adopting an Investment Policy Statement (IPS) for the Township’s optional 457(b) Deferred Compensation Plan. The Plan is entirely employee funded, and currently managed by Englebert Financial Advisers, LLC of the Lehigh Valley. While the Township does not provide any funding for the plan’s participants, it is prudent to have an IPS to provide guidance to the plan’s managers on investment strategies, performance measurement, default funding vehicles, education of participants, and more. The IPS has been reviewed by the Budget and Finance Committee and recommended for approval this evening.

Recommended motion: That the Board of Commissioners adopt the resolution adopting an Investment Policy Statement for the 457 Deferred Compensation Plan.

3. RESOLUTION 2023-R-12 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF A DCED GREENWAYS, TRAILS, AND RECREATION PROGRAM GRANT APPLICATION FOR THE DEVELOPMENT OF CROWN POINT PARK

Doug Knauss, Director of Parks & Recreation

Narrative

Provided with the agenda is a copy of a resolution and financial commitment letter for a grant application to the PA Department of Community and Economic Development's Greenways, Trails, and Recreation Program for continued development of Crown Point Park. If successful, the grant would supplement the \$30,000 Dauphin County Local Share Grant and require a local match of \$78,353. The grant request would be for \$250,000, which represents the maximum award allowed by the program. The Township has also applied for a grant from the PA Department of Conservation and Natural Resources, but the status of that application will be unknown until the fall. The total project cost is \$358,353.00 and would be used to replace the playground at the park.

Recommended motion: That the Board of Commissioners adopts the resolution authorizing the submission of a DCED Greenways, Trails, and Recreation Program Grant Application in an amount of \$250,000 for the development of Crown Point Park; and authorizes the Board President and Secretary to submit a Letter of Financial Commitment for the \$78,353 local match required as part of a grant award.

4. STORMWATER MODIFICATION– MOUNTAINDALE PHASES 4 & 5

Betsy Logan, Assistant Township Manager

Narrative

Stan Custer of Custer Homes, Inc. has submitted the attached request for waiver from the Susquehanna Township Stormwater Management Ordinance. The subject of the waiver request is for the remaining undeveloped lots in Mountaindale Phases 4 & 5. Specifically, the applicant is requesting to be permitted to convey runoff from the remaining undeveloped lots to an adjacent infiltration basin along Maple Shade Drive. The basin was originally constructed to meet the volume of runoff from the phases of development, but the applicant is beyond the five year period whereby the project is "grandfathered" into preexisting regulations. Therefore, any new developed must

comply with the current ordinance standards which provide that, “[Stormwater Management Facilities] shall be on-site throughout the duration of the regulated activities”. Pursuant to Section 19-302, Exemptions/Modifications, the Board may grant modifications from the ordinance if the applicant has demonstrated compliance with §§ 19-302.1, 19-302.2 and 19-302.3.

Provided with the agenda is a memorandum from the Assistant Township Manager more fully describing the staff recommendation on this proposal.

Staff recommendation: That the Board of Commissioners consider the request and direct the applicant to develop an engineering capacity analysis of the infiltration basin and as-built plan for concurrence by the Township Engineer prior to considering the requested modification.

J. REPORTS

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| 1. Township Manager | 8. Authority (<u>Napper</u> /Pribulka) |
| 2. Public Safety/Police | 9. Shade Tree (<u>Pyne</u> /Rebarchak) |
| 3. Community and Economic Development | 10. Communications (<u>Williams</u> /Rothrock/Pyne) |
| 4. Public Works | 11. Human Relations (<u>Hisiro</u> /Faylona) |
| 5. Engineering | 12. Parks & Recreation (<u>Faylona</u> /Hisiro) |
| 6. Solicitor | |
| 7. School Board (<u>Pyne</u> /Williams) | |

K. OLD BUSINESS

1. BOYD PARK PHASE II CONSTRUCTION RETAINER AGREEMENT AUTHORIZATION

Doug Knauss, Director of Parks and Recreation

Narrative

Provided with the agenda is a supplemental retainer agreement with HRG, Inc. to complete the geotechnical analysis and structural design of the boardwalk feature proposed at Boyd Park. The Township was unable to secure qualified bids for the project after it was recently value engineered and reissued. Based on feedback from prospective bidders, it is assumed that there would be greater interest from contractors if the Township were to complete additional design work rather than assigning it as part of the project. The cost for this engagement would be paid out of the Recreation Developers Fund.

Recommended motion: That the Board of Commissioners authorize the retainer agreement with HRG, Inc. in an amount of \$25,650.00 for the design and rebidding of the Boyd Park Phase II Development Project.

2. CIVIC PLUS CONTRACT RENEWAL – “SEE CLICK FIX” AND MARKETPLACE APP

Betsy Logan, Assistant Township Manager

Narrative

The Township uses two features of Civic Plus to enhance its community engagement initiatives. First, “SeeClickFix” is a tool that citizens can use to report a variety of items including potholes, sign damage, streetlight outages, and more. Second, the Marketplace App is a customized mobile application that integrates with “SeeClickFix” to enable real-time reporting with geolocation data for use by Township staff to address issues. Provided with the agenda is a renewal authorization for “SeeClickFix” and the Marketplace mobile application for a one-year term in an amount of \$28,907.55. The renewal term begins on May 13, 2023 and ends on May 13, 2024.

Recommended motion: That the Board of Commissioners authorize the renewal with Civic Plus for the Marketplace App and See, Click, Fix for a term beginning May 13, 2023, and ending May 13, 2024.

3. ZENCITY CONTRACT RENEWAL

Betsy Logan, Assistant Township Manager

Narrative

Susquehanna Township contracts with ZenCity to facilitate some of its community engagement initiatives. The solution provides resources to share and generate ideas for projects and monitor the effectiveness of various programs. The Township currently subscribes to two of the company’s features, Organic and Engage. Organic helps staff and the Board monitor social media and various news channels to get a pulse on issues facing the Township. Engage is a platform for collaborative idea-sharing and input to seek feedback on projects and initiatives. The renewal addendum is provided with the agenda, and is for a period beginning June 14, 2023, and ending June 14, 2025.

Recommended motion: That the Board of Commissioners authorize the renewal with ZenCity for a term beginning June 14, 2023, and ending June 14, 2025.

L. NEW BUSINESS

1. CONSENT AGENDA

- a. Statement of Bills Paid
- b. Donation of 2008 Ford Econoline E-350 Van
- c. Financial Security Adjustment #4 – Stray Winds Farm Phase 7
- d. Financial Security Adjustment #1 – Stray Winds Farm Phase 8
- e. Authorization to Hire Parks Seasonal Maintenance Staff
- f. Appointment of Adam Gruzlewski as Sewage Enforcement Officer

2. AWARD OF FIRE STUDY CONTRACT

George Drees, Fire Marshal

Narrative

The Board authorized the issuance of a Request for Proposals (RFP) for consulting services to conduct a Fire Study for the Township. The end goal of the study is to make recommendations for long-term success, viability, stability, improved efficiency, and safety of both the firefighters and citizens. Two proposals were received, and both were evaluated by Public Safety staff, Township and Fire Company administration, and the Public Safety Committee. The recommendation is to award the engagement to Municipal Resources, Inc. of Plymouth, NH in the amount of \$46,675.00.

This engagement will include a multiphase study that evaluates the Township as it pertains to fire and rescue services. This study is part of the Public Safety Department's effort to evaluate our existing staffing levels, facilities, associated codes and ordinances, and fire apparatus so that future plans and funding can continue to meet the Township's evolving needs. The study includes data pertaining to call volume, types, response times, manpower, equipment, training, automatic aid, life hazard areas, codes and ordinances, and fiscal analysis. Meetings with Board members, the Township Manager and staffers, the Public Safety Department, Fire Company administrative and operational officers and area Chiefs will be part of this study.

This study will be funded as part of the 2022 Dauphin County Local Share Grant and is below the estimated budget of \$50,000. Provided with the agenda are sections from the proposal submitted by Municipal Resources, Inc. further describing the proposed engagement.

Recommended motion: That the Board of Commissioners award the Fire Study Contract to Municipal Resources, Inc. in an amount of \$46,675.00.

3. REVIEW OF THE DRAFT MEMORANDUM OF UNDERSTANDING WITH THE CAPITAL AREA GREENBELT ASSOCIATION

Doug Knauss, Director of Parks & Recreation

Narrative

Provided with the agenda is a draft Memorandum of Understanding ("MOU") with the Capital Area Greenbelt Association ("CAGA") to govern the maintenance, programming, and capital improvements on the Susquehanna Township segment of the Capital Area Greenbelt. Staff has been working with the CAGA on the draft MOU to develop a document that can outline the responsibilities assigned to both parties with respect to management of the shared use path. Ideally, each municipality that hosts a segment of the Greenbelt would adopt a similar MOU. The CAGA Board reviewed the draft at their meeting on May 2nd. This evening, the Board is asked to review and comment on the draft, and any changes will be incorporated into the final version of the MOU tentatively planned for consideration at the May Workshop.

Staff recommendation: That the Board of Commissioners review and comment on the draft CAGA MOU.

4. CONSIDERATION OF A REQUEST TO JOIN AN AMICUS CURIAE BRIEF WITH THE PENNSYLVANIA MUNICIPAL LEAGUE IN THE APPEAL OF THE WEST CHESTER BOROUGH V. PA STATE SYSTEM OF HIGHER EDUCATION AND WEST CHESTER UNIVERSITY DECISION

Mike Miller, Esq., Township Solicitor

Narrative

The Pennsylvania Municipal League (PML) has offered its members an opportunity to participate in the filing of an *Amicus Curiae* brief in support of the Borough of West Chester in its appeal to the Pennsylvania Supreme Court concerning the lower court's ruling in West Chester Borough vs. PA State System of Higher Education and West Chester University. The decision of the Commonwealth Court was that the West Chester Borough's stormwater management fee constituted a tax rather than a special assessment, thereby immunizing West Chester University from its exposure to the fee. The application of the decision, if affirmed by the Pennsylvania Supreme Court, could have broad implications on the Township's ability to assess and administer its stormwater management fee. The fee provides roughly \$1.9 million in revenue for the Susquehanna Township Authority each year to offset its costs of compliance with the MS4 permit program, make capital improvements to its stormwater conveyance and treatment infrastructure, and implement projects associated with its Chesapeake Bay Pollutant Reduction Plan. Staff is recommending the Board authorize the President to sign the enclosed participation form to enjoin PML in its filing of an *Amicus Curiae* brief on this appeal. There is no cost to the Township for its participation.

Recommended motion: That the Board of Commissioners authorize the Board President to execute the Amicus Curiae Brief Participation Form in support of the appeal of West Chester Borough.

5. GREASE TRAP VARIANCE – 2650 GRAVEL ROAD – PLAYA BOWLS (2650 GRAVEL ROAD, SUITE 4C)

Dave Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of the request for variance submitted by the firm Eastern PCM, LLC of Camp Hill on behalf of Playa Bowls for the grease interceptor required at its location at 2650 Gravel Road, Suite 4C. The property is located in the Susquehanna Union Green development, and the applicant is requesting the variance to permit the installation of a smaller grease interceptor than required by ordinance. The Susquehanna Township Authority approved the variance request at its May 2nd meeting conditional on the interceptor being cleaned each month with inspections at appropriate intervals.

Recommended motion: That the Board of Commissioners approve the grease trap variance application for Playa Bowls at 2650 Gravel Road.

6. GREASE TRAP VARIANCE – KIDDIE ACADEMY (3901 NORTH PROGRESS AVENUE)

Dave Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of the request for variance submitted by the firm Walton & Company of Mechanicsburg on behalf of the Kiddie Academy for the grease interceptor required at its location at 3901 North Progress Avenue. The property is located in the Susquehanna Union Green development, and the applicant is requesting the variance to permit the installation of a smaller grease interceptor than required by ordinance. The Susquehanna Township Authority approved the variance request at its May 2nd meeting conditional on the interceptor being cleaned each month with inspections at appropriate intervals.

Recommended motion: That the Board of Commissioners approve the grease trap variance application for the Kiddie Academy at 3901 North Progress Avenue.

M. COMMISSIONER COMMENTS

N. 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.