



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.

MINUTES

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

**REGULAR MEETING
APRIL 20, 2023**

WORKSHOP MEETING:

President Lynch called to order the Workshop Meeting of the Susquehanna Township Board of Commissioners on Thursday, April 20, 2023, at 7:24 PM.

ROLL CALL:

COMMISSIONERS:

Jody Rebarchak – Present
Gary Rothrock – Excused
Carl Hisiro – Present
Frank Lynch – Present
Tom Pyne – Present
Fred Faylona – Present
Fred Engle – Excused
LaTasha Williams – Present
Steven Napper – Present

TOWNSHIP PERSONNEL:

David Pribulka – Secretary-Manager
Morgan Madden, Esq. – Township Solicitor
Alex Greenly, P.E. – Township Engineer
Robert Martin – Director of Public Safety
George Drees – Fire Marshall
Nathan Bragunier – Director of Public Works
Kathy Fry – Executive Assistant

OTHERS IN ATTENDANCE:

Pamela Cross, Val Stetler, Virtual

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:

President Lynch asked Pamela Cross to lead the Pledge of Allegiance followed by a Moment of Silence.

EXECUTIVE SESSIONS:

President Lynch informed those in attendance that an Executive Session occurred prior to this meeting where matter of real estate and personnel were discussed.

PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS:

No comments were received from the Public at this meeting.

APPROVAL OF MINUTES.

Commissioner Hisiro moved to approve the March 23, 2023, Board of Commissioners Workshop Meeting Minutes. The motion was seconded by Commissioner Pyne and unanimously approved.

RECOGNITIONS AND PRESENTATIONS:

1. A PROCLAMATION OF THE SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS DECLARING THE WEEK OF MAY 14TH TO MAY 20 TO BE POLICE WEEK IN SUSQUEHANNA TOWNSHIP

Public Safety Director Martin noted that in 1962, President John F. Kennedy signed a proclamation designating May 15th as Peace Officer’s Memorial Day. This proclamation demonstrates the gratitude and respect the community has for the men and women who serve our community.

Vice President Napper moved that the Board of Commissioners adopt the proclamation designating the week of May 14th to May 20th to be Police Week in Susquehanna Township. The motion was seconded by Commissioner Faylona and then unanimously approved.

2. A PROCLAMATION OF THE SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS DECLARING THE WEEK OF MAY 21ST TO MAY 27TH TO BE PUBLIC WORKS WEEK IN SUSQUEHANNA TOWNSHIP

Nathan Bragunier, Director of Public Works noted that this year’s theme for Public Works Week is “Connecting the World Through Public Works”, which highlights how Public Works connects us all through infrastructure and service.

Vice President Napper moved that the Board of Commissioners adopt the proclamation designating the week of May 21st to May 27th to be Public Works Week in Susquehanna Township. The motion was seconded by Commissioner Hisiro and then unanimously approved.

REPORTS OF COMMITTEES:

1. Building & Grounds – Manager Pribulka reported that all the parking lot lights have been converted to LED except for the Bollard lights. He also noted that the generator is expected to be delivered in June, the elevator has been repaired, and the site work has been done for the new monument sign.
2. Budget, Finance, Insurance & Pension – No report was given for this committee.
3. Public Works – Vice President Napper reported on the Paxton Church Road Project that will begin the first week of May.
4. Health & Sanitation – Commissioner Rebarchak reported that the next Yard Waste pickups will occur on May 6th and May 20th.
5. Administration & Personnel - No report was given for this committee.
6. Police - No report was given for this committee.

7. Fire, EMS, EMA – Commissioner Hisiro reported on the response times for the Progress and Rescue Fire Companies. The Progress Fire Company has an average response time of 58 seconds. The Rescue Fire Company averages 2 minutes and 45 seconds per call. He welcomed Krista Rodkey as the new EMS Chief. He also noted that two Requests for Proposal (RFP’s) were received for the Fire Service Study and Fire and EMS leadership is looking forward to working with Public Safety Director Martin on National Night Out which will occur on Tuesday, August 1st.

8. Recreation – Commissioner Faylona reported that the first public Open House for Wedgewood Hills Property occurred on March 28th with thirty people in attendance. He also noted that the Open House for the Township-wide Bicycle, Pedestrian and Greenway Plan will be on June 1st and the Community Bike Ride will occur on June 10th.

9. Planning & Zoning – Commissioner Pyne reported that the Zoning Hearing Board met on April 3rd where they heard two variance requests. He also noted that the Planning Commission meeting on March 27th was cancelled due to the lack of a quorum. They are scheduled to meet again on April 24th.

ACTION ON ORDINANCES, RESOLUTIONS, CONTRACTS, SUBDIVISIONS AND LAND DEVELOPMENT PLANS

1. RESOLUTION 2023-R-7 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF A DCNR PEER-TO-PEER GRANT APPLICATION FOR A FEASIBILITY STUDY OF THE PROPERTY AT 437 LARRY DRIVE

Manager Pribulka reported that staff have been approached about the possible conveyance of the property located at 437 Larry Drive to be used as a public park. This property is the location of the former Latshmere Swim Club. Staff is recommending a feasibility study to determine if it could be operated as a public pool. This grant would require a ten percent local match, or \$1,800 from Susquehanna Township.

Commissioner Pyne moved that the Board of Commissioners adopt a resolution authorizing the submission of a DCNR Peer-to-Peer Grant Application to conduct a Feasibility Study of the property located at 437 Larry Drive. The motion was seconded by Commissioner Faylona and was then unanimously approved.

2. RESOLUTION 2023-R-8 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 4375 NORTH 6TH STREET, HARRISBURG, PENNSYLVANIA 17110.

Public Safety Director Martin stated that he concurs with the findings of the traffic study that was completed regarding this request.

Commissioner Rebarchak moved that the Board of Commissioners adopt the resolution authorizing the installation of an ADA accessible parking space at 4375 North 6th Street. The motion was seconded by Commissioner Pyne and then unanimously approved.

3. RESOLUTION 2023-R-9 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA CONVEYING A SEWER LATERAL EASEMENT ON CROWN POINT PARK (TAX PARCEL 62-071-029) TO MOLLIE GRAY OF 2455 WALKER MILL ROAD AS DESCRIBED IN THE EASEMENT AGREEMENT ATTACHED HERETO AS EXHIBIT “A”.

Manager Pribulka reported that this easement will assist the property owner in tying into the sanitary sewer. The easement will cause minimal disturbance to this area in the park and the property owner will be responsible for restoring and maintaining the easement area. He also noted that the Engineer for the Authority has reviewed this agreement.

Commissioner Hisiro moved that the Board of Commissioners adopt the resolution conveying a sewer lateral easement on Crown Point Park to the owner of property at 2455 Walker Mill Road. The motion was seconded by Commissioner Pyne and then unanimously approved.

**4. PRELIMINARY/FINAL SUBDIVISION PLAN – 4015 REICHERT ROAD –
Current Plan Deadline – April 24, 2023**

Manager Pribulka reported that this plan would subdivide the existing 37.77-acre lot into two separate lots. Lot 1 would be 34.52-acres in size and is intended for future development. Lot 2 would contain the existing single-family dwelling and consist of a 2.22-acre lot.

Val Stetler, Engineer stated he has met with Township staff several times, and they are looking at future development of the property.

Commissioner Pyne moved that the Board of Commissioners grant the waiver from §22-404, Preliminary Plan Procedures. The motion was seconded by Commissioner Hisiro and then unanimously approved.

Manager Pribulka noted that this plan has been recommended by the Township Planning Commission for conditional approval by the Board of Commissioners.

The conditions of approval for this Preliminary/Final Subdivision Plan as recommended by Township Staff:

1. All outstanding comments by staff, the Township Engineer and the Dauphin County Planning Commission are addressed.
2. The existing dwelling on lot 1 is properly tied into the sanitary sewer system and the existing on-lot disposal system is properly decommissioned.
3. Coordination occurs between the applicant and the Susquehanna Township Authority regarding future development on lot 2.
4. Coordination occurs between the applicant and Township Staff regarding the location of the Right-of-Way for Reichert Road.

Commissioner Hisiro moved that the Board of Commissioners approve the Preliminary/Final Subdivision Plan for 4015 Reichert Road, subject to the conditions recommended by the Planning Commission. The motion was seconded by Commissioner Pyne.

President Lynch confirmed with Mr. Stetler that there was no immediate development planned.

The motion was then unanimously approved.

REPORTS:

1. Township Manager – Mr. Pribulka gave highlights of his report that included the monthly remittance of the Hera Property Registry, and the Township’s inaugural Arbor Day Celebration that will occur on April 28th. This celebration will include 3rd grade STEMS students from Holtzman Elementary and occur at Christian McNaughton Park. He added that the Township has donated copies of the Children’s book “Trees Are Nice” to students in the Susquehanna Township School District in kindergarten and first grade. He also thanked Black’s Nursery for their donation of a Wildflower Black Gum Tree that will be planted at the park.

Commissioner Rebarchak suggested that the Township may want to adopt a Burn Ban due to the dry weather conditions. Fire Marshal Drees stated that the Township does not permit open burning. He noted that fire pits are allowed provided they are more than 15 feet from a structure and only dried wood is burned.

2. Public Safety/Police – No Report

3. Public Works – No Report

4. Solicitor – No Report

5. School Board – Commissioner Pyne reported that work at the new Roscoe Warner Field Concession Stand is well under way.

6. Authority – Vice President Napper reported on the tentative timeline for the Sewer Extension Project.

7. Shade Tree Commission – Commissioner Pyne thanked everyone involved for their work on the Arbor Day Observance.

8. Communications – Manager Pribulka reported that the draft of the upcoming Township Newsletter has been received. The Newsletter will be mailed to residents in mid-May.

9. Parks & Recreation – Commissioner Faylona reported that the Parks and Recreation Department will be attending the Wetlands Festival on April 29th.

OLD BUSINESS:

1. ZENCITY CONTRACT RENEWAL

Manager Pribulka asked that this item be tabled until the May 11th meeting.

Commissioner Pyne moved that the Board of Commissioners table the ZenCity Contract renewal until the meeting on May 11, 2023. The motion was seconded by Commissioner Faylona and then unanimously approved.

NEW BUSINESS:

1. CONSENT AGENDA

- a. Statement of Bills Paid
- b. Conditional offer of Employment – Aaron Anderson
- c. Conditional offer of Employment – Herbert Chappell
- d. Approval of the Sale of the 1998 Ford Expedition (\$6,600.00)
- e. Acceptance of the Resignation of Amber Greene
- f. Acceptance of the Resignation of Angel Cruze
- g. Financial Security Reduction #14 – Susquehanna Union Green Phase 1 (\$178,636)
- h. Pay Application #9 – Administrative Office Renovations (\$30,945.05)

Commissioner Pyne moved that the Board of Commissioners approve the Consent Agenda. The motion was seconded by Commissioner Hisiro and then unanimously approved.

2. EAGLE SCOUT PROJECT AUTHORIZATION – LOGAN FARM PARK

Manager Pribulka noted that this project is being proposed by Lydia Wolf of Boy Scout Troop 2200 in Hershey. She would like to establish a rustic trail which would include some wetland educational signage. This work would be done over the summer, and she is asking for \$400 assistance from the Township for the signage.

Commissioner Hisiro noted that Ms. Wolf attended the recent Recreational Advisory Committee meeting, where they recommended approval of this project.

Commissioner Hisiro moved that the Board of Commissioners authorize the Eagle Scout Project for the establishment of a rustic trail at Logan Farm Park along with the requested \$400 in assistance from the Township. The motion was seconded by Commissioner Faylona and then unanimously approved.

COMMISSIONERS COMMENTS

There were no additional comments received from the Susquehanna Township Board of Commissioners

ADJOURNMENT

Commissioner Hisiro moved that the Board of Commissioners meeting be adjourned at 8:11 PM. The motion was seconded by Commissioner Pyne and unanimously approved.

Respectfully Submitted,

David Pribulka
Secretary – Manager

RESOLUTION NO. 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”).

WHEREAS, Susquehanna Township (the “Applicant”) has the ability to request funding from the Transportation Infrastructure Safety Improvement Program (TISIP) to support the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Susquehanna Township Board of Commissioners does hereby authorize the filing of an application for a Transportation Safety Improvement Program (TISIP) grant request of \$227,250 to be used for Infrastructure Improvements associated with the Project.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate David Pribulka, Susquehanna Township Manager, as the official to execute all documents and agreements between Susquehanna Township and Dauphin County to facilitate and assist in obtaining the requested grant.

IN WITNESS THEREOF, I affix my hand and attach the seal of Susquehanna Township this 11th day of May 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

ATTEST:

I, David Pribulka, duly qualified Township Manager/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 Board of Commissioners at a Regular Meeting held May 11, 2023, and said Resolution has been recorded in the minutes of the Susquehanna Township Board of Commissioners and remains in effect as of this date.

David Pribulka, Township Manager/Secretary

Transportation Infrastructure Safety Improvement Program (TISIP)

Program Guidelines | 2023

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B. Application’s Exhibit Guidance	

Section I – Statement of Purpose

The Dauphin County “Transportation Infrastructure Safety Improvement Program” (TISIP) is a **competitive grant program** that provides grants covering between 25% and 75% of total project costs. TISIP is strictly focused on transportation safety improvement projects of municipally owned transportation infrastructure to encourage economic development and ensure that a safe and reliable system of transportation is available to the residents of Dauphin County. **Due to limited funding, the TISIP program will only accept applications for projects with total costs of \$1 million or less, subject to program’s funding source availability.**

Projects exceeding \$1 million should consider applying to the separate Dauphin County Infrastructure Bank General (DCIB-G) Program.

The TISIP program is intended to provide financial grant assistance to Dauphin County municipalities in order to improve the safety of public transportation assets with documented accident history trends and/or substandard features with respect to current transportation design criteria. The program will be administered by the Dauphin County Department of Community and Economic Development Corporation (“DCEDC”). **TISIP is a highly competitive program. Successful applicants should be prepared to cover local match beyond the 25% minimum in the likely event of a partial award and/or to increase competitiveness of their application.**

TISIP is a “turnkey” program in which the County and its engineer manage all aspects of the project including pre-construction and construction activities. Activities Dauphin County and its engineer will manage include, but are not limited to, project design, right of way and utilities, bidding, and administering bundled groups of similar construction contracts for all the projects included in the Program. This approach achieves economies of scale while ensuring the project delivered is consistent with the program’s funding source requirements.

Section II – Eligibility

A. Eligible Applicants

1. Eligible TISIP projects, which commence construction after the approval date, must be owned and maintained by a Dauphin County municipality. The term “municipality” shall mean a city, borough, incorporated town or township.

B. Eligible Projects

1. A project that **does not exceed \$1 million** and addresses transportation safety issues with documented accident history trends and/or substandard features with respect to current transportation design criteria. Examples include but are not limited to the following types of projects:
 - Rehabilitation or replacement of substandard bridges or culverts in poor condition.
 - Correction of substandard stopping or turning sight distance
 - Correction of substandard horizontal roadway curves
 - Correction of substandard intersection features
 - Traffic signals and signal upgrades

- Improvements to substandard drainage systems to correct localized street flooding
- Traffic Calming
- Pedestrian safety, including but not limited to sidewalk connections, crosswalks, pedestrian and traffic signals, pedestrian signs, and lighting.

C. Eligible Costs

1. Funds may be used for costs of the eligible types of projects identified in Section B above and as determined by the Pennsylvania Department of Transportation Publication No. 9.

Applicants are encouraged to review Section 5.8 in the latest addition of PennDOT Publication No. 9 at [Layout 1 \(state.pa.us\)](http://state.pa.us)

****For questions regarding eligible costs and Publication No. 9, please contact Dan Long, P.E. at 717-564-1121 or dlong@hrq-inc.com with the County's engineer, ****

D. Ineligible Costs

1. Ineligible project costs include, but are not limited to:
 - a. Projects not owned by the municipality (i.e. state-owned highways or bridges)
 - b. Pavement routine maintenance/repair
 - c. Drainage system routine maintenance/repair
 - d. Transportation Studies
 - e. Salt Storage or Equipment Storage Structures
 - f. Unacceptable expenditures per Pennsylvania Department of Transportation Publication No.9.
 - g. Repairs and costs incurred prior to the approval of TISIP.
 - h. Locally incurred pre-construction costs/pre-engineered projects. Dauphin County and its engineer will manage all pre-construction activities.
 - i. Projects exceeding \$1 million.

Section III – Program Requirements

A. Matching Funds Requirement

Financial assistance under the TISIP can range between 25% and 75% of the total project cost and is required to be matched by local funding. **TISIP is a highly competitive program with a high probability of providing partial awards. Applicants should be prepared to secure additional local match that exceeds the minimum 25% if needed.** Matching funds from a municipality, shall only consist of cash contributions provided by the municipality. Eligible funding sources that may be used as a local match may include but are not limited to the following:

- Municipal General Funds
- Liquid fuels tax
- Act 13 impact fees
- Bank, PIB, Dauphin County Infrastructure Bank loan
- Grants (Gaming, MTF, etc.)
- Other statutorily allocated fees/taxes paid directly to municipality.

Federal Funds will not be permitted as a match.

IMPORTANT: Failure to remit local match to Dauphin County in a timely manner during the project may result in the TISIP participant being debarred from participation in other County grant and loan programs.

B. Other Requirements

1. Conflict of Interest Provision

An officer, director, or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

2. Nondiscrimination

No assistance shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

3. Project Records

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. The DCEDC requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the DCEDC, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

4. Pennsylvania Prevailing Wage Act

All or a portion of the construction work associated with the project may be subject to the Pennsylvania Prevailing Wage Act, as determined by the Pennsylvania Department of Labor & Industry.

5. Bidding Requirements

Dauphin County and its engineer will manage all pre-construction activities including bidding.

The county will ensure bidding complies with all applicable federal, state, and local laws and regulations dealing with bidding and procurement.

6. Guideline Provisions

The TISIP guidelines may be modified or waived by Dauphin County unless otherwise required by law.

7. Turnkey Project Management

Participants recognize that TISIP is a turnkey program. As such, all aspects of the project will be managed by Dauphin County and its engineer including preconstruction, bidding, and construction activities. TISIP participants are required to defer all project management roles and responsibilities to Dauphin County and its engineer. Dauphin County and its engineer will provide Participants with the following pre-construction deliverables for 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

Section IV – Grant Limits

1. **Grant funds available are limited.** The total pool of grant funds available for distribution in 2023 is \$3 million. This is the total amount of funds available to split between all applicants. Because of limited funding and the competitive nature of the program, applicants are encouraged to submit for projects with total cost under \$1 million and be prepared for partial awards if awarded funding.
2. In order to be eligible for a TISIP grant, all other matching funding must be committed for the proposed project by the application deadline (See Appendix I, Exhibit 3.)
3. Commencement of work prior to receiving DCEDC approval will result in the project being ineligible for funding consideration. **Dauphin County and its engineer will manage all project phases including pre-construction.**
4. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement.

Section V – Application Process

A. Application Procedures

1. Pre-Application Meetings: Applicants will schedule a meeting with DCEDC staff prior to formal submission of an application for funding. To schedule a pre-application, applicants should contact DCEDC at (717) 780-6250. Applicant presentations should include a visual depiction of the planning area or improvement site (maps and/or images), a description of the project, names of the project sponsors and a discussion of how the project is consistent with the TISIP program. Applicants may then make revisions to their draft application, as necessary, prior to formal submission.
2. To apply for funding, the applicant must submit the TISIP Application and required supplemental information outlined in Appendix I electronically as a single PDF or hard copy to dbrown@dauphincounty.gov.
3. For technical inquiries regarding the submission of the on-line application, contact the DCEDC at (717) 780-6250.

B. Application Evaluation

All applications for financial assistance will be reviewed by a DCEDC advisory board to determine eligibility and competitiveness of the proposed project. Projects will be evaluated using the appropriate criteria from the following list of evaluation criteria for the various types of eligible projects. DCEDC will make a recommendation for awards to the Dauphin County Board of Commissioners:

1. Consistency with the TISIP programs “Statement of Purpose” (i.e. Benefits to a transportation system public safety issue and economic development)

2. Consistency with local, regional and statewide planning.
3. The technical and financial feasibility of the project. Applicants must show that all financial commitments are in place to achieve the project goals and ensure the project will be fully completed with the use of these funds.
4. The level of local match investment in the project. Increased consideration will be given to those projects that exceed the matching funds requirement.
5. Project readiness.

C. Application Schedule

Date	Event
March 1	Opening of FY 2023 TISIP Grant Round
March-April	Mandatory Pre-Application Conferences
April 30	Pre-Application Conference Deadline
June 16	Applications Due (By 4 PM EST)
July	Advisory Board Review and Approve 2023 Award Recommendations
	Board of Commissioners approve 2023 Award Recommendations
August 1	DCEDC issues Award approval letter and Grant Agreement

Section VI – Procedures for Accessing Funds

Following approval of an application by the Dauphin County Board of Commissioners, a grant agreement and commitment letter will be issued by the DCEDC to the applicant explaining the terms and conditions of the grant. The grant agreement and commitment letter must be signed and returned to the DCEDC within 45 days of the date of the commitment letter or the offer may be withdrawn by the DCEDC. One fully-executed copy of the grant agreement will be returned to the applicant.

The DCEDC shall be responsible for handling all pre-construction activities, including but not limited to design, right of way, and utilities. The DCEDC will further be responsible for bidding and administering groups of construction contracts for all of the projects included in the Program. Such bidding and contracting process shall comply with all procurement laws and regulations applicable to counties in projects such as this.

The DCEDC and Municipality will share in the costs of the Project as set for the above. The DCEDC will submit invoices to the Municipality for the Municipality’s share of Project related costs as they are received for approval and payment by the Municipality. Payments will be due and payable in full on receipt of an invoice by Municipality without retainage, payment will not be contingent upon receipt of funds from third parties or should not be held as an offset to any alleged dispute. If invoice is not paid in full within 30 days of the date of the invoice, the DCEDC reserves the right to pursue all remedies, including stopping work on three (3) days’ prior written notice without recourse. If at any time an invoice remains unpaid for a period in excess of 30 days, interest of the rate of 1.5% per month will be charged on past-due accounts. Timely payment of invoices is a condition of this agreement. Failure to make payments in full within the time limits stated above will be considered substantial noncompliance with the terms of the grant agreement and will be cause for termination of the grant agreement if the DCEDC so chooses. Failure to remit local match to Dauphin County in a timely manner during the project may result in the TISIP participant being debarred from participation in other County grant and loan programs.

All applicant are encouraged to review the “Dauphin County Transportation Infrastructure Safety

Section VII – Program Inquiries

Program inquiries should be directed to:

Doug Brown (dbrown@dauphincounty.gov)
Dauphin County Industrial Development Authority
3211 North Front Street, Suite 301-C
Harrisburg, PA 17110
Telephone (717) 780-6250
Fax (717) 780-6258

TISIP APPLICATION PROCESS FLOWCHART



369 East Park Drive
Harrisburg, PA 17111
717.564.1121
www.hrg-inc.com

June 16, 2022

David Pribulka, Township Manager
1900 Linglestown Road
Harrisburg, PA 17110

Re: Dauphin County/Municipal Bridge Inspection Program
Susquehanna Township Bridge SQT-27
BMS #22 7101 0431 4027
Superstructure Replacement Recommendation

Dear Mr. Pribulka:

Herbert, Rowland & Grubic, Inc. (HRG), as engineer for Dauphin County, recently conducted an interim inspection of Susquehanna Township Bridge SQT-27, which carries Susquehanna Township Bridge SQT-27. This inspection was performed in accordance with the National Bridge Inspection Standards (NBIS) and with the Pennsylvania Department of Transportation's General Scope of Work for the Safety Inspection of State and Local Bridges.

SQT-27 was constructed in 1987 and has a superstructure that consists of 3 prestressed reinforced concrete box beams. For 31 years up through 2018 the superstructure of the bridge had a condition rating of an 8 meaning it was in "very good" condition. Then during the 2019 inspection cracking was observed on the beams. Based on this cracking the superstructure condition rating was reduced to a 5 meaning it was in "fair" condition. During the 2021 inspection additional cracking was observed on the beams and the superstructure was downgraded to a rating of 4 which meant the bridge was in "poor" condition. Following this inspection HRG coordinated with PennDOT to perform an updated load rating analysis of the structure taking into account this new deterioration. The load rating analysis indicated that the bridge did not need load posted. However, due to concern with the cracking HRG received approval to have the bridge switch from a 24-month inspection cycle to a 12-month inspection cycle.

2022 was the first year of the reduced cycle inspection, and on May 25, 2022, the most recent inspection was performed. During this inspection it was noted that once again there was additional cracking observed as well as increase in width and length of some of the existing cracks. Due to the amount of change in 1 year the condition rating of the superstructure was once again reduced. This time it was lowered to a 3 meaning the bridge was in "serious" condition. HRG also once again coordinated with PennDOT to perform a new load rating analysis for the bridge. This time the analysis resulted in a load posting recommendation of 29 Tons, Except Combinations 32 Tons. The condition of the beams also warranted the maintenance item for the replacement of the beams to be reduced to a priority 1, meaning there should be a plan of action to address this issue within 6 months.

As you can see this bridge has had a significant increase in deterioration in a very short period of time (4 years). This rate of deterioration is not typical and HRG will continue to inspect the bridge as needed and will coordinate with PennDOT and the Township on any new findings.

Mr. David Pribulka, Township Manager
Susquehanna Township
June 16, 2022
Page 2

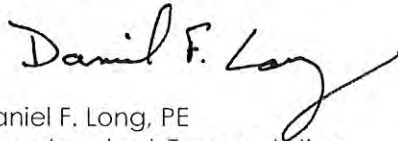
Based on the rapid increase in deterioration of the beams, at this point HRG would recommend performing a superstructure replacement to this bridge. This would remove the existing deck, beams and barriers and replace them all with new elements. This would then raise the condition rating of the superstructure back to an 8 "very good condition" where it was prior to 2019.

In order to fund this recommendation, HRG would further recommend the Township consider entering the Dauphin County Bridge Bundling Program – Municipal Round 2. This program would assist the Township in the cost by providing Federal Funds as well as County funds to the superstructure replacement cost.

Please review this information and recommendations and contact me if you have any questions, comments, or concerns.

Sincerely,

HERBERT, ROWLAND & GRUBIC, INC.

A handwritten signature in black ink that reads "Daniel F. Long". The signature is written in a cursive style with a long, sweeping tail on the letter "g".

Daniel F. Long, PE
Team Leader | Transportation

DFL/kjt
R000208.0519

P:\0002\000208_0519\Admin\Corres\2022\Critical Deficiency\SQT-27\2022.06.16\SQT-27 Replacement Recommendation - Copy.docx

Enclosures

c: File No. R000208.0519

Exhibit "A"

DAUPHIN COUNTY BRIDGE BUNDLING PROGRAM-MUNICIPAL ROUND 2

The Dauphin County Bridge Bundling Program leverages strong balances of county bridge funds with other transportation funding sources. The first round of this program was initiated in 2018 and all bridges in this round will be completed later this year. In total the first round of the program rehabilitated or replaced sixteen (16) County or Municipal owned bridges.

The goal of the program is to have no poor condition (formally structurally deficient) county, township, borough, or city-owned bridges in Dauphin County. With the conclusion of Round 1, there are eleven (11) remaining poor condition bridges in Dauphin County that are owned by municipalities. Dauphin County is prepared to collaborate on Round 2 of the program on the remaining bridges.

In your municipality, the following bridge has been targeted for inclusion in the Dauphin County Bridge Bundling Program Municipal Round 2:

Dauphin County Bridge Bundling Program Municipal Round 2					
Bridge Number	Municipality	Feature Carried	Feature Over	Project Type	Cost Estimate*
SQT-27	Susquehanna Township	Kohn Road	Paxton Creek	Superstructure Replacement	\$1,230,000

*Cost Estimate includes all project phases (Design, Utilities, Right-of-Way, and Construction) and includes a 30% contingency.

For the Municipal Round 2 of the program, Dauphin County will take the lead in:

- Determining interest and obtaining commitment from the municipalities that own the targeted structurally deficient bridges to participate in the program.
- Undertake pre-construction activities (i.e. design, right-of-way, utility)
- Bid and administer a single construction contract for all bridges in the bundle.

If the Township elects to participate in the program, it will be required to enter into an inter-municipal cost sharing agreement with the County, which will legally bind the County and the Township to the mutual promises and covenants of the program including but not limited to design requirements, cost sharing responsibility, payment procedures, audit requirements, contractor integrity provisions, etc. (A draft copy is attached for review)

A portion will be paid for in part with federal funds from the Infrastructure Investment and Jobs Act, also known as the "Bipartisan Infrastructure Law" (IIJA/BIL) and other funding assistance from Dauphin County. The County is proposing to equitably allocate, to the targeted poor condition bridges, a share of the \$2 million IIJA/BIL funds set aside for Dauphin County local bridges on the upcoming 2022-2026 TIP and for all costs not covered by federal aid a 60% County/40% City cost-sharing. For this project the following cost-sharing breakdown is proposed.

Phase	County (60% Non-Federal)	Township (40% Non-Federal)	Federal (IIJA/BIL thru HATS)	Total
Total	\$455,000	\$303,000	\$472,000	\$1,230,000
% of total	37%	25%	38%	

Note that these costs are planning level estimates and actual costs will be based on project costs as they are incurred. Also, the cost sharing presented above is based on all targeted municipalities participating in the program. If any elect not to participate, the federal share will be increased and a commensurate decrease in the County/Township share will be proportionately allocated for all municipalities who do elect to participate. The final planned cost distribution will be identified in the inter-municipal agreement.

For their cost responsibility, both Municipalities must identify their planned source of funding, which must be eligible to be used for the all the project phases (Design, Utilities, Right-of-Way, Construction) of a highway bridge project. The programs cash flow model plans for the County to front all of the pre-construction costs. Therefore, the Municipality’s funds should be available at the start of the construction phase in 2025 per the schedule below.

As a potential source of the Township municipal share, the Dauphin County Infrastructure Bank (DCIB) will be an eligible source, if the Municipality meets the eligibility requirements of the DCIB Program. See DCIB Program Guidelines and FAQ at the following link:

https://www.dauphincounty.org/government/departments/community_and_economic_development/industrial_development_authority/infrastructure_bank.php).

Due to the federal funding, the general program schedule is as follows:

Dauphin County Bridge Bundling Program Municipal Round 2 Schedule		
1	Municipal coordination and commitment from the municipalities	May 2022 to June 2022
2	Inter-municipal agreements w/ participating municipalities	June 2022 to July 2022
3	Design Scoping and Agreement	July 2022 to September 2022
4	Preconstruction activities (Design, R/W, and Utilities)	October 2022 to September 2024
5	Bidding and Award	September 2024 to November 2024
6	Construction	January 2025 to October 2025

If your municipality is interested and committed to participating in the program, please have a duly authorized representative of both municipalities sign below and email or fax a copy of this memorandum the following no later than June 30, 2022.

Mr. Brian D. Emberg P.E. Bemberg@hrg-in.com
 Mr. Dan Long, P.E. Dlong@hrg-inc.com

717-564-1121 (Office)
 717-564-1158 (FAX)

Upon receipt of a commitment, a formal cost sharing agreement will then be prepared and sent to your municipality by the County’s solicitor for execution.

I, the undersigned authorized representative of the municipality, certifies the commitment in principle to participate in Dauphin County Bridge Bundling Program-Municipal Round 2.

Municipality Name: Susquehanna Township

Signature: [Signature] Title: Township Manager Date: 6/29/22

Print Name: David Pabalka

Enclosure

RESOLUTION NO. 2023-R-11

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA
ADOPTING AN INVESTMENT POLICY STATEMENT FOR THE 457 DEFERRED
COMPENSATION PLAN**

WHEREAS, Susquehanna Township offers its employees a voluntary, employee funded 457(b) Deferred Compensation Plan (hereinafter, "Plan") for retirement investment and planning; and

WHEREAS, the Township has utilized the services of an independent 3(21) investment adviser to administer the investments of the plan, guide and educate participants based on appropriate risk tolerance, and ensure compliance with all applicable statutes; and

WHEREAS, an Investment Policy Statement is essential for providing criteria for the 3(21) investment adviser to abide by in the execution of their duties to plan participants, the Plan Administrator, and the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Susquehanna Township hereby adopts the Investment Policy Statement for the 457 Deferred Compensation Plan, attached hereto as Exhibit "A" and made part of this Resolution.

BE IT, AND THE SAME IS HEREBY RESOLVED, this 11th day of May 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

[SEAL]

ATTEST:

David Pribulka, Secretary

Exhibit "A"

INVESTMENT POLICY STATEMENT

Susquehanna Township 457 Plan

Plan Sponsor: Susquehanna Township

Plan Name: Susquehanna Township 457 Plan

Statement of Purpose for the Policy and the Plan

The Susquehanna Township 457 Plan is a defined contribution retirement plan available to all eligible employees. The Plan's purpose is to provide a deferred arrangement for Plan participants. Investment of Plan assets will be made for the sole interest and exclusive purpose of providing benefits to participants. It is the intent of the Investment Committee ("Committee") to oversee a Plan with a range of investment options that will enable participants to invest according to varying risk tolerance, savings time horizon, and other financial goals.

The Plan's investment funds will be selected and monitored with the skill, care and diligence that a prudent individual acting in a like capacity would undertake and in accordance with all other aspects of applicable law. Plans of deferred compensation described in IRC section 457 are available for certain state and local governments and non-governmental entities tax exempt under IRC Section 501. Plans eligible under 457(b) allow employees of sponsoring organizations to defer income taxation on retirement savings into future years. The Plan is a participant directed individual account plan that provides individual accounts for Plan participants and the ability to select how these individual accounts shall be invested.

The purpose of the document is to provide the Committee with guidance in discharging certain fiduciary responsibilities. It creates no obligation to act in any way. The Committee will consult with a 3(38) or 3(21) investment advisor who will monitor all of the evaluation criteria, as well as any other material issues when making decisions concerning the Plan's investment funds. Should the Committee opt to change to a 3(21) investment adviser, this IPS will need to be modified accordingly to reflect the change in fiduciary. To maximize diversification and lessen risk to the extent possible, the Plan offers a balanced portfolio of investment funds composed of equity, fixed income, and cash equivalent securities, and as such, is intended to be more aggressive than fixed income portfolios and less aggressive than purely equity-oriented portfolios.

The Plan offers a broad range of diversified investments that will enable a participant to construct a portfolio with aggregate risk and return characteristics at any point within the participant's desired range. Adherence to the specific investment objectives and criteria contained herein will be evaluated over a full-market cycle, which historically has been five to seven years. The Committee may, from time to time as warranted, modify these objectives and criteria according to the Committee's discretion in consultation with such financial advisor as it deems appropriate.

Because participants in the Plan ultimately are responsible for their own investment decisions, the Committee aims to provide participants with the following capabilities:

- Choose from a minimum of five diverse alternative investment fund categories, each with materially different risk and return characteristics, at least one of which will provide for a high degree of safety and capital preservation
- Meet and make investment decisions at least quarterly
- Receive or have access to the following information
 - A description of the investment alternatives available under the Plan including a general description of the investment objectives, risk and return characteristics, and type and diversification of assets comprising each alternative
 - A description of any transaction fees or expenses charged to the participant's account, and information on fund costs and fees that reduce the rate of return to participants
 - Fund prospectuses and quarterly reports including an assessment of the performance of each fund as measured against comparable benchmarks
 - A description of how, when and to whom participants may give investment instructions or identification of designated investment managers
 - The status of active managers in the portfolio including any who may be on a "watch list" or considered for replacement

Approach to Performance and Measurement

The 3(38) investment advisor will review the investment objectives and risk characteristics, historical performance, and expenses related to each available Plan investment option and choose a specific option based on the procedures and objectives. The Committee recognizes that risk, volatility, and the possibility of loss in purchasing power are present to some degree in all types of investment vehicles. While high levels of risk are to be avoided, the assumption of risk is warranted and encouraged to allow the Plan the opportunity to achieve satisfactory long-term results consistent with these procedures and objectives.

Generally, all investment options are expected to perform as well as or better than their prescribed performance standards and relevant benchmarks, net of fees. In any case, the advisor shall have full discretion and reserves the right to offer or terminate an investment option at any time, for any reason. Once the decision to terminate an investment option is made, asset transfer and liquidation should be handled to the best advantage of the Plan using one of the following approaches:

- Remove and replace with an alternative investment and move existing assets directly to the alternative fund
- Freeze the assets of the terminated investment and direct new assets to a replacement
- Phase out the investment over a specific time period
- Continue the investment but add a competing investment
- Remove the investment and do not provide a replacement investment

Monitoring of Investment Options

The on-going monitoring of investments will be a regular and disciplined process. While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to rectified guidelines is an ongoing process.

The advisor will periodically review the investments' progress in meeting the Plan's investment objectives on at least a quarterly basis. Fund has 3-year track record, \$100 mil or more in assets, consistent money

manager, performance trails benchmark over 1, 3, 5 years. Fund goes on watch after 1&3 years poor performance or has a change in direction or change to money manager. The advisor will review the Plan's investment offerings and present to the Committee actions pertaining to investment options at least once per year. Generally, the Committee realizes investment options should be given a full market cycle to achieve stated objectives, therefore greater weight will be given to market-cycle performance than performance in any given year. However, the Committee recognizes that economic, political, social or other changes could occur requiring action sooner than a full-market cycle. Investment options that consistently under perform in terms of risk and return will be carefully reviewed to determine if any action is warranted.

Default Investment Fund Selection

For those participants who fail to give investment instructions regarding either their balance in the Plan or future contributions to the Plan, such balances and contributions will be invested in a Qualified Default Investment Alternative (QDIA). The advisor will:

- Select the EFA Moderate 60/40 Model as the default investment option under the Plan
- Allow the participant to provide the opportunity to direct investments in its account any time prior to or after the placement of funds in the QDIA

Participant Investment Education

In developing a continual participant investment education program, the advisor will select funds and provide supporting material via the recordkeeper with consideration for the following:

- The number of funds offered should be limited to promote participant understanding without sacrificing the objectives set forth in this policy.
- The advisor should provide general information relating to the economy and capital markets as part of the investment education program
- Participants should be encouraged to select an appropriate asset allocation (based on their risk tolerance, their time until retirement and other factors relating to their personal financial status) and avoid attempts to time the market
- The advisor should educate participants on the relative risk and return of investing in different asset classes and how diversified investing can help reduce the risk of investing.
- The advisor should provide participants with education pertaining to rebalancing their investments at certain stages of their career. In other words, participants should be ~~notified~~ educated as they approach milestones in their career to prompt consideration of rebalancing their investments to realign risk tolerance.

Coordination With the Plan Document

Notwithstanding the foregoing, if any term or condition of this investment policy conflicts with any term or condition in the Plan, the terms and conditions of the Plan shall control.

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ON BEHALF OF THE SUSQUEHANNA TOWNSHIP 457 PLAN:

Name:

Title:

Date:

Name:

Title:

Date:



Susquehanna TOWNSHIP

1900 Linglestown Road | Harrisburg, PA 17110

Phone 717.545.4751 | Fax 717.540.4298

susquehannatwp.com

May 2, 2023

Susquehanna Township is in the process of updating our park system and has identified Crown Point Park Playground as the next playground system to be replaced. The Township is working with various playground suppliers and has determined the cost of the playground would be \$358,353.00. Susquehanna Township was awarded a grant as part of the Dauphin County Local Share grant in the amount of \$30,000 to put towards the replacement. The Susquehanna Township Board of Commissioners is committed to financially supporting the match to the DCED Greenways, Trails, and Recreation Program proposal in the amount of \$78,353.

Susquehanna Township Board of Commissioners is committing a financial grant match of \$78,353 and is requesting \$250,000.

Frank Lynch, President Board of Commissioners

Date

David Pribulka, Secretary

Date

RESOLUTION NO. 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.**

NOW, THEREFORE, BE IT RESOLVED, that the Susquehanna Township Board of Commissioners of Dauphin County hereby requests a Greenways, Trails, and Recreation Program (GTRP) grant of \$250,000.00 from the Commonwealth Finance Authority to be used for the replacement of the Crown Point Park Playground.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate David Pribulka, Susquehanna Township Manager, as the official to execute all documents and agreements between Susquehanna Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Susquehanna Township Board of Commissioners this 11th day of May 2023.

**SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS**

Frank Lynch, President

[SEAL]

ATTEST:

I, David Pribulka, duly qualified Township Manager/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 Board of Commissioners at a Regular Meeting held May 11, 2023, and said Resolution has been recorded in the minutes of the Susquehanna Township Board of Commissioners and remains in effect as of this date.

David Pribulka, Township Manager/Secretary



Susquehanna TOWNSHIP

1900 Linglestown Road | Harrisburg, PA 17110

Phone 717.545.4751 | Fax 717.540.4298

susquehannatwp.com

MEMORANDUM

Date: May 8, 2023

To: Susquehanna Township Board of Commissioners

From: Betsy Logan, Assistant Township Manager

Re: Modification of stormwater requirements for Mountindale Phases 4 & 5

Stan Custer of Custer Homes, Inc. has submitted a request for a modification from the Susquehanna Township Stormwater Management Ordinance (SWMO) as adopted on October 14, 2010, by Ordinance 10-13. Section §19-105.3 outlines the applicability of the current SWMO on regulated activities, which includes the construction of new or additional impervious or semi-pervious surfaces (3.D) and the construction of new buildings or additions to existing buildings (3.E.). The background on the request for modification is provided below.

Background

1. In 1992, the Township approved the final land subdivision plan of Mountindale Phase 4. The plan features 20 single-family lots and a stormwater detention basin designed to accept runoff from the lots in Phase 4 and Phase 5. The stormwater infrastructure and detention basin were subsequently constructed as designed on the approved plan. Of the 20 single-family lots, 6 remain vacant.
2. On December 13, 2021, the Township approved the final land subdivision plan of Mountindale Phase 5. This plan included 21 lots for single-family detached dwellings, with stormwater being conveyed to the existing detention basin in Phase 4 of Mountindale. Of the 21 lots, 11 remain vacant.
3. Custer Homes, Inc is working with Landmark Homes to build a single-family residence on Lot 119 of Mountindale Phase 5. Because the new impervious is considered a regulated activity, the 2010 SWMO regulations must be met. The new SWMO requires infiltration BMPs to be dispersed throughout the site, made as shallow as practicable, and located to maximize use of natural on-site infiltration features (§19-301.16.)
4. Custer Homes, Inc. would like to utilize the existing detention basin to handle the stormwater runoff from new impervious on Lot 119 and the other vacant lots in Phases 4 and 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.
5. Because of the age of the existing basin (early 1990s), the current stormwater management

regulations apply, and any “grandfathered” rights to the system no longer apply.

6. Staff has reviewed options for using the existing detention basin for upcoming development. The review included a preliminary investigation of the total impervious area the detention basin was designed to hold. This number was compared to the existing impervious area currently draining into the site. Based on the preliminary staff review, the basin was designed to retain an additional 4,051 square feet of impervious area per lot.
7. Staff also inspected the detention facility for compliance. The investigation determined that the detention facility is functioning at approximately 40% capacity of the design. The basin is not retaining water, and channelization has occurred toward the CM Riser. The CM Riser is also cracked below grade, preventing the basin from retaining water. The riser dome is out of place and damaged.

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. Prior to the Board’s consideration of the requested modification, staff is recommending Mr. Custer’s engineer perform an assessment of the system to determine corrective action, outline the steps to correct the system, and provide a timeline for completion of the repairs. Pending concurrence of the assessment and design by the Township Engineer, staff is recommending conditional approval of the modification pursuant to Section 19-302, Exemptions/Modifications. As a condition of approval, staff is recommending the applicant execute a new easement agreement, operation and maintenance agreement, and a developer’s agreement for the basin to ensure the repairs and long-term viability of the facility.



2805 Old Post Road, Suite 200
Harrisburg, PA 17110

The Board of Commissioners, Susquehanna Township
C/O David Pribulka, Township Manager
1900 Linglestown Road
Harrisburg, PA 17110

April 26, 2023

RE: Stormwater Management Waiver Request, Mountaindale Detention Basin

Board of Commissioners:

Custer Homes, Inc. installed a stormwater basin approximately 29 years ago in Phase 4 of Mountaindale as per the approved and recorded plans. The detention basin was designed and built to handle the stormwater from the streets and building lots above/north of the basin. There remain 17 undeveloped lots in Phases 4 and 5 which drain to the Mountaindale Basin.

Custer Homes, Inc. is requesting a waiver from the Susquehanna Township Stormwater Management Ordinance section 19-302.2 Exemptions/Modifications based upon the following grounds:

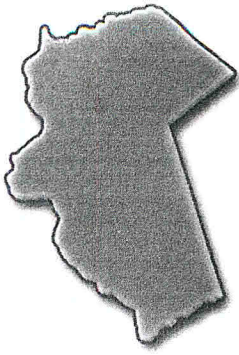
1. The Basin was designed and built to control the stormwater runoff from the streets and lots above/north of the Basin.
2. The Basin allows for BMPs to be utilized to the maximum extent practicable.
3. The Basin reduces the required limits of disturbance and the amount of grading on each home site.
4. The Basin reduces the required number of trees that need to be removed for each home site.
5. The Basin allows for the natural slopes and mountain setting/terrain to be maintained as much as possible.
6. The Basin improves the aesthetics and livability of each home site (no unsightly ponds in the front, side or rear yards).
7. The Dauphin County Conservation District did not require the renewal of the NPDES Permit for Phase 5 (Copy attached).

We acknowledge the Basin is in need of some maintenance and repairs and are willing to work with the Township in a cooperative and expeditious manner to improve and enhance the function and operation of the Basin.

Respectfully,

A handwritten signature in blue ink that reads 'Stan Custer, Jr.' with a stylized flourish at the end.

Stan Custer, Jr.
Custer Homes, Inc.



Dauphin County Conservation District

1451 Peters Mountain Road • Dauphin, PA 17018

Phone: (717) 921-8100 • Fax: (717) 921-8276 • www.dauphined.org

Located at the Dauphin County Agricultural & Natural Resources Center

Two miles north of Dauphin on Route 225

December 22, 2008

Stan Custer, Jr.
The Custer Group of Companies
2805 Old Post Road-Suite 200
Harrisburg, PA. 17110

RE: MOUNTAINDALE, PHASE 5 & 6
NPDES PERMIT # PAR 10I290 (EXPIRED)
SUSQUEHANNA TOWNSHIP,
DAUPHIN COUNTY

Dear Mr. Custer:

I received your letter in response to our meeting in your office on December 16, 2008 in reference to the above named project. As we discussed, the future Phase 6 development will require a new permit application approval prior to any earth disturbance.

The NPDES Permit # PAR 10I290 did expire on March 11, 2007. However, at the discretion of the Dauphin County Conservation District a new NPDES permit will not be required for the (15) remaining undeveloped lots in Phase 5 due to proposed remaining earth disturbance being less than 5 acres with no point source discharge. Any person proposing future earth disturbance activities at the remaining lots must comply with requirements of the Erosion and Sediment Control regulations in Title 25 PA. Code Chapter 102.

After confirming that the remaining total proposed disturbance is less than 5 acres, the above decision is based on guidelines and procedures from DEP Administrative Policy and Permitting Manual, Section 4 - Guidelines and Recommended Procedures, Items: 4.2 and 4.9.

We would appreciate being informed of any planned earth disturbance for Phase 5 in the future to assure erosion and sediment will be controlled through proper best management practices.

If we may be of further assistance or answer any questions, please contact us.

Sincerely,

Paul L. Wentz
Resource Conservationist

PLW/bgw

Pc: File
Susquehanna Township-ATTN: Michael Rohrer

DEC 24 2008



Township Manager's Report May 11, 2023

1. Despite the weather, Susquehanna Township's Inaugural Arbor Day Celebration on April 28th was a huge success! Staff, Commissioners, and members of the Shade Tree Commission joined Brian Chase of Bartlett Tree Experts for a tree planting with third grade STEAM students from Holtzman Elementary School. A wildfire black gum tree was planted at Christian McNaughton Park next to the play area.
2. The Pension Committee met on April 26th to review the investment and actuarial reports for the Uniformed and Non-Uniformed Defined Benefit Plans. Both plans have grown 4.4% in the first quarter of this year, short of the benchmark but an improvement on the 2022 Q4 performance. Overall, the plans are performing well and above market benchmarks. It is anticipated that the underperformance of the market in 2022 will have a significant impact on the Minimum Municipal Obligation in 2025, meaning options may need to be considered to smooth its impact over several years. No action is warranted at this time, however.
3. A Pre-Bid Meeting was held on April 27th for the Mini Basin 23B/C Capital Project of the Susquehanna Township Authority. Several bidders attended the meeting. Bids are scheduled to be opened on May 19th with an award recommendation to follow at the June STA meeting.
4. A meeting with Penn Waste representative Joel Washok and members of the working group of the Board of Commissioners was held on May 9th to discuss the proposal to amend the contract to enable mobile carts/automated collection for Township residents. A verbal update on the outcome of the meeting will be provided.
5. The Tri-County Planning Commission held its 2023 Annual Luncheon on Thursday, May 11th. A verbal report on any relevant items will be provided.
6. HRG, Inc. is preparing the bid documents for the 2023 Paving Projects. Goose Valley Road; Crooked Hill Road; Rose Hill Road; Valley Road; and Locust Lane will all be bid as one capital project, with a recommendation for award made to the Board of Commissioners at a later date. Goose Valley Road will include an alternate bid item for a turnaround at the end of the road segment. During design, the Township Engineer determined additional right-of-way would need to be acquired from the adjacent property owner, necessitating acquisition proceedings before the improvement can be constructed.
7. A total of six proposals were received in response to the Banking Services Request for Proposals issued by the Township for selection of a central repository. Staff is currently reviewing the responses and a meeting of the Budget & Finance Committee will be scheduled shortly to develop a recommendation for award to the Board of Commissioners.

May 4th, 2023

TO: President Frank Lynch, Police Committee, and Members of the Board of Commissioners

FROM: Director of Public Safety Robert A. Martin

SUBJECT: Monthly Report of Activities within the Police Department for the Month of March 2023

During the month of March 2023, the Police Department investigated 2158 complaints, and traveled 18,914 miles patrolling the township highways and residential areas. There were 175 traffic citations issued, 28 non-traffic citations issued, 365 written warnings issued.

Also, during this month there was 2 Burglaries, 2 Robberies, 1 Rape, 22 thefts, 20 Assaults, 16 drug arrests, 50 traffic accidents reported.

Also, there were 32 criminal arrests accomplished by the Patrol Division.



PLANNING

DEVELOPMENT PLANS

Project Name	Location	Use	Status
1 3801 Walnut St. (2022)	3801 Walnut St.	Comm. - restaurant add.	Tabled
2 3103 Walnut St (2022)	3103 Walnut St	LD - new building	Tabled
3 1235 Martina Dr	1235 Martina Dr	Residential LD - 395 unit	Tabled
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	BOC 6/8
6 Riveroaks Associates	3401 & 3405 N Front St.	Minor SD - lot combo	BOC 5/25
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	BOC
9 Vickie & Robert Geesaman	3604 Beaucrest St.	Minor SD - 2 lots	Tabled
10			
11			
12			
13			
14			

ZONING HEARING BOARD

Applicant	Location	Request	Date	Status
1 3801 Walnut Enterp	3801 Walnut St.	Appeal /Sign Variance	5/4/2022	ZHB Appeal
2 Lamont Palmer	2011 Clayton Ave.	Appeal/MF in R-2	2/16/2023	Appealed
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	5/3/2022	Approved
7 Sola Salon	2533 Brindle Rd	Sign Variance	5/3/2022	Approved
8				
9				

TEXT AMENDMENTS

Applicant	Request	Date	Status
1 Township	Zoning Ordinance Rewrite	2/15/2023	Review
2 Township	Subdivision Rewrites	2/15/2023	Review
3			
4			
5			
6			

PERMITS & LICENSES

BUILDING PERMITS

	APR	YTD
Cell Tower Antennas	0	4
Commercial Improvements	2	12
Commercial New Buildings	0	1
Demolition	0	8
Industrial Housing	0	0
Porch/Patio/Deck	4	11
Residential Addition	0	0
Residential Improvements	5	19
Retaining Wall	0	3
Multi-Family Residential	0	2
Single Family Dwelling	4	9
Signs	4	11
Solar Panels	8	26
Swimming Pool/Hot Tub	1	9
Townhouse	0	0
Electrical	23	89
Plumbing	24	80
Total	75	284

CERTIFICATES OF OCCUPANCY

	APR	YTD
Commercial Improvement	0	1
Residential Renovation	0	0
Fire Restoration	0	0
New Commercial	1	1
Residential Additions	0	1
Single Family Attached	2	13
Single Family Detached	1	14
Singe Family Semi-Detached	0	0
Tenant Fit-out	2	2
Townhouse	24	37
Total	30	69

VIOLATIONS

	APR		YTD	
	Open	Corr	Open	Corr
Building	3	0	0	0
Property	34	15	124	70
Zoning	0	0	0	0
Other	1	0	0	0
Total	38	15	124	70

ZONING PERMITS

	APR	YTD
Accessory (Misc)	1	6
Deck/Patio	2	7
Detached Garage	1	2
Driveway	1	1
Fence	10	20
Shed	5	7
Use	0	3
Total	20	46

MISC

	APR	YTD
Grading/Fill (no building)	6	13
Shade Tree Permits	0	4
Street Cut Permits	5	23
Solicitation Permits	0	6

BUILDING INSPECTIONS

	APR	YTD
Residential	132	773
Commercial	62	262
Plumbing	91	337
Total	285	1372

OTHER PERMITS/LICENSES

	APR	YTD
Plumbers - Master	3	70
Plumbers - Journeyman	6	142
Total	9	212

CITATIONS FILED

	APR		YTD	
	Open	Heard	Open	Heard
Building	0	0	0	0
Property	4	0	9	1
Zoning	0	0	0	0
Other/Health	0	0	0	0
Total	4	0	9	1

OTHER DCED ACTIVITIES

ON LOT DISPOSAL SYSTEMS (OLDS)

	APR	YTD
Pumping Reports	2	23
Out of Compliance	150	198
Total # In Compliance/Total	106	165
SEO Inspections	4	6
SEO Permits Issued	2	4

Note: Final letters for violation of pumping are being prepared for mailing by areas.

HEALTH INSPECTOR ACTIVITY

	APR	YTD
In-Compliance Inspections	13	42
Out-of-Compliance Inspections	0	2
New Facility Inspections	0	0
Complaint Inspections	0	3
Licenses Issued	5	126

Note: Health Report is attached.

STORMWATER

STORMWATER AUTHORITY ACTIVITY

	APR	YTD
Inspections	4	55
Pre-application Meetings	0	3
Credits	0	8
IA Reviews/General Appeals	1	183
IA Corrections*	0	0
Board Appeals	0	0

Note:

MS4 PROGRAM

	APR	YTD
MCMs		
1. Public Education	2	33
2. Participation	1	8
3. IDDE	0	996
4. Construction	0	39
5. PCSM	0	8
6. Housekeeping	1	49
Total	4	1133

Note: See attached Stormwater Report for more information.

STORMWATER ORDINANCE

	APR	YTD
Plans Reviewed	9	15
Complaints	1	17
Violations	1	14

Note:



Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
4/3/2023	28013	62-021-162	2601 MARKET PL	Building Permit	Com Improvement
4/3/2023	9182	62-021-162	2601 MARKET PL	Electrical Permit	Com Improvement
4/4/2023	IA2023-043	62-047-060	301 N PROGRESS AV	Stormwater Permit	Reassessment
4/4/2023	GEP2023-09	62-052-018	1100 ERIC DR	Grading / Excavation	GRADING
4/5/2023	28017	62-059-030	1600 PEBBLEBROOK LN	Building Permit	Res Improvements
4/5/2023	9186	62-059-030	1600 PEBBLEBROOK LN	Electrical Permit	Res Improvements
4/5/2023	9883	62-059-030	1600 PEBBLEBROOK LN	Plumbing Permit	Res Improvements
4/5/2023	28014	62-013-218	2417 Hawthorne Drive	Building Permit	SFDD
4/5/2023	9183	62-013-218	2417 Hawthorne Drive	Electrical Permit	SFDD
4/5/2023	9881	62-013-218	2417 Hawthorne Drive	Plumbing Permit	SFDD
4/5/2023	28015	62-013-230	2418 Hawthorne Drive	Building Permit	SFDD
4/5/2023	9184	62-013-230	2418 Hawthorne Drive	Electrical Permit	SFDD
4/5/2023	9882	62-013-230	2418 Hawthorne Drive	Plumbing Permit	SFDD
4/5/2023	28018	62-066-040	1820 MOUNTAINVIEW RD L-4	Building Permit	Swimming Pool
4/5/2023	9187	62-066-040	1820 MOUNTAINVIEW RD L-4	Electrical Permit	Swimming Pool
4/5/2023	9884	62-066-040	1820 MOUNTAINVIEW RD L-4	Plumbing Permit	Swimming Pool
4/5/2023	9185	62-044-038	1015 WILHELM RD	Electrical Permit	Res Improvements
4/5/2023	GEP2023-10	62-044-038	1015 WILHELM RD	Grading / Excavation	Excavation
4/5/2023	2023-28	62-009-076	1921 LINGLESTOWN RD	Zoning Permit	PATIO
4/5/2023	28016	62-025-119	311 HICKORY HILL RD	Building Permit	Res Improvements
4/6/2023	IA2023-044	62-009-076	1921 LINGLESTOWN RD	Stormwater Permit	Reassessment
4/6/2023	IA2023-045	62-060-109	4500 CROOKED HILL RD	Stormwater Permit	Reassessment
4/6/2023	2023-29	62-049-040	2421 GARRISON AV	Zoning Permit	DRIVEWAY
4/6/2023	27473	62-023-096	571 Enclave Drive	Certificate of Use and	Townhouse
4/10/2023	9885	62-039-047	3810 BONNYBROOK RD	Plumbing Permit	SEWER LAT
4/10/2023	2023-19	62-039-047	3810 BONNYBROOK RD	Street Cut Permit	ROAD OPNG
4/10/2023	2023-30	62-052-018	1100 ERIC DR	Zoning Permit	FENCE
4/11/2023	2023-20	62-036-104	3546 SCHOOLHOUSE LN	Street Cut Permit	ROAD OPNG
4/11/2023	2023-21	62-016-061	3631 N 2ND ST	Street Cut Permit	ROAD OPNG
4/11/2023	28019	62-047-040	3511 CLOVERFIELD RD	Building Permit	Porch/Patio/DECK/SHED
4/11/2023	2023-22	62-015-067	3857 N 6TH ST	Street Cut Permit	ROAD OPNG
4/12/2023	28030	62-039-134	607 BOUNDBROOK RD	Building Permit	Solar panels
4/12/2023	2023-32	62-077-050	4800 WOODCREST DR	Zoning Permit	Shed
4/13/2023	9190	62-060-113	4516 CROOKED HILL RD	Electrical Permit	Res Improvements
4/13/2023	9191	62-027-082	2318 HIGHLAND AV	Electrical Permit	Res Improvements
4/13/2023	28021	62-031-150	3202 CREST RD	Building Permit	Res Improvements
4/13/2023	9192	62-031-150	3202 CREST RD	Electrical Permit	Res Improvements
4/13/2023	9887	62-037-064	3214 MEADOW LN	Plumbing Permit	Res Improvements
4/13/2023	9189	62-043-008	900 WILHELM RD	Electrical Permit	Res Addition
4/13/2023	GEP2023-14	62-049-071	4204 N PROGRESS AV	Grading / Excavation	Fill
4/14/2023	2023-34	62-001-088	1050 MOUNTAIN VIEW RD	Zoning Permit	FENCE

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
4/14/2023	9888	62-015-024	3973 N 6TH ST	Plumbing Permit	SEWER LAT
4/14/2023	9889	62-015-331	3837 N 6TH ST	Plumbing Permit	SEWER LAT
4/14/2023	28020	62-052-018	1100 ERIC DR	Building Permit	PATIO/DECK/SHED
4/15/2023	2023-33	62-009-118	4208 JONATHAN LN	Zoning Permit	FENCE
4/17/2023	2023-37	62-054-031	4250 APPLETREE RD	Zoning Permit	Shed
4/17/2023	2023-36	62-054-005	1500 SMOKEHOUSE LN	Zoning Permit	Other
4/17/2023	28022	62-013-156	2805 OLD POST RD	Building Permit	Com Improvement
4/17/2023	2023-35	62-054-005	1500 SMOKEHOUSE LN	Zoning Permit	FENCE
4/17/2023	9890	62-013-156	2805 OLD POST RD	Plumbing Permit	Com Improvement
4/17/2023	9193	62-013-156	2805 OLD POST RD	Electrical Permit	Com Improvement
4/18/2023	2023-38	62-021-446	3215 CITATION DRIVE	Zoning Permit	FENCE
4/18/2023	GEP2023-13	62-021-449	3016 Bianca Way	Grading / Excavation	Excavation
4/19/2023	28031	62-023-072	1955 ELMERTON AV	Building Permit	Signs
4/19/2023	28032	62-071-029	WALKER MILL RD	Building Permit	Signs
4/19/2023	9892	62-016-144	3652 N 3RD ST	Plumbing Permit	SEWER LAT
4/19/2023	9891	62-019-107	3104 BRAEBURN LN	Plumbing Permit	Res Improvements
4/19/2023	28036	62-019-3223	1816 Ethan Dr.	Building Permit	SFDD
4/19/2023	9201	62-019-3223	1816 Ethan Dr.	Electrical Permit	SFDD
4/19/2023	9896	62-019-3223	1816 Ethan Dr.	Plumbing Permit	SFDD
4/19/2023	9200	62-039-134	607 BOUNDBROOK RD	Electrical Permit	Res Improvements
4/19/2023	28023	62-040-009	3529 UNION DEPOSIT RD	Building Permit	Signs
4/19/2023	28029	62-059-127	1521 DOGWOOD DR	Building Permit	Solar panels
4/19/2023	9199	62-059-127	1521 DOGWOOD DR	Electrical Permit	Res Improvements
4/19/2023	28028	62-056-081	2667 CRANBERRY CIR	Building Permit	Solar panels
4/19/2023	9198	62-056-081	2667 CRANBERRY CIR	Electrical Permit	Res Improvements
4/19/2023	28024	62-078-021	2009 ALEXIS DR	Building Permit	Solar panels
4/19/2023	9194	62-078-021	2009 ALEXIS DR	Electrical Permit	Res Improvements
4/19/2023	28025	62-064-030	2213 CONCORD CIR	Building Permit	Solar panels
4/19/2023	9195	62-064-030	2213 CONCORD CIR	Electrical Permit	Res Improvements
4/19/2023	28026	62-061-020	1901 BRADLEY DR	Building Permit	Solar panels
4/19/2023	9196	62-061-020	1901 BRADLEY DR	Electrical Permit	Res Improvements
4/19/2023	28027	62-064-019	2200 BUTTONWOOD CIR	Building Permit	Solar panels
4/19/2023	9197	62-064-019	2200 BUTTONWOOD CIR	Electrical Permit	Res Improvements
4/19/2023	28033	62-023-064	800 CORPORATE CIR	Building Permit	Signs
4/19/2023	28034	62-086-007	152 HOLLY HILLS DR	Building Permit	Res Improvements
4/19/2023	9895	62-039-014	3815 SCHOOLHOUSE LN	Plumbing Permit	SEWER LAT
4/19/2023	9893	62-032-069	3616 CLOVERFIELD RD	Plumbing Permit	Res Improvements
4/19/2023	9894	62-021-216	101 NICOLAS CT	Plumbing Permit	Res Improvements
4/19/2023	28035	62-001-001	100 FORT HUNTER ROAD	Building Permit	Com Improvement
4/20/2023	9202	62-044-003	1109 WILHELM RD	Electrical Permit	Res Improvements
4/20/2023	9898	62-043-085	3404 GREEN HILL RD	Plumbing Permit	SEWER LAT
4/20/2023	27511	62-023-096	510 Enclave Dr. (Building 6)	Certificate of Use	Townhouse
4/20/2023	2023-39	62-021-449	3016 Bianca Way	Zoning Permit	PATIO
4/20/2023	9897	62-086-007	152 HOLLY HILLS DR	Plumbing Permit	Res Improvements
4/20/2023	2023-41	62-059-152	1379 WANDERING WY	Zoning Permit	FENCE
4/20/2023	2023-40	62-030-006	1716 GLENSIDE DR	Zoning Permit	FENCE



Type	Location	Description	Opened	Closed
Property	1707 AMBROSIA CIR LT	Cats roaming free throughout deve	4/3/2023	
Property	214 PARKWAY RD	Exterior Maintenance	4/3/2023	
Property	2016 CONTINENTAL DR	Barking Dog	4/4/2023	4/25/2023
Property	4604 CUSTER DR	MOTOR HOME	4/5/2023	
Property	1015 BLUE RIDGE RD	EXTERIOR MAINTENANCE	4/5/2023	4/25/2023
Property	3811 CLOVERFIELD RD	dead /tree	4/5/2023	
Property	3701 GREEN ST	SANITATION	4/6/2023	4/18/2023
Property	3614 CENTERFIELD RD	Yard Waste	4/10/2023	
Property	3702 N 3RD ST	Sanitation	4/10/2023	
Property	306 STUART PL	PARKING CAR ON LAWN	4/11/2023	
Property	3113 UNION DEPOSIT RD	Parking on lawn	4/11/2023	4/19/2023
Property	408 ALDEN ST	Chickens running at6 large	4/11/2023	
Property	2423 HIGHLAND AV	dog law violation	4/11/2023	4/18/2023
Earth Dist	4204 N PROGRESS AV	WORK WITHOUT PERMIT	4/12/2023	
Property	3031 WALNUT ST	SANITATION	4/12/2023	
Property	401 LARRY DR	SHADE TREE VIOLATION	4/12/2023	
Property	512 LATSHMERE DR	SHADE TREE VIOLATION	4/12/2023	
Property	142 N 28TH ST	SANITATION	4/13/2023	
Property	2304 ASPEN WY	Accumulation of trash	4/17/2023	
Building	2203 WALNUT ST	Working without permits	4/18/2023	
Property	2120 FORSTER ST	TREE EXTENDING ONTO NEIGHBO	4/19/2023	4/25/2023
Property	2222 FORSTER ST	motor Vehicle	4/19/2023	
Property	4707 N GALEN RD	ShadeTree Violation	4/19/2023	4/28/2023
Property	4404 SAYBROOK LN	inoperable vehicle	4/20/2023	
Property	4125 N FRONT ST	SANITATION	4/24/2023	
Property	4701 N GALEN RD	motor vehicles parked in front of h	4/24/2023	4/28/2023
Property	509 PARKWAY RD	Grass violation	4/24/2023	
Property	1724 GLENSIDE DR	TALL GRASS	4/26/2023	
Property	1917 N 26TH ST	HIGH GRASS VIOLATION AND DAM	4/26/2023	
Property	2308 ASPEN WY	Accumulation of trash	4/26/2023	
Property	2300 ASPEN WY	Accumulation of trash	4/26/2023	
Building	1703 GLENSIDE DR	DAMAGED RETAINING WALL	4/27/2023	
Property	1913 N 26TH ST	vehicles parked in front of home &	4/27/2023	
Property	3404 HILLCREST RD	motor vehicles parked on lawn	4/27/2023	
Property	220 FOX ST	Exterior Maintenance	4/27/2023	
Building	1720 EVERGREEN RD	EXTERIOR MAINTENACE	4/28/2023	
Property	407 SHIELD ST	Rooster Violation	4/28/2023	
Property	419 N PROGRESS AV	parking on lawn	4/28/2023	5/4/2023

WEBSITE

STATISTICS

Total Users: 6,664

Sessions: 9,102

New Users: 6,071

Device Usage	
Desktop	3014
Mobile	3519
Tablet	96

Default Channel	
Organic Search	4,822
Direct	1,597
Social	227
Referral	135

Behaviors	
Average Session Duration	0:01:48
Bounce Rate	43.0%
Page Views	20,698
Pages/Session	2.274
Number of Sessions/User	1.37

TOP 10 PAGES

#	PAGE	HITS
1	Recreation	777
2	staff email	667
3	Susquehanna Connect	599
4	Sewer payments	589
5	PSP	372

#	PAGE	HITS
6	newsletter	245
7	ecodes	206
8	Civicplus	188
9	PC/ZHB Schedule	161
10	Pennwaste	151

E-CODE (Ordinance)

TOTALS (Last 12 Months)

Total Views: 41,361

Total Unique IPs: 4,066

VIEWES BY MONTH 2022

Jan	3367	Apr	0	Jul	0	Oct	0
Feb	3463	May	0	Aug	0	Nov	0
Mar	369	Jun	0	Sep	0	Dec	0

TOP 10 SEARCHES

30 days		
1	cert of occupancy	27
2	noise	25
3	occupancy	16
4	pavement setback	14
5	certificate	11
6	fire pit	11
7	plumbing license	11
8	assessment	8
9	chicken coop	5
10	Exhibit 6	5

Last 12 Months		
1	impervious	283
2	fence	2+9
3	nothing shall be pl	170
4	easment	142
5	pavement setback	142
6	r 2	142
7	short term rental	142
8	crosswalk	85
9	landscape wall	85
10	occupation	85

SOCIAL MEDIA

FACEBOOK

Total Page Followers	1,720
New Page Followers	7
Reactions	13
Shares	7

Photo Views	8
Post Reach	770
Post Engagement	61
Link Clicks	7

NEXTDOOR

Members	5,921
New Members	28
Housholds	4378
Agency Posts	6

Note:

SUSQUEHANNA CONNECTS

	APR	YTD
New Reports Created	27	87
Reports Closed	2	17
Days to Closed	1.5	18

TOP 10 ISSUES

#	REPORT	APR
1	Animal Issue	5
2	Other	5
3	Pothole	3
4	Trees	3
5	Vegetation	3
6	Vehicle Concern	3
7	Property Maintenance	2
8	Illegal Dumping	1
9	Trash & Recycling	1
10	Work w/o a Permit	1

#	REPORT	YTD
1	Property Maintenance	17
2	Other	14
3	Pothole	11
4	Vegetation	9
5	Animal Issue	8
6	Illegal Dumping	5
7	Trees	5
8	Vehicle Concern	5
9	Trash & Recycling	4
10	Work w/o Permit	4

Environmental Health Inspection Summary for April, 2023

In-Compliance Routine Food Establishment Inspections- 13

Thirteen retail food facilities passed their inspections in the month of April. The following food establishments were found to be “in-compliance” with Susquehanna Township Ordinances and the PA Food Code: Chipotle Mexican Grill, Covenant Christian Academy, CVS Pharmacy, Honey Bear, McDonald’s, Pepper Pot, Progress Fire Company Home Association, Progress Fire Company, Ridgeway Community Church of the Brethren, Starbucks, Subway Subs- Linglestown Road, Subway Subs- Paxton Church Road, Yianni Gyros.

Out of Compliance Inspections- 0

Consumer Complaint Inspection/Investigation- 0

New Opening Inspections-0

Total food establishment & complaint investigations for the month of April = 13

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

A handwritten signature in blue ink that reads "Anthony P. Russo" with a horizontal line extending to the right.

April 26th, 2023

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

In the past month, stormwater staff reviewed stormwater and grading permits, completed recoding of MS4 inlets in ArcGIS Online, and completed transition materials.

Stormwater Tech Geigley reviewed two stormwater permits and seven grading permits in April. The township has seen a rise in outdoor construction with the warmer weather and have seen an increase in grading permits for outdoor work. A complete recoding of all MS4 outfalls has been inputted by Stormwater Tech Geigley into ArcGIS Online and updated the map symbology to reflect the changes and better represent the MS4 outfalls and their correct ownership. Stormwater Tech Geigley also began impervious area reassessments on Waverly Woods townhome communities.

Stormwater Management Program Coordinator Smith assisted with Arbor Day event preparations, various transition materials, and prepared trainings before her last day on April 21st.

Stormwater Coordinator Smith prepared promotional materials and vouchers for the PCWEA and Shade Tree Commission Arbor Day tree giveaway. Stormwater Coordinator Smith also prepared several Standard Operation Procedure documents to prepare for the Rain Barrel Workshop and reassessments. To assist with program planning, Stormwater Coordinator Smith completed an annual MS4 matrix for MS4 permit requirements and their suggested completion date.

Additionally, stormwater staff completed a training with the Public Works sewer crew to familiarize them with newly purchased iPads and how they can be utilized to complete digital reports.

	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
YTD	29	1	2	33	15	4	4		31	2	965	6	0	3

Respectively,
 Kathleen Geigley, Stormwater Technician

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



APRIL GENERAL WORK REPORT

04/30/2023

1. SIGN WORK ---- INSTALLED NEW SIGNS AND REPAIRED THE DAMAGED SIGNS.
2. DAVE WESTHAFFER FINISHED CLASS A TRAINING.
3. INLET REPAIR 200 BLK SHELL ST. & 3508 CLOVERFIELD RD..
4. PARK MAINTENANCE.
 - DIG OUT, STONE, & INSTALL VETERANS PARK BASEBALL BATTING CAGE.
 - CUT TREES & REMOVE FROM BOYD & LOGAN PARKS.
5. PATCHING POTHoles.
6. GROUND WOODY WASTE.
7. REMOVED ROLLED CURB @ 1025 MILLER LN. @ THE STEPS REQUESTED FROM THE HOME OWNERS.
8. REMOVE, REPAIR, & REINSTALL FENCE ALONG UNION DEPOSIT @ THOMAS WAY.
9. INSTALLED SPEED HUMP ON 4500 BLK OF CROOKEDHILL RD..
10. CLEAN UP DEBRIS FROM MOWING LOTS UPTOWN.

11. CLEANED INLETS.
12. CLEAN UP TREE STORM DAMAGE.
13. PICK UP LITTER ON PAXTONCHURCH RD. @ APPLE CREEK FARMS.
14. ROADSIDE MOWING.
15. INSTALLED 2 BIKE RACKS @ MAIN OFFICE.
16. GRADED & PLACED STONE @ ASYLUM RUN RIGHT OF WAY.
17. AUTHORITY ATTENDED PA RURAL WATER ASSOCIATION CLASS.
18. CHECK PUMPS & GEN-SETS.
19. RESPONDED TO 252 PA ONE CALLS.
20. TELEVISED 1085FT SEWER. 75FT STORM
21. FLUSHED & ROOT CUT 12,850FT OF SEWER LINES.
22. INVESTIGATED 1 SEWER COMPLAINTS 0 BLOCKAGE.

Street Sweeping Schedule Begins Week of June 5, 2023

Street Sweeping Schedule Summer 2023

Beginning June 5th: The Odd-numbered address side of the street will be swept on the day following trash collection.

On the following week, beginning June 12, 2023 the even-numbered side will be swept. The even and odd sides pattern will continue throughout the summer.

The sweeping season will end on September 8, 2023.

The odd and even schedule is based on Monday's date. If it is an odd number day, we will be sweeping the odd side of the street all week. If it is an even number day, of the week we will be sweeping the even side of the street all week.

Visit www.susquehannatwp.org to view the street sweeping calendar.

*Please note: On Township holidays, streets will be swept on the day before or after the holiday.

**SUSQUEHANNA TOWNSHIP HIGHWAY DEPARTMENT
MONTHLY REPORT**

APRIL	
JOB DESCRIPTION	HOURS
Mechanic	272
Crew Leader	104
Operator	128
Tradesman	40
Lt Equipment Operator	112
Sign Maint. Technician	128
Truck Driver	240
Laborer	288
Foreman	136
Mechanic 1	480
Mechanic 2	0
TOTAL PEOPLE HOURS	1928
JOBS PERFORMED	HOURS
Mechanic Maintenance	272
Equipment Maintenance	0
Garage Maintenance	0
Inlet Cleaning	96
Inlet Repair	72
New Inlets	0
Pipe Jobs	0
Training	40
Roadside Mowing	88
Clean Ditch Lines	0
Trimming Trees	0
Park Maintenance	112
Paving	0
Blacktop Milling	32
Hauling Stones/Waste	0
Snow & Ice Removal	0
Street Sweeping	0
Patching Pot Holes	88
Sign Work	224
General Work	312
Grind Woody Waste	16
Check Pumps	280
Flush	40
TV	24
Pa1 Calls	232
Clean Wet Wells	0
TOTAL JOB HOURS	1928
Submitted By: Travis Mease	
DATE SUBMITTED	
May 5, 2023	



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: 04/01/2023 – 04/30/2023
HRG Project Number: R000242.0001

May 5, 2023

MEETINGS ATTENDED (R000242.0001):

- | | |
|---|----------------|
| ■ Board of Commissioners Meeting | April 20, 2023 |
| ■ Board of Commissioners Workshop Meeting | Canceled |
| ■ Planning Commission Meeting | April 24, 2023 |

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

- Blue Mountain Apartments Land Development Plan (Resubmission) {HRG #1278}
- Covenant Christian Academy Land Development Plan (Resubmission) {HRG #1280}
- 3604 Beaucrest Street Subdivision Plan {HRG #1282}

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

- Pines Apartments Pool Addition SWMP (Resubmission) {HRG #052}

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

- Stray Winds Farm Ph. 7 – FSA #4 {HRG #1244}
- Stray Winds Farm Ph. 8 - FSA #1 {HRG #1263}

CONSTRUCTION OBSERVATION SERVICES PERFORMED (R000242.0002):

- Margaret's Grove LDP {HRG #1232}
- Susquehanna Union Green {HRG #1240, #1241, #1253, #1265}
- Stray Wind Farms Phases 7 & 8 {HRG #1244 & #1263}
- Enclave at Elmerston LDP {HRG #1247}
- Maplewood Development {HRG #1248}

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

- N. 36th Street at Brookfield Road - Watermain Repair {HRG #178}
- 3609 Ridgeway Road – Water Service Replacement {HRG #179}

- 3810 Bonnybrook Road – Sewer Lateral Replacement Watermain Repair {HRG #180}

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 as requested.
 - HRG to perform outfall screenings for the 2022-2023 reporting year.
 - HRG to met with Township staff to discuss MS4 Annual Report preparation and submission.
- North Galen Road at Fox Hunt Lane Drainage Project {HRG #R000242.0502}
 - HRG has received the executed Retainer Agreement Project Assignment from the Township, which entails the Engineering and Related services associated with the bidding and construction phase services for the project. With this authorization, HRG has started work on these services in anticipation for a summer 2023 Bid.
 - HRG is currently working with Township staff and property owners to execute easement documents to accommodate future construction.
 - HRG is working with Eichelberger's Well Drilling to obtain options and cost estimates for a well survey at the property which will have the existing storm pipe under the residence flow-filled. The well survey will be utilized for well water quality comparisons before and after construction occurs.

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 received concern about pedestrian safety crossing this intersection. HRG to provide recommendations to the Township.

- Schoolhouse Lane - HRG evaluating application of additional speed humps. HRG will finalize memo and recommendations and send to the Township.
- Linglestown & Fargreen
 - Township received complaints regarding signal timing. HRG conducted field view. It does not appear that the intersection timing is programmed properly. HRG is coordinating with ATS for verification.
 - Traffic counts received to evaluate the need for a left turn arrow from Route 39 onto Fargreen. Left turn phase is not warranted.
- Union Deposit and Progress Avenue
 - HRG traffic and structural engineers are looking into the structural feasibility of adding or changing what is already physically mounted to the mast arms. The existing controller can accommodate a flashing yellow arrow signal head, but it is questionable as to whether the mast arm is capable of handling the existing load, plus the additional load from the flashing yellow signal head.
 - 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.
- Paxton Church Road Rehabilitation {HRG #R000242.0503}
 - Project is currently in Construction.
 - Preconstruction Meeting was held on 4/14/2023.
 - Construction contract was executed and notice to proceed for construction was issued on 5/1/2022.
 - Construction is progressing.
 - Tentative date for detour implementation is 6/12/2023.

RECREATION PROJECT(S) STATUS:

- Boyd Park Phase 2 (# R000242.0520)
 - The project was advertised for bidding on January 31, 2023.
 - Bid opening scheduled for March 2, 2023.
 - HRG is exploring the feasibility of adding electric service and lighting to the existing pavilion and parking area per Township request.
 - Bid opening occurred March 2, 2023, with no bids submitted.
 - HRG met with Township staff to explore next steps in implementing the project.
 - HRG provided Township staff a proposal to perform geotechnical & structural analysis for the boardwalk piling locations as well as rebidding services.
- 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.
- Township-wide Bicycle, Pedestrian, and Greenway Plan (Campbell Thomas & Co.)
 - HRG prepared draft survey questions for Campbell Thomas & Co. along with the Township to consider.

MUNICIPAL PROJECT(S) STATUS:

- Edgemont Community Park ADA Accessibility Improvements
 - HRG prepared design drawings and cost estimates and provided to the Township for review.
 - Commissioners voted to proceed with the project and authorized HRG to prepare solicitation and bidding documents at the January Workshop Meeting.
 - HRG prepared solicitation and bid documents for advertisement to bid in May.
- Maple Shade Drive Stormwater Improvements
 - Construction is substantially complete.
 - HRG is working to schedule a final walk through with the Township and contractor in mid-March.
 - Work is complete.
 - HRG issued recommendation of payment to DOLI Construction Corp.
 - Final payment to DOLI Construction Group authorized by the Township Stormwater Authority Board at their May 2, 2023, meeting.
- 2023 Paving Project
 - HRG and Township staff conducted field views of the streets designated by the Township for inclusion in the project.
 - HRG provided quantities and cost estimates to Township staff.
 - HRG is prepared solicitation and bid documents for advertisement to bid in May.
 - HRG to provide easement acquisition services for the proposed paved turnaround on Goose Valley Road.

Herbert, Rowland & Grubic, Inc.



Alex Greenly, P.E.
Project Manager | Civil

Parks and Recreation Departmental Report:

Park/Playground:

Boyd Park: Getting a proposal from HRG to perform the Geotech Survey and design of the board walk. Installed motion detecting lighting at the pavilion.

Logan Park: Blue Bird Boxes are scheduled to be installed on May 13th.

Veterans Park: New batting cage is installed and available for use. Security cameras were installed.

Veterans Park Trail:

Christian McNaughton Memorial Park:

Crown Point Park: Security Cameras were installed.

Edgemont Park: Placed new picnic tables at the park and will be installing benches and trash receptacles in coordination with the other park installation.

Apple Creek Farms:

Donald B Stabler Memorial Park: All repairs to the playground have been completed and safety lighting has been installed in the pavilion as well. Security cameras were installed.

Plum Alley Park:

Beaufort Hunt Playground:

Shutt Mill Park: Park closed signs have been removed.

Margaret's Grove Park:

Olympus Heights Park:

Program Report:

As of May 1: we have a total of 860 enrollments for the year over all the programs compared to 341 in 2022.

We had a great turnout for the Candy Scramble of 340 participants, the department continues to finalize the summer plans for day camp and playground where enrollment is going very well.

Administration:

- Submitted a grant to DCNR for a Peer-to-Peer grant to look at Latshmere Pool that will have the consultant develop operation and budget plans.
- The Departments intern Evann McLucas completed her time with us and will be graduating in May from Lock Haven University.

Plans

Township-wide Bicycle, Pedestrian, Greenway Plan

- Launched the Township-wide Bicycle, Pedestrian, and Greenway plan Community Survey.
- Campbell and Thomas and Connect the Dots have started key stake holder interviews.
- Public Open House will be June 1st at 6pm at the Township Building.
- Community Bike Ride on June 10th at 10am start and finish location to be determined.
- CTC and Staff will be confirming additional dates for additional Community Bike Rides and walks for the near future.
- Staff did public outreach at Wetlands Festival on April 29th and at the Finish Festival at the Tour de Belt on June 4th.
- Next steering committee meeting will be September 13th.

Wedgewood Hill Property

- The public survey is doing very well with 360 complete surveys of 483 started this is giving us a completion rate of 75% which is very good, and we are getting really good information.
- We had a steering committee meeting on April 25th where we started to develop a concept plan to be present.
- May 23rd we will have our next Steering committee meeting and will be reviewing the concept plan for the June 27th Public open house meeting.
- June 27th will be the next public open house to discuss the various concepts and start to develop a final plan.

RETAINER AGREEMENT
PROJECT ASSIGNMENT
SUSQUEHANNA TOWNSHIP
BOYD PARK PH. 2
GEOTECHNICAL & STRUCTURAL ANALYSIS and REBIDDING SERVICES
R000242.0520

This document will serve as a confirmation for a request for services under the existing Retainer Agreement dated for CLIENT 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

- Task 1. - Geotechnical Analysis** - HRG will team up with a qualified Geotechnical Engineering consultant to provide geotechnical investigation and data analysis for the locations of the proposed boardwalk pilings to determine the engineering characteristics and stratification of subsurface materials within the project site. Such findings will be used to provide design parameters and construction criteria for the proposed boardwalk foundations. The effort will generally include completion of subsurface field exploration, laboratory testing, geotechnical analysis, and a report of findings. Due to the wooded nature of the project site, the scope also includes clearing of trees, brush, and other materials restricting access to the testing locations. Clearing will be kept to the minimum necessary to access test locations and perform the required subsurface field exploration.
- Task 2. - Boardwalk Structural Details** - HRG will provide structural details which will include the foundation support and timber platform design of the boardwalk system, including all related hardware, and site-specific components needed to incorporate the structure to the current "wet" conditions and characteristics of the site based on the findings of the geotechnical analysis.
- Task 3. - Final Design Drawings** - Based on the findings of the geotechnical and structural analysis, revisions will be made to the existing construction plans and details relative to the proposed boardwalk crossings.
- Task 4. - Final Technical Specifications** - Revisions to the existing Technical Specifications relative to the proposed boardwalk crossings will be developed to reflect the findings of the geotechnical and structural analysis.
- Task 5. - Estimated Construction Costs** - Revised construction cost estimates will be generated based on estimated quantities from the final design drawings. Unit cost values will be based on best-available sources (e.g., manufacturer information and recent bid knowledge). Costs will be in 2023 dollars.
- Task 6. - Compile Project Manual and Bid Materials** - The existing bidding package will be revised to reflect revisions made to the construction drawings and unit quantities upon completion of the geotechnical and structural analysis. The existing project manual will be revised to include updated front end components, bid form, technical specifications, and necessary exhibits reflective of the geotechnical and structural analysis findings and revised construction drawings. Revised Technical Specifications in the form of Special Provisions for the proposed improvements will be developed following the PennDOT Publication 408, latest edition. The specifications will detail materials and methods for the various construction items that differ from the PennDOT Publication 408 specifications. HRG will coordinate with the Township on placing the advertisement for the project in a local newspaper. It is assumed that the Township will reimburse HRG for payment and/or fees associated with the posting of the advertisement.

WORK PRODUCT

Project Work Products will include the following:

1. Revised Cost Estimate - One (1) digital copy
2. Revised Project Manual - One (1) hard copy, one (1) digital copy
3. Revised Construction Plans - One (1) hard copy, one (1) digital copy

SCHEDULE

HRG will begin working on the above listed Retainer Agreement Project Assignment immediately upon your authorization to proceed.

COMPENSATION

We propose to complete this work on an Hourly Basis with an estimated fee of:

\$25,650.00 Plus Reimbursables (Expense, Consultant)

This work will be subject to the General Conditions included within our Retainer Agreement, our current Fee Schedule and current Billable Expense Schedule. Our policy is to render invoices monthly based on the time and expenses incurred. When the cumulative compensation reaches 75% of the estimated compensation, HRG will notify the CLIENT of any adjustments to the estimated total.

Herbert, Rowland & Grubic, Inc. Client

Approved by:	<u>Jason R. Himmig</u>	Approved by:	_____
Title:	<u>Group Manager Civil</u>	Title:	_____
Date:	<u>4/27/23</u>	Date:	_____



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

David Kratzer,

As a valued CivicPlus customer, this letter is to notify you about an upcoming change to our solution pricing that will impact Susquehanna Township, PA on 5/13/2023 as part of your annual contract renewal.

Over the past several years, as our nation and community leaders have battled many unprecedented economic and societal challenges, we have strived to be a consistent, reliable technology partner whose solutions empower your successful operations and communications throughout these turbulent times. In response to our desire to support governments' recent staff and budget challenges, we have held our solution pricing as flat as possible.

However, we must continue to prioritize the stability of our people and systems against a backdrop of record inflation and soaring costs. Therefore, we will be increasing our pricing of the SeeClickFix solution from USD 25,357.50 to USD 28,907.55 effective on your next renewal on 5/13/2023. Unfortunately, CivicPlus will not be able to renew your agreement on the current terms. To solve this issue, we have attached terms that will allow your account renewal.

We have tried connecting with you over the phone and through email so we could discuss this directly and help answer any questions you may have. If you want to connect, please don't hesitate to email us and schedule a time to talk.

With these changes comes a robust set of product enhancements and first-to-market integrations, including:

- CivicPlus Portal – A free digital hub that makes it easy for residents to obtain information and resources and interact with their local government from a personal and customizable interface
- Enhanced cybersecurity protections to safeguard administrative and resident data from the continually evolving cyber threats and digital extortionists
- The addition of a Constituent Record feature gives administrations contact information and a detailed record of requests submitted for each resident
- Improved reporting and analytics

Please share this information with all those in your administration who will need this information for 2023 budgeting purposes. In addition, please contact the undersigned account manager if you have any questions about these changes.

CivicPlus remains committed to ensuring our solution pricing and service fees never become a barrier to your digital transformation and civic experience needs. Again, we thank you for your continued partnership and support.

Thank you,

Ashley Hardesty



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-32891-1

Date:

1/4/2023 10:43 AM

Customer:

SUSQUEHANNA
TOWNSHIP,
PENNSYLVANIA

QTY	Product Name	DESCRIPTION	TOTAL
1.00	Marketplace App Annual Renewal	Marketplace App Annual	USD 6,284.25
1.00	SeeClickFix Annual Fee	20 user licenses for service request and work order management tool to intake citizen submissions. Assign requests internally, resolve issues and measure request performance.	USD 22,623.30

Annual Recurring Services - Initial Term	USD 28,907.55
--	---------------

1. This renewal Statement of Work ("SOW") is between Susquehanna Township, PA ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the original services agreement signed by Customer and CivicPlus and each applicable statement of work signed by the parties for the services listed herein (collectively, referred to as the "Agreement"). The terms of this SOW shall control and supersede any conflicting terms of the Agreement with respect to the services listed herein (the "Services").
2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 5/13/2023 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.
4. Except as set forth in in this SOW, all terms in the Agreement shall remain in full force and effect and no modification thereto shall be valid unless in writing and agreed upon by CivicPlus and Customer. This SOW embodies the entire agreement between the Parties with respect to this Amendment.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Name:

Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

Order Form Addendum

This Addendum (the "**Addendum**") to Order Form no. 392810 by and between Susquehanna, PA ("**Customer**") and Zencity Technologies US Inc. ("**Zencity**"), dated as of December 10, 2021 (the "**Order Form**") is entered into as of June 14, 2023 (the "**Addendum Date**").

All capitalized terms not defined herein shall have the meaning ascribed to such terms in the Order Form.

Whereas, the Parties wish to amend certain terms of the Order Form as set forth herein;

Now, therefore, the Parties hereto agree to amend the terms of the Order Form as set forth below.

1. **Term.** The Term of the Order Form is hereby extended for a 24-month period commencing as of June 14, 2023 and ending on June 14, 2025 (the "**Renewal Term**"), Either Party may terminate the License Agreement/Order Form on each 12 months anniversary of the Addendum Date by providing written notice to such effect no less than 30 days in advance.
2. **Recurring Fees.** [During the Renewal Term] The Recurring Fees table included in the Order Form shall be amended and replaced in its entirety as follows:

Product	Description	Yearly List Price	Term	Discount	Yearly Discounted Price
Zencity Subscription Renewal	As referenced in previous contract Included in package: Organic and Engage	\$44,000	2 years	55%	\$20,000
Total Contract Fees					\$40,000
Total Billed Yearly					\$20,000

3. **General.** This Addendum shall form an integral part of the Order Form. Unless expressly specified herein, all other provisions, terms and conditions in the Order Form shall apply and shall remain in full force and effect. In case of any contradiction or discrepancy between the terms of this Addendum to those of the Order Form, with respect to matters described herein, the terms of this Addendum shall prevail.

In witness whereof, the parties have executed this Addendum, effective as of the Addendum Date.

Zencity

Customer



SUSQUEHANNA TOWNSHIP
BOARD OF COMMISSIONERS
REPORT OF BILLS PAID

Date: May 11, 2023

Prepared By: Jill Lovett

Checks Issued:		Amount:
General Fund	Check #336517 through #336597 ACH Withdrawals (10) Payroll Disbursements	\$1,397,465.85
Highway Fund	Check #102380	\$966.50
Street Light Fund	Check # 1278	\$28,598.55
Fire Protection Fund	Check #709833 through #709845	\$87,618.10
Unallocated, Overhead Expenses:	Checks Issued in the Amount of:	79,983.04
Edgemont Fire:	Checks Issued in the Amount of:	507.19
Progress Fire:	Checks Issued in the Amount of:	1,778.53
Rescue Fire:	Checks Issued in the Amount of:	5,349.34
Developers' Rec	Check #1184 through #1185	\$31,691.42
Boyd Foundation Funds	Check #131	\$2,255.71
Capital Improvement Fund	Check #1634 through #1635	\$15,589.68
ARPA Fund	Check #1040	\$3,639.79
Grand Total:		\$1,567,825.60

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

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	336517	04/24/2023	A Finishing Touch	1000800 · General Fund Checking	
Bill	301202322	03/31/2023		451374 · Park Restroom Supplies & Repair	-525.30
TOTAL					-525.30
Bill Pmt -Check	336518	04/24/2023	AFSCME	1000800 · General Fund Checking	
Bill	04012023	04/01/2023		429190 · Employee Insurances	-1,200.38
				430190 · Employee Insurances	-2,667.50
				436190 · Employee Insurances	-133.97
TOTAL					-4,001.25
Bill Pmt -Check	336519	04/24/2023	Ahold Financial Services	1000800 · General Fund Checking	
Bill	573796	03/13/2023		451200 · Materials & Supplies (ADM)	-49.73
Bill	626222	04/10/2023		451317 · Day Camp	-73.16
TOTAL					-122.89
Bill Pmt -Check	336520	04/24/2023	Air Gas	1000800 · General Fund Checking	
Bill	9136214487	03/22/2023		430384 · Rental and Welding Expense	-232.54
Bill	9136214486	03/22/2023		430384 · Rental and Welding Expense	-3.16
TOTAL					-235.70
Bill Pmt -Check	336521	04/24/2023	Amazon Capital Services	1000800 · General Fund Checking	
Bill	1491	04/14/2023		455000 · Shade Tree Commission	-111.86
Bill	1734	04/16/2023		414210 · Materials & Supplies	-60.20
				401210 · Materials and Supplies	-60.20
				436241 · General Expense	-12.99
				401210 · Materials and Supplies	-8.59
Bill	111	04/19/2023		451200 · Materials & Supplies (ADM)	-29.99
TOTAL					-283.83
Bill Pmt -Check	336522	04/24/2023	Anthony P. Russo	1000800 · General Fund Checking	
Bill	3312023	03/31/2023		420310 · Contracted Srvs- Retail Food	-1,600.00
TOTAL					-1,600.00
Bill Pmt -Check	336523	04/24/2023	Ascendance Trucks PA LLC.	1000800 · General Fund Checking	
Bill	1403738	04/03/2023		430375 · Vehicle Expenses	-75.22
TOTAL					-75.22
Bill Pmt -Check	336524	04/24/2023	B. Moyer Radio Communcations	1000800 · General Fund Checking	
Bill	10306	03/31/2023		410320 · Communication	-155.00
Bill	10424	04/18/2023		410252 · Records Management System	-566.00
TOTAL					-721.00
Bill Pmt -Check	336525	04/24/2023	Beacon Athletics LLC	1000800 · General Fund Checking	
Bill	565824	03/17/2023		451260 · Equipment Playground & Athlet	-2,051.82
Bill	566178	03/22/2023		451260 · Equipment Playground & Athlet	-7,539.00
TOTAL					-9,590.82
Bill Pmt -Check	336526	04/24/2023	Capital Area Carpet Cleaners	1000800 · General Fund Checking	
Bill	31820231	03/18/2023		410226 · Cleaning Supplies	-985.00
TOTAL					-985.00
Bill Pmt -Check	336527	04/24/2023	Cellebrite, Inc.	1000800 · General Fund Checking	
Bill	254768	04/17/2023		410450 · PCCD Forum Expenses	-144,391.00
TOTAL					-144,391.00
Bill Pmt -Check	336528	04/24/2023	Cincinnati Insurance Companies	1000800 · General Fund Checking	
Bill	2000669623	04/05/2023		401350 · Bonding	-6,675.00

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05/08/23

Susquehanna Township
Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-6,675.00
Bill Pmt -Check	336529	04/24/2023	Cintas Corp	1000800 · General Fund Checking	
Bill	5153174019	04/10/2023		430241 · General Expenses	-105.06
TOTAL					-105.06
Bill Pmt -Check	336530	04/24/2023	Classic Drycleaners	1000800 · General Fund Checking	
Bill	242361	03/31/2023		410238 · Uniforms - Police	-688.66
Bill	243099	04/15/2023		410238 · Uniforms - Police	-596.08
TOTAL					-1,284.74
Bill Pmt -Check	336531	04/24/2023	Colliflower, Inc.	1000800 · General Fund Checking	
Bill	1982595	03/30/2023		430375 · Vehicle Expenses	-140.04
Bill	1990975	04/10/2023		430375 · Vehicle Expenses	-89.83
TOTAL					-229.87
Bill Pmt -Check	336532	04/24/2023	Comcast	1000800 · General Fund Checking	
Bill	8993110580196615	03/11/2023		401320 · Communications	-66.55
				410320 · Communication	-66.55
Bill	8993110580163813	03/20/2023		401320 · Communications	-117.47
				410320 · Communication	-117.48
Bill	8993110580183647	03/26/2023		401320 · Communications	-184.19
				410320 · Communication	-184.20
Bill	8993110580224631	04/08/2023		430320 · Communications	-124.52
Bill	8993110580196615	04/11/2023		401320 · Communications	-71.55
				410320 · Communication	-71.55
TOTAL					-1,004.06
Bill Pmt -Check	336533	04/24/2023	Comcast Business	1000800 · General Fund Checking	
Bill	168549014	03/15/2023		401320 · Communications	-707.87
				429320 · Communications	-203.88
				430320 · Communications	-151.68
				410320 · Communication	-1,067.88
				2381400 · Fire Fund Expense	-83.88
TOTAL					-2,215.19
Bill Pmt -Check	336534	04/24/2023	Cralls Garage	1000800 · General Fund Checking	
Bill	2878	03/15/2023		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2906	03/22/2023		451375 · Vehicle Expenses	-25.00
Bill	2911	03/23/2023		430375 · Vehicle Expenses	-25.00
Bill	2918	03/28/2023		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2924	03/29/2023		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2942	04/04/2023		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2963	04/11/2023		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2964	04/11/2023		410375 · Maintenance & Repair Vehicle	-25.00
Bill	3005	04/12/2023		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2979	04/18/2023		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2981	04/18/2023		410375 · Maintenance & Repair Vehicle	-25.00
TOTAL					-275.00
Bill Pmt -Check	336535	04/24/2023	Daniel B Krieg Inc	1000800 · General Fund Checking	
Bill	309246	04/11/2023		451372 · Maintenance/Repair	-66.00
TOTAL					-66.00
Bill Pmt -Check	336536	04/24/2023	Dauphin County Purchasing	1000800 · General Fund Checking	
Bill	4182023	04/18/2023		401210 · Materials and Supplies	-15.08
TOTAL					-15.08
Bill Pmt -Check	336537	04/24/2023	Davis Landscape LTD	1000800 · General Fund Checking	
Bill	92939	04/05/2023		451310 · Contracted Srvs - Mowing	-9,097.00
				430310 · Contracted Srvs - Mowing	-6,186.00
TOTAL					-15,283.00
Bill Pmt -Check	336538	04/24/2023	Dethlefs-Pykosh Law Group, LLC.	1000800 · General Fund Checking	

Susquehanna Township Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	14230	04/03/2023		414310 · ZHB Solicitor	-1,730.00
TOTAL					-1,730.00
Bill Pmt -Check	336539	04/24/2023	Fleet Electric Inc	1000800 · General Fund Checking	
Bill	79259	04/06/2023		430375 · Vehicle Expenses	-318.00
TOTAL					-318.00
Bill Pmt -Check	336540	04/24/2023	Fred Faylona	1000800 · General Fund Checking	
Bill	42023	04/20/2023		400460 · Meetings & Continuing Education	-506.53
TOTAL					-506.53
Bill Pmt -Check	336541	04/24/2023	George Ely Associates, Inc.	1000800 · General Fund Checking	
Bill	41485	03/14/2023		451372 · Maintenance/Repair	-1,532.00
TOTAL					-1,532.00
Bill Pmt -Check	336542	04/24/2023	Golden Equipment	1000800 · General Fund Checking	
Bill	2349797	03/14/2023		430375 · Vehicle Expenses	-90.26
TOTAL					-90.26
Bill Pmt -Check	336543	04/24/2023	Goodyear Commerical Tire & Service	1000800 · General Fund Checking	
Bill	781058335	03/27/2023		410375 · Maintenance & Repair Vehicle	-1,944.00
TOTAL					-1,944.00
Bill Pmt -Check	336544	04/24/2023	Graphtech	1000800 · General Fund Checking	
Bill	153350	03/16/2023		451373 · Park Athletic Fields & Playgrd	-324.00
Bill	153489	03/22/2023		413210 · Materials & Supply	-166.10
Bill	153913	04/13/2023		451317 · Day Camp	-541.03
TOTAL					-1,031.13
Bill Pmt -Check	336545	04/24/2023	Guernsey Office Products	1000800 · General Fund Checking	
Bill	2517672	04/04/2023		401210 · Materials and Supplies	-146.36
Bill	2521389	04/11/2023		410210 · Materials and Supplies	-521.77
Bill	2525208	04/17/2023		410210 · Materials and Supplies	-10.95
TOTAL					-679.08
Bill Pmt -Check	336546	04/24/2023	High Tech Metals	1000800 · General Fund Checking	
Bill	10026	03/29/2023		451372 · Maintenance/Repair	-36.80
TOTAL					-36.80
Bill Pmt -Check	336547	04/24/2023	HRG Inc Consulting Engineers	1000800 · General Fund Checking	
Bill	164189	01/01/2023		408314 · Engineering - Traffic Studies	-445.50
Bill	164191	01/01/2023		408313 · Engineering Fees	-542.00
Bill	164193	01/01/2023		436313 · Engineering Fees	-945.00
				436313 · Engineering Fees	-208.00
				436313 · Engineering Fees	-425.00
				436313 · Engineering Fees	-508.25
Bill	164192	01/01/2023		436313 · Engineering Fees	-2,839.82
Bill	164213	01/01/2023		408313 · Engineering Fees	-7,395.00
Bill	164195	01/01/2023		408313 · Engineering Fees	-287.50
Bill	164197	01/01/2023		436313 · Engineering Fees	-2,309.50
Bill	161945	01/01/2023		436313 · Engineering Fees	-2,789.37
Bill	166705	01/09/2023		408313 · Engineering Fees	-230.00
Bill	169399	04/03/2023		436313 · Engineering Fees	-300.47
Bill	169392	04/03/2023		2230000 · Reimbursable Legal and Engineer	-417.66
				2230000 · Reimbursable Legal and Engineer	-33.00
				2230000 · Reimbursable Legal and Engineer	-448.65
				2230000 · Reimbursable Legal and Engineer	-115.50
				2503100 · Vartan - Linglestown/Progress	-613.06
				2230000 · Reimbursable Legal and Engineer	-99.00
				2230000 · Reimbursable Legal and Engineer	-14.50
				2503100 · Vartan - Linglestown/Progress	-2,011.84
				2230000 · Reimbursable Legal and Engineer	-1,359.65
				2230000 · Reimbursable Legal and Engineer	-48.00
				2230000 · Reimbursable Legal and Engineer	-1,223.43
				2230000 · Reimbursable Legal and Engineer	-1,565.50
				2230000 · Reimbursable Legal and Engineer	-2,341.00

Susquehanna Township Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
				2230000 · Reimbursable Legal and Engineer	-831.17
				2230000 · Reimbursable Legal and Engineer	-231.00
Bill	169380	04/03/2023		408313 · Engineering Fees	-3,552.47
Bill	169713	04/03/2023		436313 · Engineering Fees	-287.97
				436313 · Engineering Fees	-1,033.96
				436313 · Engineering Fees	-1,009.00
				436313 · Engineering Fees	-1,008.00
				436313 · Engineering Fees	-298.88
Bill	169396	04/03/2023		436313 · Engineering Fees	-858.00
Bill	169395	04/03/2023		408313 · Engineering Fees	-184.50
Bill	169393	04/03/2023		408314 · Engineering - Traffic Studies	-743.00
TOTAL					-39,554.15
Bill Pmt -Check	336548	04/24/2023	ID Answers	1000800 · General Fund Checking	
Bill	6543	03/30/2023		410210 · Materials and Supplies	-16.12
TOTAL					-16.12
Bill Pmt -Check	336549	04/24/2023	Intermixit	1000800 · General Fund Checking	
Bill	8592	04/06/2023		407280 · General Software/Hardware	-479.98
TOTAL					-479.98
Bill Pmt -Check	336550	04/24/2023	Iron Rose K9, Inc.	1000800 · General Fund Checking	
Bill	2021210	04/19/2023		410241 · General Expenses	-175.00
TOTAL					-175.00
Bill Pmt -Check	336551	04/24/2023	Irvin Hahn Company Inc	1000800 · General Fund Checking	
Bill	60001	02/10/2023		410238 · Uniforms - Police	-518.00
Bill	60010	02/13/2023		410238 · Uniforms - Police	-2,416.00
TOTAL					-2,934.00
Bill Pmt -Check	336552	04/24/2023	Keystone Petroleum Equipment	1000800 · General Fund Checking	
Bill	371092	04/13/2023		430370 · Maintenance/Repairs Bldg	-272.25
TOTAL					-272.25
Bill Pmt -Check	336553	04/24/2023	LB Smith Ford	1000800 · General Fund Checking	
Bill	306999	03/20/2023		410375 · Maintenance & Repair Vehicle	-509.46
Bill	306953	03/20/2023		410375 · Maintenance & Repair Vehicle	-27.32
Bill	307055	03/21/2023		410375 · Maintenance & Repair Vehicle	-36.34
Bill	307392	03/29/2023		410375 · Maintenance & Repair Vehicle	-87.06
Bill	308426	04/18/2023		410375 · Maintenance & Repair Vehicle	-380.82
Bill	308442	04/18/2023		410375 · Maintenance & Repair Vehicle	-14.40
Bill	308452	04/18/2023		410375 · Maintenance & Repair Vehicle	-17.36
TOTAL					-1,072.76
Bill Pmt -Check	336554	04/24/2023	Lenco Industries, Inc.	1000800 · General Fund Checking	
Bill	19418	01/01/2023		410375 · Maintenance & Repair Vehicle	-144.45
TOTAL					-144.45
Bill Pmt -Check	336555	04/24/2023	Levin Promotional Products	1000800 · General Fund Checking	
Bill	18964	02/24/2023		401241 · General Expenses	-114.03
				414241 · General Expense	-31.11
Bill	33525	04/06/2023		410241 · General Expenses	-643.94
Bill	33526	04/13/2023		410241 · General Expenses	-545.84
Bill	33527	04/13/2023		410241 · General Expenses	-699.40
Bill	33523	04/18/2023		410241 · General Expenses	-257.57
Bill	33524	04/18/2023		410241 · General Expenses	-335.00
TOTAL					-2,626.89
Bill Pmt -Check	336556	04/24/2023	Life Source Water Service LLC	1000800 · General Fund Checking	
Bill	92429	03/28/2023		401241 · General Expenses	-15.49
				410241 · General Expenses	-34.50
				430241 · General Expenses	-23.00
Bill	93699	04/11/2023		401241 · General Expenses	-21.24
				410241 · General Expenses	-23.00
				430241 · General Expenses	-23.00

Susquehanna Township
Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-140.23
Bill Pmt -Check	336557	04/24/2023	Lynn Peavey Co	1000800 · General Fund Checking	
Bill	399504	04/10/2023		410210 · Materials and Supplies	-39.60
TOTAL					-39.60
Bill Pmt -Check	336558	04/24/2023	McCarthy Tire & Automotive Cen	1000800 · General Fund Checking	
Bill	10120030	01/27/2023		430375 · Vehicle Expenses	-875.06
Bill	10120058	01/30/2023		430375 · Vehicle Expenses	-869.76
TOTAL					-1,744.82
Bill Pmt -Check	336559	04/24/2023	Momin Bhatti	1000800 · General Fund Checking	
Bill	202303	03/26/2023		400460 · Meetings & Continuing Education	-1,400.00
TOTAL					-1,400.00
Bill Pmt -Check	336560	04/24/2023	Mutual of Omaha	1000800 · General Fund Checking	
Bill	1506837274	01/27/2023		401190 · Employee Insurances	-43.63
				402190 · Employee Insurances	-107.52
				410190 · Employee Insurances	-1,271.16
				414190 · Employee Insurances	-144.30
				413190 · Employee Insurance	-111.90
				429190 · Employee Insurances	-342.63
				430190 · Employee Insurances	-398.20
				436190 · Employee Insurances	-279.27
				451190 · Employee Insurances	-157.33
				2381400 · Fire Fund Expense	-130.49
Bill	1520500368	04/13/2023		401190 · Employee Insurances	-43.63
				402190 · Employee Insurances	-62.06
				410190 · Employee Insurances	-1,275.29
				414190 · Employee Insurances	-144.30
				413190 · Employee Insurance	-111.90
				429190 · Employee Insurances	-319.89
				430190 · Employee Insurances	-398.20
				436190 · Employee Insurances	-256.55
				451190 · Employee Insurances	-157.33
				2381400 · Fire Fund Expense	-130.49
TOTAL					-5,886.07
Bill Pmt -Check	336561	04/24/2023	NAPA Auto Parts	1000800 · General Fund Checking	
Bill	3081797256	03/03/2023		430375 · Vehicle Expenses	-28.35
Bill	3081797542	03/08/2023		430375 · Vehicle Expenses	-64.40
Bill	3081797905	03/15/2023		430375 · Vehicle Expenses	-33.69
Bill	3081798258	03/21/2023		430375 · Vehicle Expenses	-203.76
Bill	3081798447	03/24/2023		430375 · Vehicle Expenses	-201.63
Bill	3081798535	03/27/2023		430375 · Vehicle Expenses	-64.71
Bill	3081798616	03/28/2023		430375 · Vehicle Expenses	-227.54
Bill	3081798637	03/28/2023		410375 · Maintenance & Repair Vehicle	-30.20
Bill	3081798805	03/30/2023		430375 · Vehicle Expenses	-28.44
TOTAL					-882.72
Bill Pmt -Check	336562	04/24/2023	NMS Labs	1000800 · General Fund Checking	
Bill	1201470	02/28/2023		410241 · General Expenses	-283.00
Bill	1201471	02/28/2023		410241 · General Expenses	-283.00
Bill	1201472	02/28/2023		410241 · General Expenses	-283.00
Bill	1201473	02/28/2023		410241 · General Expenses	-283.00
Bill	1201474	02/28/2023		410241 · General Expenses	-283.00
Bill	1201475	02/28/2023		410241 · General Expenses	-111.00
Bill	1201476	02/28/2023		410241 · General Expenses	-111.00
Bill	1201477	02/28/2023		410241 · General Expenses	-283.00
Bill	1201478	02/28/2023		410241 · General Expenses	-111.00
Bill	1201479	02/28/2023		410241 · General Expenses	-111.00
Bill	1204103	03/31/2023		410241 · General Expenses	-283.00
Bill	1204101	03/31/2023		410241 · General Expenses	-283.00
Bill	1204100	03/31/2023		410241 · General Expenses	-283.00
Bill	1204098	03/31/2023		410241 · General Expenses	-283.00
Bill	1204097	03/31/2023		410241 · General Expenses	-283.00
Bill	1204102	03/31/2023		410241 · General Expenses	-111.00
Bill	1204099	03/31/2023		410241 · General Expenses	-111.00
TOTAL					-3,779.00
Bill Pmt -Check	336563	04/24/2023	PA Media Group	1000800 · General Fund Checking	
Bill	10604335	03/28/2023		401341 · Advertising	-260.78

Susquehanna Township
Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-260.78
Bill Pmt -Check	336564	04/24/2023	PCWEA	1000800 · General Fund Checking	
Bill	03012023	03/01/2023		414420 · Dues, Subscription, and Member 436241 · General Expense	-17.50 -17.50
TOTAL					-35.00
Bill Pmt -Check	336565	04/24/2023	Penny Supply	1000800 · General Fund Checking	
Bill	3232133	03/15/2023		451260 · Equipment Playground & Athlet	-217.32
TOTAL					-217.32
Bill Pmt -Check	336566	04/24/2023	Pitney Bowes Global Financial	1000800 · General Fund Checking	
Bill	3317261699	03/26/2023		407280 · General Software/Hardware	-198.39
TOTAL					-198.39
Bill Pmt -Check	336567	04/24/2023	Pittsburgh Public Safety Supply	1000800 · General Fund Checking	
Bill	30932	03/08/2023		410238 · Uniforms - Police	-388.72
Bill	30931	03/08/2023		410238 · Uniforms - Police	-388.72
Bill	33098	03/20/2023		410238 · Uniforms - Police	-60.00
TOTAL					-837.44
Bill Pmt -Check	336568	04/24/2023	PMHC	1000800 · General Fund Checking	
Bill	124982	04/05/2023		401190 · Employee Insurances 402190 · Employee Insurances 410190 · Employee Insurances 410196 · Post-Retirement Med Insurance 413190 · Employee Insurance 414190 · Employee Insurances 429190 · Employee Insurances 430190 · Employee Insurances 436190 · Employee Insurances 451190 · Employee Insurances 2381400 · Fire Fund Expense 2380160 · Medical Insurance Former Emplo	-4,103.15 -1,741.26 -98,299.16 -42,169.34 -3,811.97 -2,143.42 -14,142.80 -23,421.80 -5,970.20 -4,888.51 -91.85 -3,654.56
TOTAL					-204,438.02
Bill Pmt -Check	336569	04/24/2023	PowerDMS, Inc.	1000800 · General Fund Checking	
Bill	33827	03/20/2023		410252 · Records Management System	-2,662.50
TOTAL					-2,662.50
Bill Pmt -Check	336570	04/24/2023	Roos Services Group	1000800 · General Fund Checking	
Bill	215	03/24/2023		430370 · Maintenance/Repairs Bldg	-1,842.00
Bill	216	03/24/2023		430370 · Maintenance/Repairs Bldg	-324.00
TOTAL					-2,166.00
Bill Pmt -Check	336571	04/24/2023	S&S Worldwide	1000800 · General Fund Checking	
Bill	101170734	04/07/2023		451317 · Day Camp	-458.85
TOTAL					-458.85
Bill Pmt -Check	336572	04/24/2023	SecureRX	1000800 · General Fund Checking	
Bill	230740027922	03/15/2023		2380160 · Medical Insurance Former Emplo	-1,328.00
Bill	231050002043	04/15/2023		2380160 · Medical Insurance Former Emplo	-830.00
TOTAL					-2,158.00
Bill Pmt -Check	336573	04/24/2023	Simply Turkey & More	1000800 · General Fund Checking	
Bill	708	03/31/2023		2382000 · Police Donations	-708.00
TOTAL					-708.00
Bill Pmt -Check	336574	04/24/2023	Snyder Brothers Inc.	1000800 · General Fund Checking	
Bill	163378	03/27/2023		409360 · Utilities 430360 · Utilities 2381400 · Fire Fund Expense	-82.44 -610.88 -291.73

Susquehanna Township
Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	164584	04/11/2023		2381400 · Fire Fund Expense 2381400 · Fire Fund Expense 409360 · Utilities 430360 · Utilities 2381400 · Fire Fund Expense 2381400 · Fire Fund Expense 2381400 · Fire Fund Expense	-364.63 -466.64 -102.01 -458.17 -220.90 -321.29 -435.97
TOTAL					-3,354.66
Bill Pmt -Check	336575	04/24/2023	Staples	1000800 · General Fund Checking	
Bill	8069780757	04/01/2023		401210 · Materials and Supplies 430241 · General Expenses	-30.45 -11.22
TOTAL					-41.67
Bill Pmt -Check	336576	04/24/2023	Steelton Community Cats	1000800 · General Fund Checking	
Bill	3312023	04/13/2023		420319 · Stray Animal Control	-225.00
TOTAL					-225.00
Bill Pmt -Check	336577	04/24/2023	Stephenson Equipment, Inc.	1000800 · General Fund Checking	
Bill	10194893	03/14/2023		430375 · Vehicle Expenses	-59.76
Bill	10195150	03/22/2023		430375 · Vehicle Expenses	-17,315.79
Bill	10195198	03/23/2023		430375 · Vehicle Expenses	-1,289.33
Bill	10195737	04/04/2023		430375 · Vehicle Expenses	-5,137.70
Bill	17010617	04/19/2023		410375 · Maintenance & Repair Vehicle	-20.14
TOTAL					-23,822.72
Bill Pmt -Check	336578	04/24/2023	Suez	1000800 · General Fund Checking	
Bill	203470620000	03/28/2023		451360 · Utilities-Parks	-32.09
Bill	200724783622	03/29/2023		451360 · Utilities-Parks	-19.06
Bill	208850030000	03/29/2023		409360 · Utilities	-70.64
Bill	208487588481	04/10/2023		451360 · Utilities-Parks	-34.47
TOTAL					-156.26
Bill Pmt -Check	336579	04/24/2023	Summer Alaire Miller	1000800 · General Fund Checking	
Bill	4062023	04/06/2023		414317 · Steno Fees - ZHB	-160.00
TOTAL					-160.00
Bill Pmt -Check	336580	04/24/2023	Talley Petroleum Enterprises Inc	1000800 · General Fund Checking	
Bill	55015181	03/01/2023		1501000 · Inventory Diesel	-22,481.45
Bill	55015112	03/01/2023		1500000 · Inventory Gasoline	-1,585.03
TOTAL					-24,076.48
Bill Pmt -Check	336581	04/24/2023	Thomson Reuters - West	1000800 · General Fund Checking	
Bill	848099291	04/01/2023		410241 · General Expenses	-231.00
Bill	848159323	04/04/2023		410210 · Materials and Supplies	-1,144.00
TOTAL					-1,375.00
Bill Pmt -Check	336582	04/24/2023	Thyssen Krupp	1000800 · General Fund Checking	
Bill	3007149412	04/01/2023		409370 · Maintenance and Repair	-776.68
Bill	6000644004	04/13/2023		409370 · Maintenance and Repair	-2,991.76
TOTAL					-3,768.44
Bill Pmt -Check	336583	04/24/2023	Tillett Toilets	1000800 · General Fund Checking	
Bill	231632	04/06/2023		451360 · Utilities-Parks	-120.00
TOTAL					-120.00
Bill Pmt -Check	336584	04/24/2023	Toshiba Financial Services	1000800 · General Fund Checking	
Bill	5024546174	03/31/2023		407280 · General Software/Hardware	-1,751.09
TOTAL					-1,751.09
Bill Pmt -Check	336585	04/24/2023	Tractor Supply Credit Plan Dep	1000800 · General Fund Checking	

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Susquehanna Township Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	6035301203155161	03/30/2023		451375 · Vehicle Expenses	-64.99
				451375 · Vehicle Expenses	-64.99
				430241 · General Expenses	-69.99
TOTAL					-199.97
Bill Pmt -Check	336586	04/24/2023	Truck Parts Plus	1000800 · General Fund Checking	
Bill	792007	04/17/2023		430375 · Vehicle Expenses	-523.08
TOTAL					-523.08
Bill Pmt -Check	336587	04/24/2023	UGI Utilities	1000800 · General Fund Checking	
Bill	411000812239	04/13/2023		430360 · Utilities	-227.46
Bill	411006901242	04/13/2023		409360 · Utilities	-74.54
TOTAL					-302.00
Bill Pmt -Check	336588	04/24/2023	Verizon 2	1000800 · General Fund Checking	
Bill	9931024611	03/25/2023		410320 · Communication	-1,155.77
				430320 · Communications	-103.17
				414320 · Communications	-47.11
				413320 · Communications	-129.23
				451320 · Communications	-126.33
				401320 · Communications	-42.11
				2381400 · Fire Fund Expense	-42.11
				2381400 · Fire Fund Expense	-42.11
				415320 · Communications	-42.11
				436241 · General Expense	-84.22
				429320 · Communications	-343.24
TOTAL					-2,157.51
Bill Pmt -Check	336589	04/24/2023	Wilmington Trust Fee Collections	1000800 · General Fund Checking	
Bill	2023033180911	03/31/2023		429241 · General Expenses	-780.00
TOTAL					-780.00
Bill Pmt -Check	336590	04/27/2023	Commonwealth of PA 2	1000800 · General Fund Checking	
Bill	42623	04/27/2023		451460 · Education, Training, and Member	-60.00
TOTAL					-60.00
Bill Pmt -Check	336591	04/28/2023	Cardmember Service	1000800 · General Fund Checking	
Bill	4798510055137208	04/13/2023		451375 · Vehicle Expenses	-223.40
				451375 · Vehicle Expenses	-210.76
				410241 · General Expenses	-63.97
				410460 · Education and Training	-28.61
				410460 · Education and Training	-27.80
				410460 · Education and Training	-30.82
				410238 · Uniforms - Police	-475.08
				410238 · Uniforms - Police	-453.48
				410241 · General Expenses	-9.99
				410460 · Education and Training	-450.87
				410241 · General Expenses	-112.25
				410210 · Materials and Supplies	-151.98
				410210 · Materials and Supplies	-15.72
				410460 · Education and Training	-68.12
				410260 · Minor Equipment	-219.90
				410460 · Education and Training	-17.77
				2381400 · Fire Fund Expense	-54.28
				401241 · General Expenses	-33.91
				410242 · Arms/Ammo Supplies	-57.99
				410241 · General Expenses	-30.25
				451460 · Education, Training, and Member	-302.33
				451460 · Education, Training, and Member	-83.42
				451317 · Day Camp	-150.00
				451317 · Day Camp	-396.55
				451317 · Day Camp	-396.55
				451460 · Education, Training, and Member	-115.00
				451317 · Day Camp	-100.00
				451319 · Classes/Activities	-250.00
				451241 · General Expense	-119.99
				451247 · Materials & Supplies (Program)	-48.29
				451247 · Materials & Supplies (Program)	-35.30
				451317 · Day Camp	-12.78
				401460 · Education and Training	-462.87
				430241 · General Expenses	-528.00
				436241 · General Expense	-440.00
				401460 · Education and Training	-44.04
				401460 · Education and Training	-13.29

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Susquehanna Township Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
				401460 · Education and Training	-308.58
				401460 · Education and Training	-40.92
				430238 · Uniforms	-233.99
TOTAL					-6,818.85
Bill Pmt -Check	336592	05/01/2023	U Comp	1000800 · General Fund Checking	
Bill	05012023	05/01/2023		410194 · Unemployment Comp Ins	-15,074.21
				415194 · Unempl Comp Insurance	-32.94
				436194 · Unempl Comp Insurance -	-1,498.34
				429194 · UC Insurance	-1,730.83
				451194 · Unempl Cmp Insurance	-1,378.89
				2381400 · Fire Fund Expense	-620.00
				401194 · Unemployment Comp Insurance	-620.00
				402194 · Unemployment Comp Insurance	-413.33
				413194 · Unemployment Comp Ins	-620.00
				414194 · Unemployment Comp Insurance	-620.00
				430194 · Unempl Comp Insurance -	-3,177.50
TOTAL					-25,786.04
Bill Pmt -Check	336593	05/02/2023	Janice Logan	1000800 · General Fund Checking	
Bill	SC Bond	05/02/2023		2223655 · Street Cut Bond	-1,044.00
TOTAL					-1,044.00
Bill Pmt -Check	336594	05/02/2023	Beryl Kuhr	1000800 · General Fund Checking	
Bill	05022023	05/02/2023		414241 · General Expense	-50.00
TOTAL					-50.00
Bill Pmt -Check	336595	05/02/2023	Ember Suzanne Jandebour	1000800 · General Fund Checking	
Bill	5022023	05/02/2023		414241 · General Expense	-50.00
TOTAL					-50.00
Bill Pmt -Check	336596	05/02/2023	LuAnn Karns Fick	1000800 · General Fund Checking	
Bill	5022023	05/02/2023		414241 · General Expense	-60.00
TOTAL					-60.00
Bill Pmt -Check	336597	05/08/2023	Susquehanna Municipal Trust	1000800 · General Fund Checking	
Bill	202323	01/01/2023		2381400 · Fire Fund Expense	-3,130.00
				484000 · Workers' Comp Insurance	-55,248.41
				429241 · General Expenses	-4,394.76
				436241 · General Expense	-842.08
Bill	202323	04/01/2023		2381400 · Fire Fund Expense	-3,130.00
				484000 · Workers' Comp Insurance	-55,248.41
				429241 · General Expenses	-4,394.76
				436241 · General Expense	-842.08
TOTAL					-127,230.50

Susquehanna Township
ACH Monthly Withdrawals
Month of April 2023

Dig My Earth	\$ 2,377.35
Enterprise	\$ 3,988.20
Francia Done Henry	\$ 845.00
James Huffard	\$ 4,824.67
Jeffrey Vargo	\$ 845.00
Ralph Martin	\$ 845.00
Brooke Anthony	\$ 845.00
Christopher Croft	\$ 845.00
Richard Adams	\$ 2,334.00
Susquehanna Solar Partners	\$ 3,910.42
Wex	<u>\$ 16,840.79</u>
Total ACH Withdrawals	\$ 38,500.43

Payroll Disbursements for April 2023

Payroll 4/15/23	\$ 334,054.76
Payroll 4/30/23	<u>\$ 328,156.24</u>
Total Payroll Disbursements	\$ 662,211.00

11:47 AM

05/08/23

Susquehanna Township - Highway Fund Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	102380	04/24/2023	Daniel B Krieg Inc	1008000 - Checking Account	
Bill	308954	03/01/2023		433245 - Street Signs	-75.00
Bill	308982	03/07/2023		433245 - Street Signs	-69.00
Bill	309004	03/14/2023		433245 - Street Signs	-210.00
Bill	309065	03/24/2023		433245 - Street Signs	-371.25
Bill	309073	03/27/2023		433245 - Street Signs	-241.25
TOTAL					-966.50

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05/08/23

Susquehanna Township Street Light Fund Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1278	04/24/2023	PP&L	1008000 - Checking Account	
Bill	9400119001	03/29/2023		434361 - Street Lighting	-7,435.02
Bill	9193311008	03/29/2023		434361 - Street Lighting	-21,163.53
TOTAL					-28,598.55

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05/08/23

Susquehanna Township Fire Protection Fund Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	709833	04/24/2023	B. Moyer Radio Communcations	1008000 - Checking Account	
Bill	10354	04/06/2023		411542 - Rescue Fire Company	-563.85
Bill	10353	04/06/2023		411542 - Rescue Fire Company	-3,000.00
TOTAL					-3,563.85
Bill Pmt -Check	709834	04/24/2023	Capital Region Water	1008000 - Checking Account	
Bill	140410111	03/25/2023		411542 - Rescue Fire Company	-80.57
TOTAL					-80.57
Bill Pmt -Check	709835	04/24/2023	Colliflower Inc	1008000 - Checking Account	
Bill	1988373	04/06/2023		411541 - Progress Fire Company	-32.22
TOTAL					-32.22
Bill Pmt -Check	709836	04/24/2023	Comcast	1008000 - Checking Account	
Bill	8993110580046638	04/05/2023		411542 - Rescue Fire Company	-116.85
TOTAL					-116.85
Bill Pmt -Check	709837	04/24/2023	Commonwealth of PA Fed Prop	1008000 - Checking Account	
Bill	618931	04/03/2023		411375 - Vehicle Expenses- Shop 84	-120.00
Bill	1072	04/06/2023		411375 - Vehicle Expenses- Shop 84	-15.00
TOTAL					-135.00
Bill Pmt -Check	709838	04/24/2023	Fisher Auto Parts Inc	1008000 - Checking Account	
Bill	333338117	04/10/2023		411542 - Rescue Fire Company	-177.22
TOTAL					-177.22
Bill Pmt -Check	709839	04/24/2023	Glick Fire Equipment Co	1008000 - Checking Account	
Bill	344022	03/31/2023		411541 - Progress Fire Company	-116.68
Bill	383187	04/17/2023		411239 - Misc. Expenses	-52,146.66
TOTAL					-52,263.34
Bill Pmt -Check	709840	04/24/2023	Penn Pest, LLC.	1008000 - Checking Account	
Bill	48122	04/13/2023		411541 - Progress Fire Company	-70.00
TOTAL					-70.00
Bill Pmt -Check	709841	04/24/2023	PP&L Electric Utilities	1008000 - Checking Account	
Bill	6289516003	03/22/2023		411541 - Progress Fire Company	-1,040.37
				411540 - Edgemont Fire Company	-242.57
				411542 - Rescue Fire Company	-435.28
TOTAL					-1,718.22
Bill Pmt -Check	709842	04/24/2023	Progress Fire Company	1008000 - Checking Account	
Bill	202301	04/12/2023		411500 - Recruitment and Retention	-17,896.14
TOTAL					-17,896.14
Bill Pmt -Check	709843	04/24/2023	Suez	1008000 - Checking Account	
Bill	206833720000	03/29/2023		411542 - Rescue Fire Company	-94.65
Bill	201770221711	03/29/2023		411542 - Rescue Fire Company	-270.41
Bill	208568920000	03/29/2023		411542 - Rescue Fire Company	-71.07
Bill	208601030000	03/29/2023		411363 - Fire Hydrants	-9,805.24
Bill	209367030000	04/10/2023		411540 - Edgemont Fire Company	-120.69
TOTAL					-10,362.06
Bill Pmt -Check	709844	04/24/2023	UGI Utilities	1008000 - Checking Account	
Bill	411000928696	04/05/2023		411542 - Rescue Fire Company	-161.76
Bill	411000375294	04/12/2023		411540 - Edgemont Fire Company	-143.93
Bill	411002074580	04/12/2023		411541 - Progress Fire Company	-357.14
Bill	411001602811	04/13/2023		411542 - Rescue Fire Company	-125.01

11:44 AM
05/08/23

Susquehanna Township Fire Protection Fund Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-787.84
Bill Pmt -Check	709845	04/24/2023	Verizon Wireless	1008000 - Checking Account	
Bill	9928605965	03/25/2023		411542 - Rescue Fire Company	-252.67
Bill	9931678360	04/03/2023		411541 - Progress Fire Company	-162.12
TOTAL					-414.79

11:42 AM

05/08/23

Susquehanna Township - Developers Recreation Fund

Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	131	04/24/2023	HRG Inc Consulting Engineers	1008100 - Centric Bank - Boyd Foundation	
Bill	168958	03/13/2023		451314 - Engineering Fees - Boyd Park	-2,255.71
TOTAL					-2,255.71
Bill Pmt -Check	1184	04/24/2023	HRG Inc Consulting Engineers	1008000 - Centric Checking	
Bill	165277	01/01/2023		4200040 - Edgemont Park Upgrades	-1,263.00
Bill	164194	01/01/2023		4200020 - Boyd Park Project	-226.00
Bill	164190	01/01/2023		451313 - Engineering Fees	-3,661.50
Bill	166706	01/09/2023		451314 - Engineering Fees - Boyd Park	-1,100.00
Bill	166704	01/09/2023		4200040 - Edgemont Park Upgrades	-1,213.00
Bill	168958	03/13/2023		4200020 - Boyd Park Project	-1,850.00
Bill	169398	04/03/2023		451314 - Engineering Fees - Boyd Park	-415.79
Bill	169394	04/03/2023		4200020 - Boyd Park Project	-3,483.75
Bill	169414	04/03/2023		4200000 - Crown Point Park	-33.00
Bill	169414	04/03/2023		4200040 - Edgemont Park Upgrades	-2,141.50
TOTAL					-15,387.54
Bill Pmt -Check	1185	04/24/2023	HL Bowman Inc	1008000 - Centric Checking	
Bill	69102112	03/31/2023		4200040 - Edgemont Park Upgrades	-6,253.21
Bill	69150680	04/03/2023		4200000 - Crown Point Park	-9,178.23
Bill	70626978	04/11/2023		4200010 - Veterans Park Project	-872.44
TOTAL					-16,303.88

11:40 AM
05/08/23

Susquehanna Township - Capital Improvement Fund Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt - Check	1634	04/19/2023	B. Moyer Radio Communcations	1008000 · Capital Imp Fund - Centric	
Bill	3272023	03/27/2023		410740 · Police Vehicle Expenses	-14,909.35
TOTAL					-14,909.35
Bill Pmt - Check	1635	04/24/2023	K&C Communications	1008000 · Capital Imp Fund - Centric	
Bill	101331	01/17/2023		410740 · Police Vehicle Expenses	-237.50
Bill	101329	01/17/2023		410740 · Police Vehicle Expenses	-62.83
Bill	101330	01/17/2023		410740 · Police Vehicle Expenses	-380.00
TOTAL					-680.33

11:32 AM

05/08/23

Susquehanna Township - ARPA Fund

Check Detail

April 18 through May 8, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1040	04/19/2023	Bottom Line Systems	1008000 · Centric Bank - Account 1173947	
Bill	1222032	04/05/2023		4017000 · Capital Invest/Phys Chg Softwar	-3,639.79
TOTAL					-3,639.79

From: [Martin, Robert](#)
To: [David Pribulka](#)
Subject: MEMO
Date: Wednesday, May 3, 2023 10:13:54 AM

Please consider this an official request to transfer a 2008 Ford Econoline E-350 Van from the Police Department to the Dauphin County Crisis Response Team. We are going to switch our Forensic capabilities to an SUV we presently have. Moreover, on large Crime Scenes the Dauphin County Evidence Team responds with their Van and technology as a Regional Asset. District Attorney Francis Chardo expresses his deep appreciation for this Inter-Governmental transfer.

Robert A. Martin
Director of Public Safety/Chief of Police
Susquehanna Township
1900 Linglestown Road
Hbg. Pa. 17110

“Goodness is the greatest force in the World”



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

FINANCIAL SECURITY ADJUSTMENT #4

SUSQUEHANNA TOWNSHIP

Attn: Dave Pribulka

Stray Winds Farm – Phase 7

May 4, 2023

As requested by Jessica Hodnett of Triple Crown Corporation on April 21, 2023, Herbert, Rowland & Grubic, Inc. has performed a site inspection on April 28, 2023, for the above-referenced project in order 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 adjusted to \$119,243, as shown on the attached tabulation.

Original Financial Security Amount		\$1,069,222
Financial Security Adjustment #1		(\$795,662)
Financial Security Adjustment #2		(\$16,154)
Financial Security Adjustment #3		(\$82,608)
Financial Security Adjustment #4		(\$55,555)
Remaining Security Held		\$119,243

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, PE
 Project Manager

Stray Winds Farm Ph. 7
May 4, 2023
Page 2

AG/JMC
R000242.0002 (Phase 1244)

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Enclosures: Financial Security Adjustment #4

c: Susquehanna Township

SUSQUEHANNA TOWNSHIP
FINANCIAL SECURITY (FS) ADJUSTMENT #4
Stray Winds, Phase 7

INITIAL FS RECOMMENDATION DATE: 05/12/20
 PREVIOUS FS REDUCTION DATE: 09/22/22
 CURRENT FS REDUCTION DATE: 05/04/23

HRG NO.: R00242.0002
 PLAN DATE: 04/10/20
 LAST PLAN REVISION DATE: NA



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			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
SITE WORK															
Clearing and Grubbing	AC	1.5		\$ 2,500	\$ 3,750	1.5		\$ 3,750			\$ -			\$ -	
Topsoil Removal/Stockpiling	CY	12092		\$ 2	\$ 24,184	12092		\$ 24,184			\$ -			\$ -	
Bulk Earthwork (all necessary work to bring site to final grade)	CY	37682		\$ 5	\$ 188,410	37682		\$ 188,410			\$ -			\$ -	
Replace Topsoil	CY	1330		\$ 4	\$ 5,320			\$ -	1330		\$ 5,320			\$ -	
Permanent Seeding	SF	73606		\$ 0	\$ 2,944			\$ -	73606		\$ 2,944			\$ -	
Site Work Total:					\$ 224,608			\$ 216,344			\$ 8,264			\$ -	
EROSION & SEDIMENTATION CONTROL															
Stabilized Construction Entrance (INSTALLED)	EA	2		\$ 1,850	\$ 3,700	2		\$ 3,700			\$ -			\$ -	
Stabilized Construction Entrance (REMOVED)	EA	2		\$ 1,850	\$ 3,700	2		\$ 3,700			\$ -			\$ -	
Concrete Washout Area (INSTALLED)	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -	
Concrete Washout Area (REMOVED)	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -	
12" Silt Sock (INSTALLED)	LF	3074		\$ 5	\$ 15,370	3074		\$ 15,370			\$ -			\$ -	
12" Silt Sock (REMOVED)	LF	3074		\$ 5	\$ 15,370	3074		\$ 15,370			\$ -			\$ -	
Rock Apron (Rip-Rap) (PERMANENT)	SY	176		\$ 72	\$ 12,672	176		\$ 12,672			\$ -			\$ -	
Baffle Wall (INSTALLED)	LF	798		\$ 14	\$ 11,172	798		\$ 11,172			\$ -			\$ -	
Baffle Wall (REMOVED)	LF	798		\$ 14	\$ 11,172	798		\$ 11,172			\$ -			\$ -	
Inlet Protection (INSTALLED)	EA	29		\$ 160	\$ 4,640	29		\$ 4,640			\$ -			\$ -	
Inlet Protection (REMOVED)	EA	29		\$ 160	\$ 4,640			\$ -			\$ -	29		\$ 4,640	
Temporary Outlet Structure (INSTALLED)	EA	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -			\$ -	
Temporary Outlet Structure (REMOVED)	EA	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -			\$ -	
Temporary Outlet Structure Trash Rack (INSTALLED)	EA	1		\$ 100	\$ 100	1		\$ 100			\$ -			\$ -	
Temporary Outlet Structure Trash Rack (REMOVED)	EA	1		\$ 100	\$ 100	1		\$ 100			\$ -			\$ -	
North American Green (P-300 TRM)	SY	300		\$ 12	\$ 3,600	300		\$ 3,600			\$ -			\$ -	
Erosion & Sedimentation Control Total:					\$ 91,736			\$ 87,096			\$ -			\$ 4,640	
STORMWATER MANAGEMENT															
Subsurface Stormwater Facility (Stone; includes stone and excavation)	CY	45		\$ 30	\$ 1,350			\$ -			\$ -	45		\$ 1,350	
Type M Top Unit	EA	7		\$ 500	\$ 3,500	7		\$ 3,500			\$ -			\$ -	
Standard Inlet Box	EA	7	22	\$ 1,050	\$ 30,450	7	22	\$ 30,450			\$ -			\$ -	
Storm Manhole	EA	1	1	\$ 1,650	\$ 3,300	1	1	\$ 3,300			\$ -			\$ -	
18" HDPEP (includes excavation and backfill)	LF	491	1432	\$ 50	\$ 96,150	491	1432	\$ 96,150			\$ -			\$ -	
24" HDPEP (includes excavation and backfill)	LF	515	89	\$ 54	\$ 32,616	515	89	\$ 32,616			\$ -			\$ -	
DW Head/Endwall	EA	2		\$ 1,750	\$ 3,500	2		\$ 3,500			\$ -			\$ -	
Anti-Seep Collar	EA	2		\$ 600	\$ 1,200	2		\$ 1,200			\$ -			\$ -	
Outlet Structure	EA	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -			\$ -	
R-5 Rip-Rap (Spillways)	Tons	70		\$ 45	\$ 3,150	70		\$ 3,150			\$ -			\$ -	
Type S Top Unit	EA		22	\$ 750	\$ 16,500		22	\$ 16,500			\$ -			\$ -	
Basin 4B Underdrain (includes pipe, #57 stone, geotextile)	LF	140		\$ 20	\$ 2,800	140		\$ 2,800			\$ -			\$ -	
Stormwater Management Total:					\$ 197,016			\$ 195,666			\$ -			\$ 1,350	
PAVING AND CONCRETE															
Mountable Curb	LF		4537	\$ 17	\$ 77,129		4537	\$ 77,129			\$ -			\$ -	
Sidewalk	SY		1264	\$ 40	\$ 50,560		634	\$ 25,360		630	\$ 25,200			\$ -	
Stone Subbase, 6" Depth	SY		7583	\$ 7	\$ 53,081		7583	\$ 53,081			\$ -			\$ -	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY		7583	\$ 11	\$ 83,413			\$ -			\$ -	7583		\$ 83,413	
Superpave Asphalt, HMA Base (25mm, 5" depth)	SY		7583	\$ 19	\$ 144,077		7583	\$ 144,077			\$ -			\$ -	
Curb Ramp	EA		6	\$ 3,000	\$ 18,000			\$ -		4	\$ 12,000		2	\$ 6,000	2 ADA ramps on lot 257 & 237 not installed.
Crosswalk	LF		150	\$ 2	\$ 300			\$ -			\$ -		150	\$ 300	
Paving and Concrete Total:					\$ 426,560			\$ 299,647			\$ 37,200			\$ 89,713	
MISCELLANEOUS															
Mobilization	LS	1		\$ 5,000	\$ 5,000	1		\$ 5,000			\$ -			\$ -	

SUSQUEHANNA TOWNSHIP
FINANCIAL SECURITY (FS) ADJUSTMENT #4
Stray Winds, Phase 7

INITIAL FS RECOMMENDATION DATE: 05/12/20
 PREVIOUS FS REDUCTION DATE: 09/22/22
 CURRENT FS REDUCTION DATE: 05/04/23

HRG NO.: R00242.0002
 PLAN DATE: 04/10/20
 LAST PLAN REVISION DATE: NA



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			Remaining Quantity				
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)		
Street Lights	EA		3	\$ 1,600	\$ 4,800			\$ -			\$ -		3	\$ 4,800		
Post-mounted Signs	EA		13	\$ 160	\$ 2,080			\$ -			\$ -		13	\$ 2,080		
Deciduous Trees (3-1/2" - 4" Caliper)	EA		78	\$ 240	\$ 18,720		39	\$ 9,360		21	\$ 5,040		18	\$ 4,320	Missing 18 total: Locations 1. Lots 184/184 - 1 2. Lot 168 - 1 3. Cul-de-sac lots 165/166 - 2 4. Lot 201 - 1 5. Lot 233 - 1 6. Beauty Strip at lot 203 - 8 7. Along Gallant Fox Drive - 4	
As-Built Plan	LS	1		\$ 1,500	\$ 1,500			\$ -			\$ -	1		\$ 1,500		
Miscellaneous Total:					\$ 32,100			\$ 14,360			\$ 5,040			\$ 12,700		
						Past FS Reductions			Current FS Reduction							
Note: All totals (item, sub, final, etc.) rounded to nearest dollar.					Sub-Total:	\$ 972,020		\$ 813,113			\$ 50,504			\$ 108,403		Items Proposed for Dedication Total
10% of Remaining Balance					10% Contingency:	\$ 10,840	>>	>>	>>	>>	>>	>>	>>	\$ 10,840		\$ 569,816
Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.					10% Annual Increase:	>>	>>	>>	>>	>>	Number of Years			\$ -		15% for Post-Dedication Security
					Total:	\$ 982,861							\$ 119,243		\$ 85,472	

This information is subject to HRG Policy E-002 - Confidential and Proprietary Information



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

FINANCIAL SECURITY ADJUSTMENT #1

SUSQUEHANNA TOWNSHIP

Attn: Dave Pribulka

Stray Winds Farm – Phase 8

May 4, 2023

As requested by Jessica Hodnett of Triple Crown Corporation on April 21, 2023, Herbert, Rowland & Grubic, Inc. performed a site inspection on April 28, 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 adjusted to \$269,787, as shown on the attached tabulation.

Original Financial Security Amount		\$788,684
Financial Security Adjustment #1		(\$518,897)
Remaining Security Held		\$269,787

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, PE
 Project Manager

AG/JMC
 R000242.0002 (Phase 1263)
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Enclosures: Financial Security Adjustment #1

SUSQUEHANNA TOWNSHIP
FINANCIAL SECURITY (FS) ADJUSTMENT #1
Stray Winds, Phase 8

INITIAL FS RECOMMENDATION DATE: 10/01/22
 PREVIOUS FS REDUCTION DATE: NA
 CURRENT FS REDUCTION DATE: 04/28/23

HRG NO.: R000242.0002 Ph. 1263
 PLAN DATE: 05/06/22
 LAST PLAN REVISION DATE:



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			Remaining Quantity				
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)		
SITE WORK																
Topsoil Removal/Stockpiling	CY	9601		\$ 2	\$ 19,202			\$ -	9601		\$ 19,202			\$ -		
Permanent Seed/Mulch (no topsoil) (NOTE: total rounded up)	SY	6334		\$ 0.50	\$ 3,167			\$ -			\$ -	6334		\$ 3,167		
Bulk Earthwork (all necessary work to bring site to final grade)	CY	1298		\$ 5	\$ 6,490			\$ -	1298		\$ 6,490			\$ -		
Site Work Total:					\$ 28,859			\$ -			\$ 25,692			\$ 3,167		
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			\$ -		
Rock Apron (Rip-Rap) (PERMANENT)	SY	72		\$ 120	\$ 8,640			\$ -	72		\$ 8,640			\$ -		
Inlet Protection (INSTALLED)	EA	28		\$ 160	\$ 4,480			\$ -	28		\$ 4,480			\$ -		
Inlet Protection (REMOVED)	EA	28		\$ 160	\$ 4,480			\$ -			\$ -	28		\$ 4,480		
Temporary Outlet Structure (INSTALLED)	EA	1		\$ 2,500	\$ 2,500			\$ -			\$ -	1		\$ 2,500	Does not appear to have been installed in 4B basin.	
Temporary Outlet Structure (REMOVED)	EA	1		\$ 2,500	\$ 2,500			\$ -			\$ -	1		\$ 2,500		
Erosion & Sedimentation Control Total:					\$ 25,710			\$ -			\$ 16,230			\$ 9,480		
STORMWATER MANAGEMENT																
Type C Top Unit	EA		21	\$ 800	\$ 16,800			\$ -	21		\$ 16,800			\$ -		
Standard Inlet Box	EA		21	\$ 2,100	\$ 44,100			\$ -	21		\$ 44,100			\$ -		
18" HDPEP (includes excavation and backfill)	LF		900	\$ 65	\$ 58,500			\$ -	900		\$ 58,500			\$ -		
24" HDPEP (includes excavation and backfill)	LF		180	\$ 68	\$ 12,240			\$ -	180		\$ 12,240			\$ -		
DW Head/Endwall	EA		2	\$ 2,000	\$ 4,000			\$ -	2		\$ 4,000			\$ -		
Infiltration Pit (#2 & #3)	EA	2		\$ 3,000	\$ 6,000			\$ -			\$ -	2		\$ 6,000	Not constructed	
Rain Garden (#3, #4, & #5)	EA	3		\$ 2,000	\$ 6,000			\$ -			\$ -	3		\$ 6,000	Not constructed	
Stormwater Management Total:					\$ 147,640			\$ -			\$ 135,640			\$ 12,000		
PAVING AND CONCRETE																
Mountable Curb	LF		3456	\$ 20	\$ 69,120			\$ -	3456		\$ 69,120			\$ -		
Sidewalk	SY		1942	\$ 40	\$ 77,680			\$ -			\$ -	1942		\$ 77,680	Not constructed	
Stone Subbase, 6" Depth	SY		7398	\$ 9	\$ 66,582			\$ -	7398		\$ 66,582			\$ -		
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY		7398	\$ 13	\$ 96,174			\$ -			\$ -	7398		\$ 96,174		
Superpave Asphalt, HMA Base (25mm, 5" depth)	SY		7398	\$ 20	\$ 147,960			\$ -	7398		\$ 147,960			\$ -		
Curb Ramp	EA		4	\$ 3,500	\$ 14,000			\$ -			\$ -	4		\$ 14,000	NOTE: only 2 on plans	
Paving and Concrete Total:					\$ 471,516			\$ -			\$ 283,662			\$ 187,854		
MISCELLANEOUS																
Mobilization	LS	1		\$ 5,000	\$ 5,000			\$ -	1		\$ 5,000			\$ -		
Street Lights	EA		7	\$ 2,000	\$ 14,000			\$ -			\$ -	7		\$ 14,000		
Post-mounted Signs	EA		7	\$ 200	\$ 1,400			\$ -			\$ -	7		\$ 1,400		
Fire Hydrants	EA		2	\$ 2,750	\$ 5,500			\$ -	2		\$ 5,500			\$ -		
Deciduous Trees (3-1/2" - 4" Caliper)	EA		64	\$ 240	\$ 15,360			\$ -			\$ -	64		\$ 15,360		
As-Built Plan	LS	1		\$ 2,000	\$ 2,000			\$ -			\$ -	1		\$ 2,000		
Miscellaneous Total:					\$ 43,260			\$ -			\$ 10,500			\$ 32,760		
Sub-Total:					\$ 716,985			\$ -			\$ 471,724			\$ 245,261		
10% Contingency:					\$ 71,699	>>	>>	>>	>>	>>	>>	>>	>>	>>	\$ 24,526	Items Proposed for Dedication Total
10% Annual Increase:					>>	>>	>>	>>	>>	>>	>>	>>	>>	>>	\$ -	643,416
Total:					\$ 788,684			\$ -			\$ 471,724			\$ 269,787	15% for Post-Dedication Security	96,512

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%.

May 4, 2023

To: David Pribulka, Township Manager

From: Doug Knauss, Parks and Recreation Director

RE: Seasonal Park Maintenance Staff

The Parks and Recreation Department is seeking authorization to hire two part-time seasonal staff to assist with park maintenance and cleanliness.

Brian Wise will be working Monday-Thursday 7am to 12pm and alternating weekends to assist with maintenance projects and park cleanliness.

Dennis Ragland will be working 5p to 8pm Mon - Friday and alternating weekends to assist with park cleanliness.

These positions were budgeted in the 2023 operating budget and employment will conclude at the end of October.

ADAM GRUZLEWSKI

SENIOR RESIDENT PROJECT REPRESENTATIVE

LICENSES/CERTIFICATIONS

- Certified Sewage Enforcement Officer (No. 04142)

EDUCATION

- B.S., Business Technology Management, Pennsylvania College of Technology, 2013
- A.S., Environmental Technology, Pennsylvania College of Technology, 2006
- A.S., Building Construction Technology, Pennsylvania College of Technology, 2002

Adam is employed with Herbert, Rowland & Grubic, Inc. as a Water and Wastewater Senior Resident Project Representative (RPR). In this role he is responsible for acting as a liaison between the contractor and the design engineer and the client. Adam is a registered Sewage Enforcement Officer and performs compliance reviews and permitting services for local Municipalities. During construction projects, Adam observes that all items on the final design plan are completed and reports status and any discrepancies or proposed modifications to the design engineer or client to ensure conformance to requirements of contract documents.

PROJECT EXPERIENCE

Anaerobic Digester Replacement Project West Goshen Sewer Authority, Chester County, PA

Role: Resident Project Representative and Contract Administration. WGSA includes over 115 miles of 8 through 30-inch diameter sanitary sewer mains and interceptors, ten pumping stations, and a 6.0 MGD wastewater treatment facility. HRG completed a comprehensive capital improvement plan on infrastructure and evaluation of alternatives for anaerobic digestion and strategies for compliance with the Good Creek total maximum daily load. The result of the CIP was a comprehensive 6-year plan that addressed critical infrastructure and provided a compliance strategy for the Goose Creek TMDL, addressing total phosphorus and nitrogen reduction goals. Mr. Gruzlewski also oversaw the construction and upgrade to Woodcrest Pump Station and Greystone Pump Station.

Headworks Project West Goshen Sewer Authority, Chester County, PA

Role: Resident Project Representative and Administration Assistance. Phase 1 of the WWTP Improvements included improvements to the headworks with replacement of screening and the addition of a grit removal system; replacement of the primary and secondary anaerobic digesters; installation of an enhanced chemical feed system, and a phosphorus reduction evaluation and nitrogen reduction optimization study.



Phase II Wastewater Treatment Plan Improvements Projects West Goshen Sewer Authority, Chester County, PA

Role: Resident Project Representative and Administration Assistance. The Phase II WWTP Improvements include replacement of the existing belt filter presses with new screw presses; advanced control systems for increased operability of the processes; a new tertiary treatment system capable of reducing effluent phosphorus concentrations to 0.04 mg/L; aeration system improvements to decrease energy loading and operating costs at the WWTP; and implementation of a supervisory control and data acquisition system for improved operability and data analysis for the Operations Staff.

Disinfection Byproducts Improvement Project Steelton Borough Authority, Dauphin County, PA

Role: Resident Project Representative and Administration Assistance. The Authority's water treatment, storage and distribution system includes a 3.0 MGD water treatment facility, a booster station, two million gallon finished water storage tanks and approximately 27.6 miles of distribution piping ranging in diameter from 4 to 20 inches. HRG provided simple and cost-effective compliance solutions, so the Authority could meet drinking water regulations. HRG's solutions included 260,000 gallon above grade tank, tank baffle system, interface with existing clearwell, and pumping facilities.

Emergency Generator Project Steelton Borough Authority, Dauphin County, PA

Role: Resident Project Representative and Administration Assistance. The water treatment plant emergency 600KW emergency generator installation was completed in 2015. Adam has also provided construction management, contract administration, observation, and design for the following water and wastewater projects:

- PA American Water Company
- Littlestown Borough, Adams County
- Middletown Borough Authority, Dauphin County
- Mechanicsburg Borough, Cumberland County
- Millerstown Municipal Authority, Perry County
- East Lampeter Sewer Authority, Lancaster County

RELATED EXPERIENCE

Prior to joining HRG, Adam served as Technician IV to the Environmental Management Section at Gannett Fleming, Inc. Adam was responsible for maintaining all project field records pertaining to Health and Safety; coordinating field schedules and equipment and reviewing test results for compliance under the DEPA regulations. He was involved in all phases of an Environmental Study: Phase 1 Investigation, obtaining documentation on a related site of focus. Phase 2 Operation; completing installation and performance of a project including placement, inspection and testing of monitoring wells. Adam also collected soil samples using the proper DEP methods and helped study and observe wetland delineation projects.



**RESPONSE TO
REQUEST FOR PROPOSAL
SUSQUEHANNA TOWNSHIP PENNSYLVANIA
FIRE SERVICES STUDY
MARCH 2023**

**Prepared by:
Municipal Resources, Inc.
66 Main Street, Suite B
Plymouth, NH 03264
603-279-0352
all@mrigov.com**

66 Main Street, Suite B
Plymouth, NH 03264

International Drive
Portsmouth, NH



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**RESPONSE TO
REQUEST FOR PROPOSALS
SUSQUEHANNA TOWNSHIP, PA**

FIRE SERVICES STUDY

MARCH 2023

SECTION 1: LETTER OF TRANSMITTAL

Municipal Resources, Inc. ("MRI") is pleased to submit this response to your Request for Proposals for services to assist Susquehanna Township in developing a Fire Services Study.

MRI was established 30 years ago and is very well known for its expertise in public safety including police, fire and EMS operations. MRI has completed hundreds of projects from Rincon, Georgia to Presque Isle, Maine. The best way to verify our proven track record is to contact the references listed under **Appendix A**. Our reputation for client satisfaction and developing attainable and fiscally realistic recommendations will speak for itself.

Alan S. Gould, President, will serve as Principal-In-Charge of this engagement. Brian Duggan, Director of Fire Services will be a member of the project team and interface directly with the client coordinating activities, , and participating throughout the engagement as required. Peter Finley will serve as Project Manager.

MUNICIPAL RESOURCES, INC.

66 Main Street, Suite B
Plymouth, NH 03264
(603) 279-0352
(866) 501-0352 TOLL FREE
www.mrigov.com

DIRECTOR OF FIRE SERVICES

Brian Duggan, Director Fire Services
Municipal Resources, Inc.
66 Main Street, Suite B
Plymouth, NH 03264
(413) 563-7610
bduggan@mrigov.com

We have reviewed the RFP and have completed many similar projects. Per the RFP this proposal shall remain valid for a period of 180 days from the execution of a contract.

Respectfully submitted by Municipal Resources, Inc.,

By: Alan S. Gould
Alan S. Gould, President
(603) 279-0352, x-320
(603) 765-5998 Cell



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SECTION 3: PURPOSE AND INTENT



Susquehanna
TOWNSHIP

Susquehanna Township, PA is seeking a fire and emergency services consultant experienced in the management and operations of volunteer fire

departments/companies to undertake an organizational, effectiveness and overall efficiency study on staffing levels, facilities, equipment, fire department operations and administration, financials, all insurance pertaining to the fire service and services of the fire companies serving the township.

The primary intent and goal of the request for proposal is to retain a consultant that can conduct a study to assess whether existing levels of staffing, facilities, equipment and funding are adequate to provide a level of service within the Township that is in line with generally accepted standards and benchmarks for safety used by comparable fire departments and EMS as well as based on standards and “best practices” for modern-day fire services currently in practice in the United States. In addition, we will provide recommendations to assist the township with achieving the utmost efficiency in staffing, station locations, training, and apparatus to maximum the safety of the township’s citizens in the most fiscally prudent means possible, and define recommendations/modifications and suggest a timeline for any alternative models for service delivery.

SECTION 4: PROJECT BACKGROUND

Susquehanna Township is a first class township in Dauphin County, Pennsylvania, in the United States. It is located to the east and north of the City of Harrisburg, Pennsylvania, in the South-Central region of the state. The population of Susquehanna Township was 26,706 as of the 2020 U.S. census thus making for the third most populated municipality in Dauphin County. The township covers 15.3 square miles and is home to an array of critical infrastructure including, but not necessarily limited to, USPS Regional Facility, Federal DEA office, PEMA, State Game Commission HQ, State Fish & Boat Commission HQ, State Police HQ, and a variety of other Commonwealth and County Office centers. Interstate 81 and U.S Route 322 both bisect the township as does a busy railroad line utilized by both Norfolk Southern and Amtrak.



Fire protection is provided by two volunteer fire companies under the umbrella of the Township’s Fire Marshal/Chief and Director of Public Safety. The fire companies are as follows: Progress Fire Company located in the South-Central portion of the Township, and Rescue Fire Company located in the approximate North-Central portion of the Township. The Township currently provides annual funding to each company from dedicated Fire Protection real estate tax millage. The fire tax funds new apparatus, insurance, a full time Fire Marshal/Chief, and an

Emergency Vehicle Technician.

The requested study/review is part of the Township's efforts to evaluate its existing staffing levels, facilities and equipment of the fire companies(s) so that future plans and funding can continue to meet the township's evolving needs. The end goal of the study is to make recommendations for long term success, viability, stability, and improved efficiency and safety for both firefighters and citizens both immediately and long-term.

SECTION 5: EXPERIENCE, EXPERTISE, AND CAPABILITIES OF MRI

A. INFORMATION ABOUT MRI

Municipal Resources, Inc.
66 Main Street, Suite B
Plymouth, NH 03264
(603) 279-0352
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FEIN/SSN: 02-0450952

MRI was founded in 1989 by six former municipal and state government managers, with both public and private professional experience. MRI is dedicated to providing professional, technical, and management support services to municipalities, schools, and non-profit organizations throughout the Northeast. MRI operates offices in two locations in New Hampshire, one in Maine, one in Massachusetts, and one in Pennsylvania. We are registered to do business in Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New Jersey, New York, and Pennsylvania.

MRI provides quality service at an affordable price. We have the technical knowledge and practical experience that others cannot offer because we hire the best in the municipal consulting industry. This is evidenced by a high level of implementation of MRI's recommendations by its clients. MRI is capable of performing multiple projects at the same time because of the depth that we have acquired through the number of employees and affiliates we maintain. We also have the ability to draw upon a wide array of talent because of our unique business approach. Our clients have come to expect MRI to provide for whatever they need and we fulfill their expectations.

Our dynamic management staff can tailor services to specific client needs. Our clients realize that we have been in their shoes; we have the experience, sensitivity, and desire that it takes to develop and deliver services that specifically meet their needs.

Combined staff experience in the operations of local government, coupled with the realities of today's economic, regulatory, and political environments gives Municipal Resources a unique capability which can be brought to bear for local government officials, many of whom are volunteers seeking to do what is right for their communities.

The depth of Municipal Resources' experience is reflected not only in the experiences of its associates, but in the scope of services it provides its clients, from professional recruitment to organizational and operational assessments of individual municipal departments and school districts or ongoing contracted services for various town government and school business support activities.

Among the areas of expertise available are department assessments, personnel recruitment, personnel administration, collective bargaining, public safety, and general management. Municipal Resources has a particularly strong public safety group with nationally recognized expertise in police, fire, and emergency services.

We want to help solve problems and provide solutions for future success. We do not assess blame; rather, we simply work to gain an understanding of past events in order to build a framework for future success. We do not put forth idealistic, unachievable, or narrowly focused solutions.

Our objectives are:

- To help agencies obtain maximum value for limited tax dollars.
- To identify and help communities manage the risks associated with public safety functions.
- To raise public awareness of the value and professionalism of their public resources.
- To help local leaders develop and execute plans that best meet their community's needs, given the resources available.

Municipal Resources is uniquely qualified to undertake this study by virtue of our extensive experience and special knowledge in the area of municipal operations and service delivery systems. We have assisted numerous communities in assessing the organizational and operational efficiency of municipal departments and operations, including evaluating how services might be improved and costs reduced through consolidation and interdepartmental coordination. In the past 25 years we have completed more than 265 fire and emergency services studies covering all facets of fire, rescue, and EMS operations. This includes a number of which involved combination, volunteer or paid on call fire departments and operations including several in Pennsylvania.

B. PHILOSOPHY STATEMENT

Municipal Resources is committed to providing innovative and creative solutions to the problems and issues facing local governments and the agencies that serve them.

The purpose of Municipal Resources' approach is to supplement the efforts of municipal employees and other personnel and enable them to do their jobs well. Municipal Resources is committed to supporting and enhancing positive, sustainable communities through better organization, operations, and communication. We achieve this by:

- Supporting towns/townships, cities, counties, school districts and other community service agencies with management and technical services to replicate or supplement their in-house resources;
- Contracting with clients to provide administrative, management and technical services;
- Facilitating constructive change within client organizations;
- Conducting studies and analyses designed to assist clients in achieving organizational improvement;
- Advocating and advancing cooperation, coordination and collaboration between government organizations and related community support agencies;
- Maintaining a staff of highly qualified professional, experienced and open-minded life-long learners to serve as consultants and advisors to our clients;
- Maintaining an awareness and understanding of advances in "best practices" for delivery of all levels of core community services and related professional management; and
- Developing and refining techniques for effective community engagement, information dissemination and constructive change.

C. PERSONNEL

Municipal Resources has two (2) principals, a staff of eleven (11) full-time professionals, four (4) administrative support staff, ten (10) part-time professionals, and a large group of professional affiliates from which it can draw for consulting services as necessary. Municipal Resources' ability to draw on a very large field of expertise from its affiliates only as necessary allows the company to maintain a low overhead, representing

significant cost savings, which are then passed along to its clients. The company has limited debt and is on extremely sound financial footing.

We believe that Municipal Resources has the best collection of talent that any consultant can produce at any price. Generally, our affiliates are current or recently retired practitioners in their field. They have held or hold positions at or near the top in their respective fields. All are previous veterans of consulting assignments. They have regional, and in some cases, national reputations. We believe this team has the ability to provide your organization with a full range of services necessary to successfully address your current needs. While our technical evaluation is done by in-service experts, all of our recommendations are carefully considered by our own managers before being put forward for your consideration.

D. MUNICIPAL RESOURCES, INC.'S PROVEN TRACK RECORD

MRI has completed more than 250 fire service assessments. The best way to verify our proven track record is to contact the references listed under **Appendix A**. Our reputation for client satisfaction and developing attainable and fiscally realistic recommendations will speak for itself. Although adoption of recommendations varies by community, we are proud to note that over time, a number of communities have adopted in excess of 80% of the recommendations put forth through an organizational assessment.

SECTION 6: THE PROJECT TEAM

All Principal Consultants affiliated with the firm have substantial experience in government service, a background which proves beneficial to our clients, as we are able to fully understand and address the issues and concerns of the officials and decision makers with whom we do business. In keeping with Municipal Resources' hallmark multi-disciplinary approach to problem solving, we plan to use the following fire service-based team:

Principal-In-Charge

Alan S. Gould, President and Chief Operating Officer, is a graduate of Saint Anselm College with a BS degree in Criminal Justice. He is certified as a Public Manager by the American Academy of Certified Public Managers and has completed numerous management and leadership programs including the Babson Command Training Institute and the FBI's LEEDS program. He is recognized for his creativity in community policing and his leadership in promoting ethics in the law enforcement community. Mr. Gould began his public-sector career with the Salem, NH, Police Department where, over 21 years, he served at all ranks of the Department. He served as Chief of Police in Rye, NH, where, upon retirement from law enforcement, he was appointed and served as Town Administrator until joining MRI in 2008. Mr. Gould served as the Ethics Instructor



at the New Hampshire Police Academy for 15 years and has been an instructor of college courses in Criminal Code, Criminal Investigation, Report Writing, Constitutional Law, and Juvenile Delinquency. Among his many community involvements, Alan served as an initial incorporator of two non-profit organizations; one addressing family violence and visitation issues, and the other established to help seniors remain in their homes as they age. He continues to serve as Deputy Emergency Management Director in the coastal community of Rye, NH, located within the Seabrook Nuclear Power Plant's Emergency Planning Zone. In addition to his responsibilities as MRI's Chief Operating Officer, Mr. Gould manages most of the company's public safety projects including operational studies and "internal" investigations. Mr. Gould also specializes in recruitment/selection processes for executive level municipal positions and has completed dozens of processes for top management positions throughout New England.

Director of Fire Services

Brian P. Duggan retired from the Fire Department in Northampton, Massachusetts, where he instituted substantial changes to modernize and restructure the entire department including equipment, facilities, personnel, and training. In conjunction with his staff, Brian integrated Emergency Medical Services (EMS) into the organization and created a regional Advanced Life Support (ALS) Program that currently serves 18 communities within the Northampton Area. He formerly commanded the Northborough, Massachusetts, Fire Department, and has significant experience with the Massachusetts Department of Fire Services where over three decades, he held several key positions. Following his retirement, Brian has continued his active fire service involvement by serving as both a volunteer chief fire officer and through continuing to develop training and certification programs as a program Coordinator for the Massachusetts Department of Fire Services.

Mr. Duggan developed and directed the Graduate and Undergraduate Fire Science Programs at Anna Maria College in Paxton Massachusetts from 1995 - 2003. Mr. Duggan has a Business Management/Fire Science degree from Providence College and a Master's Degree of Business Administration (MBA) from Nichols College in Dudley, Massachusetts. He is also a graduate of the National Fire Academy Executive Fire Officer Program and the Senior Executive Program for State and Local Leaders at Harvard University. In December 2012, Mr. Duggan received a Master's Degree in Homeland Security through the Naval Post Graduate School based in Monterey, California, where his thesis entitled "*Enhancing Decision-making during the First Operational Period of Surge Events*" was selected as an outstanding thesis. He was one of the first fire service professionals to be designated as a Chief Fire Officer by the Commission on Fire Accreditation International.

Brian led the Massachusetts fire service through his affiliation as Chairman of the Fire Chief Association of Massachusetts Technology Committee and as a Regional Director on the Massachusetts State Fire Mobilization Committee. Mr. Duggan has authored several publications, inclusive of writing Section 7, Chapter 3, Fire Department Information Systems, in the Nineteenth and Twentieth Editions of the National Fire Protection Association's Fire

Protection Handbook. Chief Duggan has been affiliated with MRI as a subject matter advisor since 2002 and he has served as Director of Fire Services since 2015. Currently, Mr. Duggan is regarded as an expert specific to fire service response to photovoltaic and battery energy storage system (BESS) emergencies. He has developed several nationwide training programs providing first responders with new insight on these emerging challenges.

Project Manager/Team Leader:

Peter J. Finley, Jr. most recently served as Chief of the Winslow Township Fire Department in New Jersey, where he was responsible for the planning, establishment, and initial deployment of the career component of the department. He previously served for 4 ½ years as the Chief of Department for the City of Vineland, New Jersey Fire Department where he initiated significant changes within the department including updating and modernizing equipment, providing the department's first ever formal officer training, and significantly increasing the capabilities of the regional hazardous materials response team. During his tenure the department received more than one million dollars in various grants. He formerly commanded the Vineland Rescue Squad gaining significant EMS operations and command experience, as well as completing an overhaul of that organization's operations. Chief Finley serves as an Adjunct Professor in the Fire Science Program at Camden County College. Chief Finley received his Associate in Applied Science degree from Atlantic Community College in New Jersey, and earned his Bachelor of Science degree in Fire Science/Administration from the University of Maryland. He is a graduate of the National Fire Academy's Executive Fire Officer Program, earning perfect scores on three of his four Applied Research Projects. He was awarded an Outstanding Research Award for his 2002 paper titled, "Residential Fire Alarm Systems: The Verification and Response Dilemma". Chief Finley holds nearly two dozen state and national certifications and is a member of a number of fire service organizations, including achieving the prestigious Chief Fire Officer designation from the Commission on Fire Accreditation International. He is a member of a number of fire service organizations and is currently serving as President of the New Jersey Career Fire Chiefs Association where he has been involved in the development and administration of fire service promotional examinations. From 2003–2005 he served on the Training and Education Committee of the Governor's Fire Service and Safety Task Force. He also previously served on the state committee that developed New Jersey's first Firefighter I Instructor Manual.

Team Members:

David Houghton is a devoted fire and emergency management professional who has recently retired from the Wayland Massachusetts Fire Department after a distinctive 38-year career from being a call firefighter and rising through the ranks to Fire Chief. Along with dedicating his service to the Town of Wayland, he continues to work for the Massachusetts Department of Fire Services as both an instructor and in the Special Operations Division doing special projects. In 1999 he was given the challenge by the State Fire Marshal to develop and implement what today is known as Special Operations. This development included designing, building and implementing specialized equipment and staffing to respond to Emergency and planned incidents throughout the

Commonwealth. This program was a shared vision between David and the Fire Marshal and today has been shared in whole or in part in other areas of the country.

David has a B.S. degree in Fire Science, an A.S. Degree in Fire Science and Technology, and has completed a Local Government and Management program with Suffolk University and the Massachusetts Municipal Association. David has a diverse background Firefighting, EMS (ALS and BLS), Dispatch, Fire Prevention, Emergency Management and operations. He is a nationally certified Firefighter, Fire instructor, Fire Inspector, Fire Officer. He is a certified Emergency Medical Technician both at the National Level and in the Commonwealth of Massachusetts. David has most recently continued his fire service career by being appointed as a call firefighter with the Town of Moultonborough Fire Rescue, and is a certified New Hampshire Emergency Medical Technician.

He continues to be active with the Commonwealth of Massachusetts Fire and Ambulance Mobilization team in the continuous updating and redevelopment of the program. Prior to his retirement as Fire Chief, David was an active member in the Massachusetts Fire District 14 where he was a driving force behind the creation of the District Operational budget, an operations manual and the formalizing of the various specialized teams within the district. David was also selected as the Chief overseeing the Fire District communications team and equipment as well as serving on several other progressive programs within the district. He is a member of the Fire Chiefs Association of Massachusetts, and the International Association of Fire Chiefs.

Eric Heath began his fire service career in 1994 as a volunteer for the Enfield Fire District in Enfield Connecticut. In 1999 he was hired as a career firefighter for the Southington Fire Department (CT) and currently serves as the Assistant Fire Chief for the Southington Fire Department, with both operational and administrative responsibility. He is also the appointed Fire Marshal for the Town of Southington. Eric has been the principal grant writer of the Southington Fire Department since 2012, securing approximately \$2.5M in grant awards for training, equipment, and manpower.

Eric graduated from the University of New Haven in 2011 with a Bachelor's Degree in Fire Service Administration, and from Columbia Southern University on 2015 with a Master's Degree in Emergency Services Management. He is currently enrolled in a MPA program at Columbia Southern University. Eric also completed the Executive Fire Officer program, through the National Fire Academy in 2019. He is a certified Fire Marshal, ProBoard/IFSAC Fire Investigator, and ProBoard/IFSAC certified Fire Officer 4. He has recently submitted his application to the Center for Public Safety Excellence for Chief Fire Officer (CFO) credentialing.

Eric was honorably discharged from the United States Army Reserve, as a Civil Affairs Specialist in 2001. He is a member of the International Association of Fire Chiefs (New England, EFO, and VCOS divisions), International Association of Emergency Managers, Connecticut Fire Chiefs Association, Connecticut Fire Marshal's Association, Connecticut Chapter of the International Association of Arson Investigators, and the Connecticut Fire Department Instructor's Association.

Raymond Gretz recently retired as a Deputy Fire Chief in the Washington, D.C. Fire & EMS Department. His firefighting career began as a volunteer firefighter in 1990 at the College Park Volunteer Fire Department in College Park, Maryland. His volunteer service included serving as a line officer to the rank of Captain and being an elected member of the Board of Directors. Ray still retains a volunteer affiliation with this organization.

In the District of Columbia Fire and EMS Department, he held many positions, most recently, the Deputy Chief directing the Risk Management Division. He has considerable experience in operations, as well as training, special operations, and a variety of administrative positions. Other experience includes serving as the agency Finance Section Chief at National Security Special Events such as Presidential Inaugurations. He is a certified public manager and a graduate of the National Fire Academy's Executive Fire Officer program. He holds a Master's Degree in Homeland Security from the Naval Postgraduate School in Monterey, California. Ray has been involved with MRI for over seven years and has been involved in several organizational studies and regional projects.

SECTION 7: STATEMENT OF QUALIFICATIONS RELATED TO FIRE SERVICE OPERATIONS

Municipal Resources, Inc. (MRI) has completed more than 265 fire services studies over the last quarter of a century. Please refer to our list of references for specifics on recent projects. Our experience is bolstered by the expertise of our fire/EMS staff. Brian Duggan, our Director of Fire Services, and Peter Finley, Project Manager are both assigned to this engagement. Brian directs all of MRI's fire/Rescue/EMS and emergency management consulting services. Specific qualifications of our Director of Fire Services include:

- 35 years of experience within the Massachusetts Fire Service;
- Has led fire station construction and renovation projects
- Provided leadership to the Massachusetts Fire Mobilization System for more than 20 years;
- Served in several positions at the Massachusetts Department of Fire services
- 40 years of experience as a nationally registered EMT;
- 35 years of experience within the Massachusetts Fire Service;
- Developed several public private EMS organizations;
- Created three regional ALS services;
- Serviced as a fire chief in two Massachusetts communities for a total of 28 years;
- Worked for five fire service organizations;
- Credentialed as a Chief Fire Officer;
- Holds two advanced degrees.

In addition, all members of the project team are current or previous practitioners and have been involved in the provision of fire services for more than 30 years.

Relevant Team Experience

The team of fire service professionals that we have assembled has nearly 150 years of combined fire service experience and all have served as chief officers during their careers. Examples of their experience includes:

- Decades of experience as chief fire officers and senior fire service practitioners.
- More than 50 collective years of experience serving as chief fire officers.
- Experience as Chief Officers/Directors within more than a dozen different emergency service organizations.
- Chiefs Duggan, Finley and Houghton have had exceptional success obtaining federal and other grant funding.
- Advanced education, several members of the team have advanced degrees.
- Two members earned the prestigious Chief Fire Officer (CFO) designation while several are credentialed chief officers.
- Three members have completed the National Fire Academy's Executive Fire Officer Program.
- Two members have earned Master's degrees in Homeland Security through the Naval Post Graduate School.
- Three members of the team have been published including Chief Duggan who was recognized for an outstanding thesis during his Master's program at the Naval Post Graduate School. In addition, Chief Duggan has written multiple editions of the Technology Chapter in the NFPA Fire Protection handbook.
- All team members have significant experience in performing fire and emergency services operational assessments.

SECTION 8: SCOPE OF WORK

The project requires an assessment to determine whether existing staffing and equipment levels are adequate to provide a level of services in the Township that is in line with generally accepted standards and benchmarks for a community of like size and character. The selected individual/firm

should take the following information and topics under consideration (and include these topics in the final narrative) when conducting the review:

Major Project Elements:

- 1) A review of background information that impacts the fire services including:
 - a. Community population and demographics;
 - b. Residential, commercial, industrial and municipal features of the community;
 - c. Policies and agreements that may determine staffing levels and practices;
 - d. Municipal ordinances related to fire delivery;
 - e. Memorandums of understanding/contracts/vendor agreements and resources;
 - f. Standard Operating Guidelines (SOG's) for the fire companies;
 - g. By-laws for the fire department/companies (if appropriate);
 - h. Prior studies if appropriate;
 - i. Completed NFPA 1720 Questionnaire;
 - j. Road map in pdf;
 - k. Response statistics (randomly selected period);
 - l. Vehicles and staffing/run assignments;
 - m. Review of management practices;
 - n. Review of any long-range plan;
 - o. Review of training related to firefighter qualifications and company functionality;
 - p. Review of budgets - fire companies, Fireman's Relief Funds, and capital equipment fund;
 - q. Review of fire company facilities & equipment and Township Capital Equipment Fund;

- r. Review of succession planning; and
 - s. Review of vehicle fleets, replacement plans and future needs assessment.
- 2) At a minimum, input should be solicited from the following individuals either through conference calls or personal interviews:
- a. Elected/appointed officials
 - b. Township and individual fire company administration and operations members.
 - c. Fire department officers.
- 3) Preliminary report to be reviewed and critiqued with the appropriate individuals from Township.
- 4) Final report: Six (6) bound and organized final reports as well as an electronic copy should be delivered in person to the Township in conjunction with an on-site PowerPoint presentation (approx. 30-45 minutes in duration) that reviews the key findings of the report that will be done for elected officials and key Township operations staff.
- 5) All data, photographs and related information gathered during the review shall be surrendered to and be deemed property of the Township upon payment of final invoice.
- 6) Confidentiality during the project shall be expected by the Township and no comments to the media or individuals not directly connected to or involved in the study shall be made without the express permission of the Township.

This study will provide a comprehensive review of the manner in which fire and rescue services are provided within Susquehanna Township. This assessment will assist with determining whether existing organizational structures, staffing and equipment levels, and facilities are adequate to provide a level of services in the township that is in line with generally accepted standards and benchmarks for a community of like character. Using this review as a basis, MRI will make recommendations for improvements that take into consideration the current and future financial ability of the community, appropriate modifications to the delivery systems to provide optimum service to the entire community, adequacy of physical facilities and equipment, efficient use of resources, and whether the current organizational structure is appropriate or

should be modified. These recommendation will then provide the basis for the development of the ten year strategic plan for the township's fire and rescue services.

This assignment will require intensive involvement within the community, and will include interviews with a wide range of community stakeholders including, but not limited to, elected officials, appointed officials, fire chiefs (both township and mutual aid) and officers, fire department personnel, Fire Marshal's Office staff, senior EMS officers, various other local government officials including members of municipal boards and committees as appropriate, and other external stakeholders as may be necessary and appropriate.

Emphasis will be placed on the following:

1. Organizational Structure and Governance: Review organizational structure for appropriateness and effectiveness for providing fire and rescue services within the township. Review policy and decision making processes.
2. Internal Communication and Cross Functionality: Evaluate the working of management teams, communications, scheduling, and adequacy of staffing to accomplish goals. Evaluate the administration of each unit and make recommendations regarding efficiency and effectiveness.
3. Organizational, Managerial, and Operational Practices: Review existing general orders, standard operating guidelines, policies, rules, and regulations in relation to federal and state requirements and guidelines and in relation to contemporary "best" practices and procedures.
4. Strategic and Capital Planning, Budgeting: Review planning processes and the current processes for establishing budgets. This will include reviewing the current master plan and any capital plan, including assessment of equipment, and a risk management strategy.
5. Facilities: Assess the adequacy of the current facilities for current and projected uses, and recommendations for changes, if any, in size, appropriateness, and configuration of the facility. This will include an assessment of the fire station locations and response times.
6. Staffing: Assess the fire and rescue service's staffing, work scheduling, and equipment compared to service level demands, safety issues, and quality of service considerations inherent in such policies, staffing, and scheduling.
7. Community: Identify major issues and concerns of the community regarding the operations of the fire and rescue services. Achieve an understanding and

appreciation of the values and “personality” of the community and the local government.

8. Risk: Identify potential areas of risk/liability and make recommendations to reduce those exposures. This will include an evaluation of the current first-due response districts and the relationship between the threat and the planned response.
9. Designation of services to be provided by each of the township companies, as well as companies outside of Susquehanna, but closer to specific risks, in the context of a comprehensive response policy to the community as a whole with an attempt to reduce any unnecessary redundancies in service and equipment.

Recommendations for improvement will be based on the applicable nationally recognized standards and best practices, such as ISO (Insurance Services Office), NFPA (National Fire Protection Association), CFAI (Commission on Fire Accreditation International), National Volunteer Fire Council (NVFC), state laws and administrative regulations, and township codes and ordinances.

SECTION 9: PROJECT APPROACH AND PHASING

PLAN OF SERVICE

On Site Visits

Much of this plan of service will be done during face-to-face, on-site visits by our project team. The team will spend an extensive amount of time on-site making observations, inspecting facilities/equipment/records and conducting interviews. In consideration of the fact that the Susquehanna Township fire service is primarily staffed by volunteer/on call personnel we will spend adequate time on site in the evening and on the weekend to accommodate their needs and schedules.

MRI will evaluate the factors which affect the demand for fire and related emergency response services. These factors will include but not be limited to the following:

- Population trends and projections; physical boundaries, characteristics and land use patterns; special hazards; transportation corridors; residential, commercial and industrial growth and development; and any other factors which influence service demands.



Susquehanna
TOWNSHIP



**MEMORANDUM OF UNDERSTANDING
BETWEEN
SUSQUEHANNA TOWNSHIP
AND
THE CAPITAL AREA GREENBELT ASSOCIATION**

WHEREAS, Susquehanna Township (hereinafter referred to as “Township”) owns property at various locations, commonly referred to as the Capital Area Greenbelt (hereinafter, “Greenbelt”) (collectively, the “Parties”); and

WHEREAS, the Capital Area Greenbelt Association (hereinafter, “CAGA”) is responsible for the management of the Greenbelt, which consists of trails and surrounding landscape on Asylum Run; and

WHEREAS, the Parties hereto are desirous of allocating and defining maintenance responsibilities associated with Township properties in the Greenbelt including Andrea Avenue to State Farm Road, from Harrisburg East Cemetery Stanley Drive to Pine Drive, and Pine Drive to Sycamore Drive.

NOW, THEREFORE, in consideration of the mutual promises and understandings hereinafter contained, the Parties, intending to be legally bound hereby, enter into this Memorandum of Understanding (“MOU”) and establish the following provisions:

Section 1 – Term.

The term of this MOU shall commence as of the date signed by the Township (the “Effective Date”). The MOU shall remain in force from the Effective Date until terminated in accordance with the provisions described in Section 5.

Section 2 – General.

§2.01 – Where permitted by law, CAGA agrees to retain responsibility for all maintenance of the Greenbelt and functions not specifically defined herein.

§2.02 – CAGA agrees to work with the Township to develop a list of all facilities for which the Township and CAGA will be responsible to maintain. The list will be attached as Appendix A as part of the annual maintenance plan and incorporated herein. All changes to the facility list described in Appendix A shall require written approval of both Parties.

§2.03 – The Township retains the authority to develop and establish an annual work plan based on available budget, staffing, and other limitations as may be applicable. The Township agrees to consult with CAGA prior to the authorization of any work to be performed subject to this MOU; however, the Township retains sole discretion over its work plan for the Greenbelt.

§2.04 – The Township and CAGA will have an annual maintenance plan meeting no later than October 1st of each year of this MOU, which shall apply to all facilities described in Appendix A. The maintenance plan shall set forth all maintenance services provided by the Township based on consultation with CAGA from the prior year. The Township, in its sole discretion and authority, shall have the authority to modify the maintenance plan based on available staffing and funding, provided that CAGA is provided *at least* two weeks’ notice of the modifications. CAGA shall have the option to conduct its responsibilities under the maintenance plan through the use of contracted services or volunteers, subject to prior approval by the Township and conformance with all applicable provisions of this MOU. The list of agreed upon maintenance items will be listed in Appendix “A”

§2.05 – CAGA may request the Township provide full maintenance service for any facility described in Appendix “A” by detailing the tasks required to operate and maintain the asset(s) in accordance with all applicable statutes and ordinances. A request shall include identification of mandatory routine inspections; and all required maintenance including routine, scheduled, preventative, and discretionary maintenance work. Maintenance service required to meet safety requirements shall be prioritized above all other discretionary work. Approval of the request by the Township shall constitute a modification of the annual maintenance plan. In the event the Township does not approve the request, CAGA remains responsible for the maintenance service as set forth herein.

§2.06 – The Township and CAGA agree to cooperate in developing priorities, guidelines, and routine procedures to enable a harmonious and effective maintenance plan. It is recognized by both Parties that the annual maintenance plan may require modification throughout the year. Amendments shall follow the requirements of §2.05 when requested by CAGA. Amendments initiated by the Township shall be provided in writing to CAGA at least 14 days prior to the effective date of the modification to the maintenance plan and shall include a description of the amended maintenance plan and the reason for the amendment(s). Amendments initiated by the Township shall follow the procedure described in §2.04.

§2.07 – The Township will maintain three trail and street intersections as per PennDOT agreements located at the intersections of (1) 28th Street and Parkway Blvd; (2) Market Street and Parkway; and (3) Herr Street and Edgemont Street. Maps showing the intersections can be seen in Exhibit “A” Intersection Agreements.

Section 3 – Capital Improvements.

§3.01 – Capital improvements shall be defined as any item which has a single unit cost of \$2,000.00 or more and an expected useful life of at least one year. Examples will include but are not limited to development of new trail or paving unimproved trail surfaces, land acquisition, amenities such as the installation of bicycle repair stations, and/or the installation of hardscape features.

§3.02 – CAGA and the Township will jointly plan for capital improvements in conjunction with the development of the Township’s Capital Improvement Program. A financial plan shall be developed for the implementation of each project.

§3.03 – Routine maintenance items including, but not limited to, trail resurfacing with the same material, landscaping, and invasive species management will be identified as general maintenance or capital in the annual meeting. The designation of routine maintenance items as either general maintenance or capital improvements may be updated throughout the year upon written agreement of the Parties.

§3.04 – The Parties acknowledge that inclusion of a project or improvement in the Capital Improvement Program for the Township does not authorize the project to proceed. Projects approved by and incorporated into the Annual Operating Budget will have authorization to proceed, pending compliance with all other applicable statues and procurement guidelines of the Township.

Section 4 – Primary/Secondary Contacts

§4.01 – CAGA and the Township hereby identify the following individuals and offices as the primary contacts for all correspondence and communication pertaining to the implementation of this MOU. Requests for maintenance and all coordination will be between the individuals and offices identified herein.

Primary

Susquehanna Township

Name: _____

Title: _____

Phone: _____

Email: _____

Capital Area Greenbelt Association

Name: _____

Title: _____

Phone: _____

Email: _____

Secondary

Susquehanna Township

Name: _____

Title: _____

Phone: _____

Email: _____

Capital Area Greenbelt Association

Name: _____

Title: _____

Phone: _____

Email: _____

Section 5 – Termination and Dispute Resolution.

§5.01 – Any Party desirous of terminating this MOU shall provide the other Party with as much notice as possible; provided that, in no case shall notice be provided to terminate this MOU after September 1st of the calendar year preceding the year of termination.

§5.02 – In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either Party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association.

Section 6 – Indemnification and Insurance.

§6.01 – To the fullest extent permitted by Law, the Parties shall defend, indemnify and hold the other and its indemnitees harmless from and against any and all claims, actions, damages, expenses (including reasonable attorneys’ fees), losses or liabilities incurred by or asserted against the Parties or any of their indemnitees to the extent that such claims, actions, damages, expenses, losses, liabilities, fees, costs or penalties are caused by or arise out of the Parties’ misperformance.

§6.02 –Through the term of this MOU, CAGA shall maintain comprehensive general liability insurance in 2/22/20235/5/2023 amount of not less than Two Million and 00/100 (\$2,000,000.00) Dollars with a reputable and licensed insurance carrier authorized to do business in the Commonwealth of Pennsylvania. The Township shall be named on said insurance as an additional insured and shall be provided with proof of insurance upon each policy renewal occurring during the term of this MOU.

Section 7 – Safety.

§7.01 – The Township and CAGA are committed to ensuring the health and safety of Township employees and the public. The Parties agree to act expeditiously to resolve any potential issues and hazards that may jeopardize the safety of Township employees, CAGA volunteers, and the public which are made known to the Parties.

§7.02 – CAGA agrees to provide accurate and current information on all hazardous materials used or contained in the Greenbelt properties to the Township. This information shall include, at minimum, the quantity of the material used or contained onsite, the Safety Data Sheet (SDS) for the material, and any measures that may be necessary to control or contain the material to protect the health and safety of those who may interact with it or be otherwise exposed to it. CAGA further agrees to adhere to all regulations of the Pennsylvania Department of Environmental Protection, Environmental Protection Agency, and any other body that regulates hazardous materials.

§7.03 – CAGA and the Township agree to develop and maintain concise and enforceable rules and regulations applicable to all users of the Greenbelt. The rules and regulations shall be agreed to by both Parties and prominently displayed at critical and highly visible locations throughout the Greenbelt in the Township. It is recognized that the Greenbelt maintains trailway in multiple municipalities, which may have rules and regulations promulgated that are unique to their respective jurisdictions. To the degree possible, the Township agrees to establish its rules and regulations consistently with other participating municipalities.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be duly executed as of the day and year executed by the Township.

**Susquehanna Township
Board of Commissioners**

Capital Area Greenbelt Association

Frank Lynch, President

Date: _____

WITNESS:

David Pribulka, Township Secretary

Name:

Date: _____

WITNESS:

Name:

DRAFT

[Remainder of page intentionally left blank]

Appendix "A"
Annual Maintenance Plan

1. Township will be responsible for the mowing of the trail edge on the entirety of the Veterans Park spur from Andrea Avenue to State Farm Road.
2. Township will be responsible for the mowing/trimming along the fence line from the Entrance of the East Harrisburg Cemetery to Pine Street, and from Pine Street to Sycamore Street.
3. Township will utilize township equipment to maintain the growth of bushes, trees, and plant material that encroach the trail and ease of travel along the trail (ex. use of a brush hog or articulated mower) from Andrea Avenue to the Sycamore St. where equipment will fit safely and can be operated correctly.
4. Township will address the removal of fallen trees along the trail sections within 48 hours of notification from CAGA.
5. Township will apply appropriate herbicides via utilization of a certified applicator.
6. Neither the Township nor CAGA will actively clear snow from trails, if a trail is on private property, it is the property owner's responsibility to clear the snow unless other agreements are in place.
7. CAGA will maintain split rail fencing from Harrisburg East Cemetery to Sycamore Street.
8. CAGA will trim the fence line and mow the trail buffer from Sycamore through the state hospital grounds.
9. CAGA will remove leaves and debris from the trail through the State Hospital property.
10. CAGA will monitor the three bridges on the Harrisburg State Hospital section of the Greenbelt and bring safety concerns to the Township's attention.

Township Contact: Doug Knauss, Parks and Recreation Director 717-909-9278 or dknauss@susquehannatwp.com

Exhibit A

Intersection Maintenance Agreements

Herr Street and Edgemont Road:

MOVEMENT, PHASING, AND SEQUENCE CHART

PHASE	2+6	4+8
1,2,3,4	R G Y R R R R R	Y G Y R R R R R
5,6,7,8	R R R R R R R R	G Y R R R R R R
9,12	W W W W W W W W	H H H H H H H H
10,11	H H H H H H H H	W W W W W W W W

DETECTOR NOTES

- DETECTORS 4 AND 8 CALL AND EXTEND PHASE 4 & 8
- DETECTORS 3 AND 4 CALL PHASE 2 & 6 PEDESTRIAN
- DETECTORS 5 AND 6 CALL PHASE 4 & 8 PEDESTRIAN

NOTES

- ALL INDICATORS SHALL BE LED.
- ALL OVERHEAD SIGNALS SHALL BE EQUIPPED WITH BACK PLATES, TUNNEL VISORS AND LENSES.

W - WAY SYMBOL
PH - FLASHING HAZARD SYMBOL
H - HAZARD SYMBOL

GENERAL NOTES

INSTALL, OPERATE AND MAINTAIN THIS TRAFFIC SIGNAL IN ACCORDANCE WITH ALL PENNSYLVANIA DEPARTMENT OF TRANSPORTATION REGULATIONS, SPECIFICATIONS, AND STANDARD DRAWINGS.

NO MODIFICATION OF THIS INSTALLATION IS PERMITTED UNLESS PRIOR APPROVAL IS GRANTED, IN WRITING, BY THE DEPARTMENT.

ALL MAINTENANCE NECESSARY FOR PROPER VISIBILITY OF THE SIGNALS, INCLUDING TRIMMING TREES, IS THE RESPONSIBILITY OF THE PERMITTEE.

THE PERMITTEE INSTALLS AND MAINTAINS ALL SIGNS AND PAVEMENT MARKINGS INDICATED ON THIS DRAWING WHICH ARE CONSIDERED PART OF THE PERMIT, UNLESS OTHERWISE INDICATED. THE DEPARTMENT MAINTAINS THE LONGITUDINAL PAVEMENT MARKINGS ON STATE HIGHWAYS.

INSTALL POST MOUNTED SIGNALS WITH THE SIGNAL HEADS A MINIMUM OF 2 FEET BEHIND THE FACE OF THE CURB OR EDGE OF THE SHOULDER. ALSO, INSTALL SUPPORT POLES FOR OVERHEAD SIGNALS WITH A MINIMUM HORIZONTAL CLEARANCE OF 2 FEET.

INSTALL SIGNAL HEADS AND SIGNS ERECTED OVER THE ROADWAY WITH THE BOTTOMS NOT LESS THAN 13 FEET NOR MORE THAN 19 FEET ABOVE THE ROADWAY.

INSTALL POST MOUNTED SIGNAL HEADS WITH BOTTOMS NOT LESS THAN 8 FEET NOR MORE THAN 15 FEET ABOVE THE SIDEWALK OR PAVEMENT GRADE.

INSTALL SIGNAL HEADS WITH A MINIMUM HORIZONTAL DISTANCE OF 8 FEET BETWEEN THE HEADS AS MEASURED AT RIGHT ANGLES TO THE APPROACH.

IN ADDITION TO THIS SIGNAL PERMIT, THE PERMITTEE MUST OBTAIN A HIGHWAY OCCUPANCY PERMIT PRIOR TO ANY OPENINGS BEING MADE IN OR UNDER ANY PORTION OF A STATE HIGHWAY.

THREE WORKING DAYS PRIOR TO EXCAVATION THE PERMITTEE MUST CONTACT THE PA ONE-CALL SYSTEM, INC., PHONE 1-800-242-1776.

CONDUIT INSTALLED IN BITUMINOUS ROADWAYS LESS THAN 3 YEARS OLD, OR CONCRETE ROADWAYS REGARDLESS OF AGE MUST BE BORED OR JACKED UNDER THE ROADWAY. INSTALL IN ACCORDANCE WITH TRAFFIC SIGNAL STANDARDS TC-800 SERIES.

LEGEND

- Signal Pole
- Pedestrian Pole
- Vehicle Signal Head
- Pedestrian Signal Head
- Sign
- Vehicle Detector Zone
- Pedestrian Pushbutton/Sign
- Control Assembly
- Junction Box
- Conduit/Size
- Luminaire
- Solid White Line/Width
- Broken White Line/Width
- Solid Yellow Line/Width
- Broken Yellow Line/Width
- Double Yellow Line/Width

SIGNS

PLAN SYM.	SERIES	SIZE	CITY	MESSAGE
A	R10-3E	8x14	2	EDUCATIONAL PUSH BUTTON FOR WALK SIGNAL WITH COUNTDOWN TIMER
B	R10-3E	8x14	2	← EDUCATIONAL PUSH BUTTON FOR WALK SIGNAL WITH COUNTDOWN TIMER
C	R10-SR	30x30	1	TURNING VEHICLES YIELD TO PEDESTRIANS
D	R1-1	30x30	1	STOP
E	R3-7L	30x30	4	LEFT LANE MUST TURN LEFT
F	R1-2	36x36	1	YIELD
G	R9-3	18x18	4	NO PEDESTRIAN CROSSING

ADMINISTRATIVE

COUNTY: DAUPHIN

MUNICIPALITY: SUSQUEHANNA TOWNSHIP

INTERSECTION: HERR STREET (SR 0022) AND EDGEMONT ROAD/PARKWAY DRIVE

REVIEWED: _____ DATE _____

MUNICIPAL OFFICIAL: _____ DATE _____

RECOMMENDED: _____ DATE _____

DISTRICT TRAFFIC ENGINEER: _____ DATE _____

SCALE: 0' 25' 50' 75'

Market Street & Parkway

28th Street & Parkway

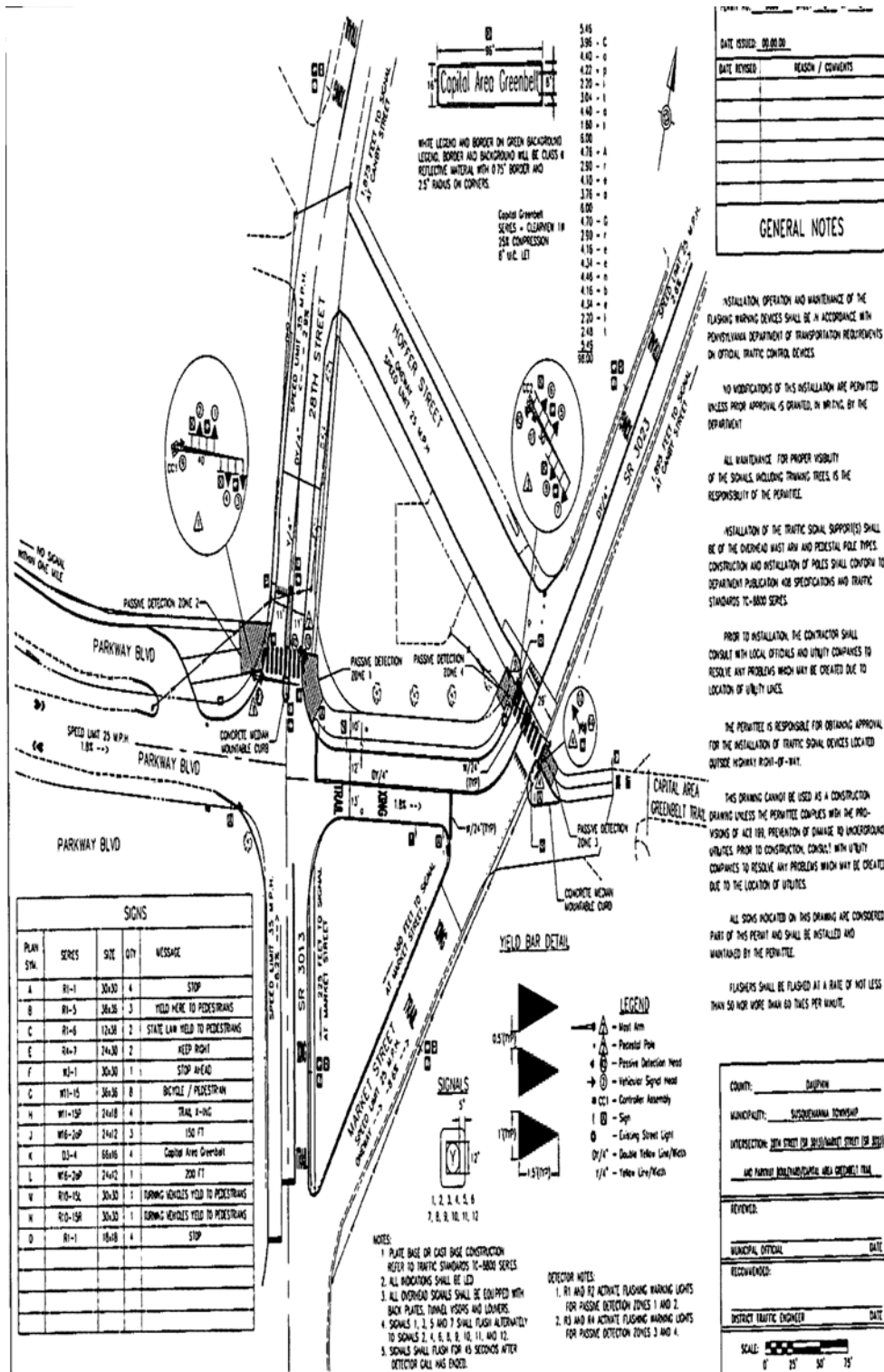
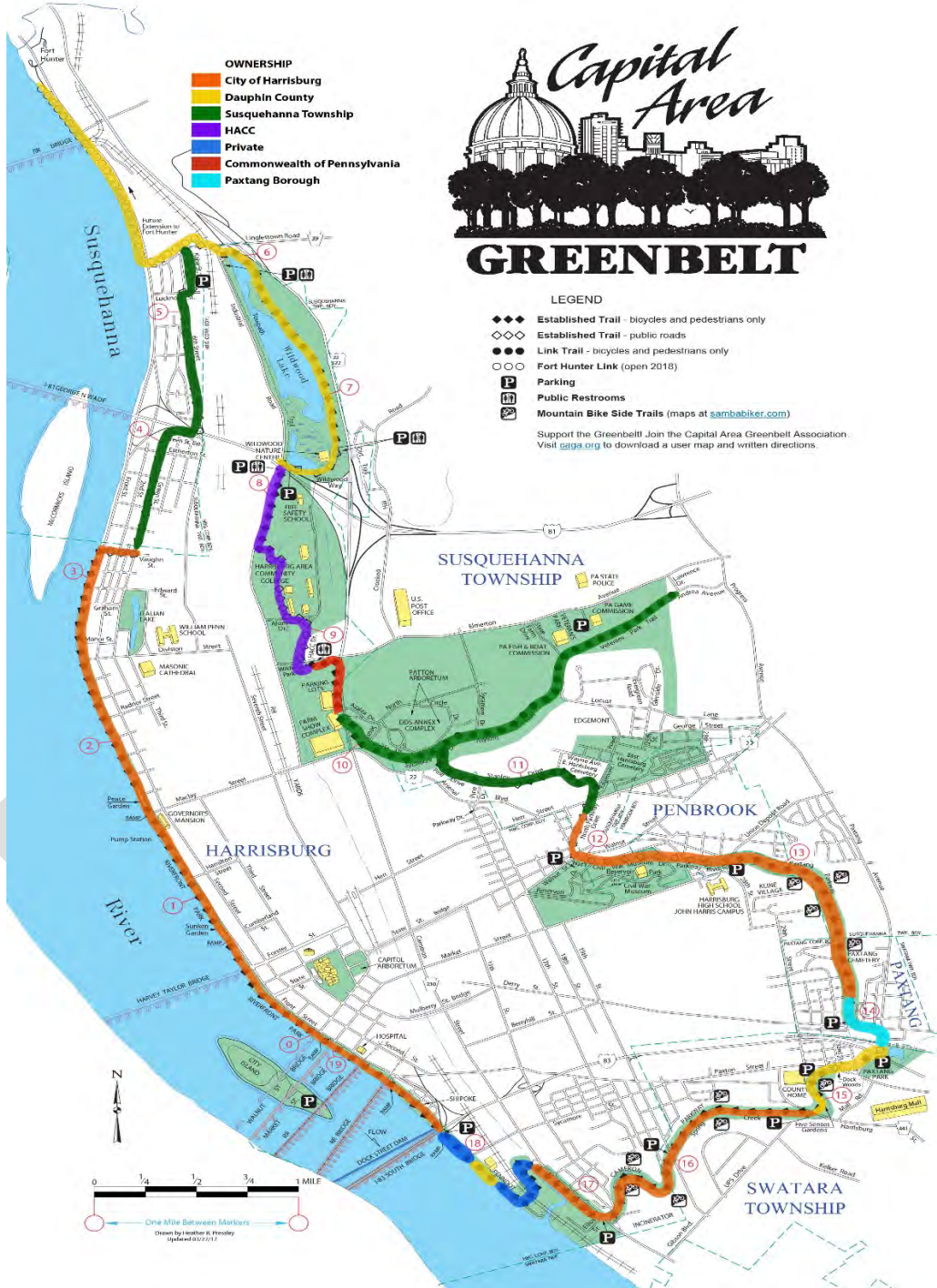


Exhibit B

Land/Easement Ownership





April 13, 2023

Ms. Sara Viozzi
Middle Department Inspection Agency (MDIA)
3901 Hartzdale Drive, Suite 112
Camp Hill, PA 17011

RE: MDIA# 202351847 Electronic Plan Review
Revised Plan Submission

Dear Ms. Viozzi,

In response to the electronic plan review comments for 2650 Gravel Road, Suite 4C – Playa Bowls, received via email dated April 5th, 2023, please see the attached revised full set of plans and the following comments from the Design Team:

Cover Sheet	
<i>Corrected Legal Jurisdiction</i>	
G-002	Code Analysis & Occupancy/Egress Plan
<i>Plan sheet revised to include Accessible seating information.</i>	
M-101	Mechanical – New Work Plan
<i>The RTU is existing to remain from the shell design, we are only connecting duct to it. The restroom exhaust fans (0.038 HP) are all under 1 HP therefore exempt from variables that the COMcheck checks.</i>	
E-001	Electrical Schedules, Legends and Notes
<i>Corrected Legal Jurisdiction</i>	
E-002	Electrical Specifications
<i>Corrected Legal Jurisdiction</i>	
E-701	Electrical One Line Diagram
<i>We have revised the single line diagram to feed the new Panel P1 from the existing meter stack, which includes a 200A circuit breaker as the service disconnecting means. Panel rating and conductor sizing have been identified in the revised sheet.</i>	
P-602	Plumbing Schedules
Grease interceptor sized per 2018 IPC 1003.3.7 Gravity Grease Interceptors: peak drain flow in GPM multiplied by 30 minute retention time.	
- Per IPC table 709.1 Drainage Fixture Units: Sink & Kitchen Sink = 2 DFU.	
- Per IPC 709.3 Conversion of GPM to DFU: 1 GPM = 2 DFU.	
Therefore the kitchen sink requires 1 GPM * 30 M = 30 Gallons.	
The selected fixture capacity is 35 Gallons.	

Please let me know if there are any other questions or comments that need to be addressed to complete the plan review for this project.

Respectfully,

Daniel M. Smith
Project Manager

CC: J. Vajda – Susquehanna Township
E. Lenker – ThYNK design, LLC
EPCM File: #22021.14.1.1



WD Series

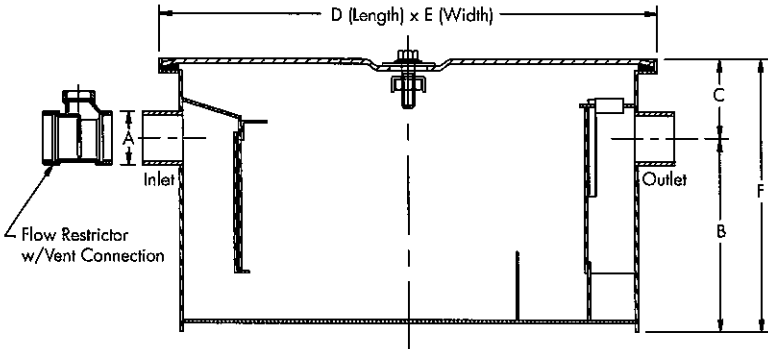
PDI Certified Grease Interceptor

Tag: _____

SPECIFICATION: Watts Drainage WD Series PDI Certified recessed or floor mounted epoxy coated steel grease interceptor with gasketed epoxy coated steel skid-proof cover secured with hex head center bolt(s), removable baffle assembly, deep seal trap with cleanout, external cast iron flow control fitting, and no hub (standard) connections.



Suffix	Flow Rate (Select One) Description	
4	4 GPM	<input type="checkbox"/>
7	7 GPM	<input type="checkbox"/>
10	10 GPM	<input type="checkbox"/>
15	15 GPM	<input type="checkbox"/>
20	20 GPM	<input type="checkbox"/>
25	25 GPM	<input type="checkbox"/>
35	35 GPM	<input type="checkbox"/>
50	50 GPM	<input type="checkbox"/>



Suffix	Options (Select One or More) Description	
-B	Sediment Bucket	<input type="checkbox"/>
-E	Extension	<input type="checkbox"/>
-FC	Flange & Clamp Device	<input type="checkbox"/>
-HD	Heavy Duty (10,000 lb.) Traffic Cover*	<input type="checkbox"/>
-O	Inlet & Outlet other than Standard Size	<input type="checkbox"/>
-SS	Stainless Steel	<input type="checkbox"/>
-THD	Threaded Connections	<input type="checkbox"/>

*HD Options Requires Minimum 3" Extension

Interceptor Catalog Number	Flow Rate GPM	Grease Capacity Lbs.	A Inlet & Outlet	B Base to Center	C Top to Center	D Length	E Width	F Height
WD-4	4	8	2" (51)	7-3/4" (197)	3-1/4" (83)	16" (406)	10" (254)	11" (279)
WD-7	7	14	2" (51)	8-1/2" (216)	3-1/2" (89)	18" (457)	13" (330)	12" (305)
WD-10	10	20	2" (51)	8-1/2" (216)	3-1/2" (89)	21-3/4" (552)	14" (356)	12" (305)
WD-15	15	30	2" (51)	10-1/2" (267)	3-1/2" (89)	22" (559)	15" (381)	14" (356)
WD-20	20	40	3" (76)	11-1/2" (292)	3-1/2" (89)	24" (610)	15-3/4" (400)	15" (381)
WD-25	25	50	3" (76)	12" (305)	4-1/2" (114)	26" (660)	16-1/2" (419)	16-1/2" (419)
WD-35	35	70	3" (76)	14" (356)	5" (127)	30" (762)	18" (457)	19" (483)
WD-50	50	100	4" (102)	16" (406)	5-1/2" (140)	32" (813)	22" (559)	21-1/2" (546)

NOTICE

The information contained herein is not intended to replace the full product installation and safety information available or the experience of a trained product installer. You are required to thoroughly read all installation and product safety information before beginning the installation of this product.

Job Name _____
 Job Location _____
 Engineer _____

Contractor _____
 Contractor's P.O. No. _____
 Representative _____

Watts product specifications in U.S. customary units and metric are approximate and are provided for reference only. For precise measurements, please contact Watts Technical Service. Watts reserves the right to change or modify product design, construction, specifications, or materials without prior notice and without incurring any obligation to make such changes and modifications on Watts products previously or subsequently sold.



USA: Tel: (800) 338-2581 • Fax: (828) 248-3929 • Watts.com
 Canada: Tel: (905) 332-4090 • Fax: (905) 332-7068 • Watts.ca
 Latin America: Tel: (52) 81-1001-8600 • Fax: (52) 81-8000-7091 • Watts.com



Memorandum

March 31, 2023

To	Josiah Bair		
Copy to	Joel Kostelac		
From	Judy Musselman	Tel	717.585.6359
Subject	Kiddie Academy FOG Variance Request Update	Project no.	11110993.2023

The updated grease interceptors proposed for installation at 3901 North Progress Avenue in Susquehanna Township is the Schier Great Basin GB-50 interceptor at sink SSS-5 and at sink SSS-6. The sizing calculations for the grease interceptor model appear to be adequate. While undersink grease interceptors are not typically recommended, most daycare facilities do not have fryers, which are generally the primary culprit of grease generation.

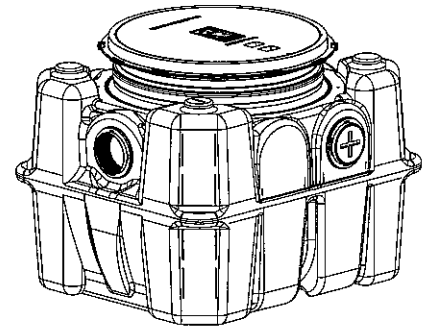
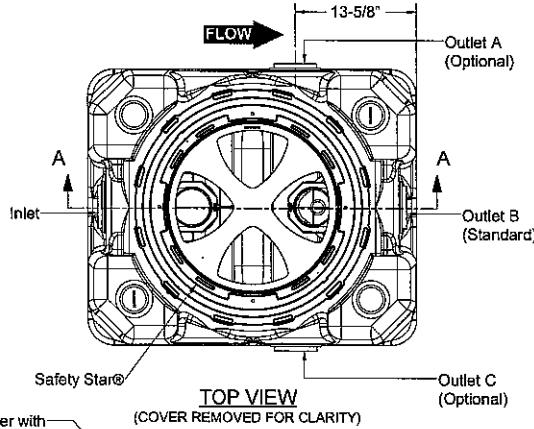
GHD recommends approval of the variance request for the grease interceptor installation at the Kiddie Academy location.

Cleaning of such undersink grease interceptors should be conducted at least monthly.

SPECIFICATIONS

Notes:

1. 4" FPT inlet/outlet with 4" plain end adapters, single inlet and triple outlet.
2. Unit weight - w/ cast iron cover: 148 lbs. (For wet weight add 542 lbs.)
3. Maximum operating temperature: 150° F continuous
4. Capacities - Liquid: 65 gal.; Grease: 439.5 lbs. (60 gal.) @50GPM Grease: 287.2 lbs. (43 gal.) @75GPM Solids: 13 gal.
5. For gravity drainage applications only.
6. Do not use for pressure applications.
7. Cover placement allows full access to tank for proper maintenance.
8. Vent not required unless per local code.
9. Engineered inlet and outlet diffusers with inspection ports are removable to inspect / clean piping.
10. Integral air relief / Anti-siphon / Sampling access.
11. Adjustable cover adapters provide up to 4" of additional height.
12. Designed for below-grade, above-grade, indoor or outdoor installations.
13. Safety Star®, access restrictor built into each cover adapter, prevents accidental entry to tanks (450 lb rating).



ISOMETRIC VIEW

ENGINEER SPECIFICATION GUIDE

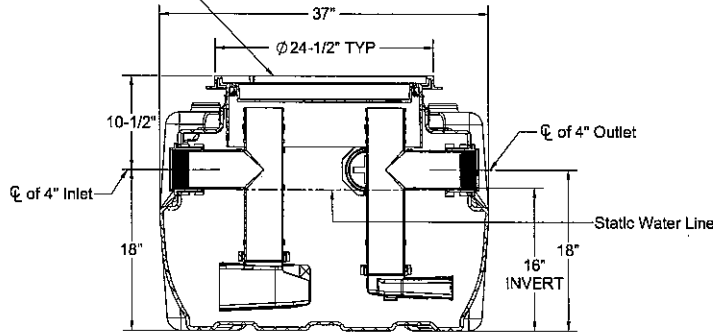
Schier Great Basin™ grease interceptor model # GB-50 shall be lifetime guaranteed and made in USA of seamless, rotationally-molded polyethylene with minimum 3/8" uniform wall thickness. Interceptor shall be furnished for above or below-grade installation with adjustable cover adapter and three outlet options. Interceptor shall be certified to ASME A112.14.3 (Type D) and CSA B481.1. Interceptor flow rate shall be 50 GPM or 75 GPM. Interceptor grease capacity shall be 439.5 lbs. Cover shall provide water/gas-tight seal and have minimum 16,000 lbs. load capacity.

CERTIFIED PERFORMANCE

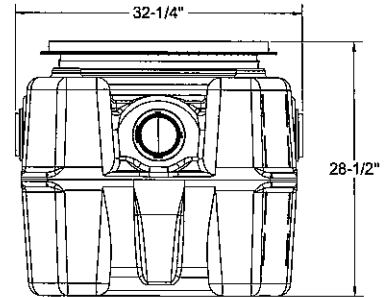
Great Basin™ hydromechanical grease interceptors are third party performance-tested and listed by IAPMO to ASME #A112.14.3 and CSA B481.1 grease interceptor standards and greatly exceed requirements for grease separation and storage. They are compliant to the Uniform Plumbing Code and the International Plumbing Code.

Type D certification does not require a flow control

Adjustable Adapter with Pickable H-20 Rated Cast Iron Cover



SECTION A-A



END VIEW

Proposed

SPECIFICATION SHEET

MODEL NUMBER:

GB-50

PART NUMBER: 4025-009-01

DESCRIPTION:

GB-50 GREASE INTERCEPTOR 50 GPM / 75 GPM, 4" INLET/OUTLET, H-20 RATED CAST IRON COVER

PROPRIETARY AND CONFIDENTIAL

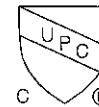
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF SCHIER PRODUCTS. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF SCHIER PRODUCTS IS PROHIBITED.

DWG BY: T.ASAY

DATE: 8/16/2022

REV: -

ECO: -



6455 Woodland Dr
Shawnee, KS 66218
Tel: 913-951-3300
Fax: 913-951-3399
schierproducts.com

Primary Standards: ASME A112.14.3-2018

- | | |
|---------------------------------------|---|
| 2 General Requirements | 4 Labeling, Installation, and Maint. |
| 2.1 Rating | 4.1 Labeling |
| 2.2 Inlet and Outlet Connections | 4.2 Installation Components |
| 2.3 Flow Controls and/or Vents | 4.3 Maintenance and Cleaning Instructions |
| 3 Testing | |
| 3.1 Construction of Test Equipment | |
| 3.2 Installation of Testing Equipment | |
| 3.3 Preliminary Test Procedure | |
| 3.4 Rating Test Procedure | |
| 3.5 Skimming Procedure | |

Test Results: All test and evaluations were conducted per the written procedures in the specific standards.

CSA B481.0 and B481.1-12

See IAPMO R&T Lab Test Report Number: 1757-18021-002

Test Results: All test and evaluations were conducted per the written procedures in the specific standards.

ASME A112.14.3-2018

2 General Requirements:

2.1 Rating: COMPLIES

The flow rate and grease retention capacity of each grease interceptor was determined by application of the parameter of this Standard.

The unit tested was a "Type D" - Units without an external flow control, indirectly connected.

2.2 Inlet and Outlet Connections: COMPLIES

Inlet and Outlet connections - Hubless coupling is compliant with ASTM A888

2.3 Flow Controls and/or Vents: NOT APPLICABLE

2.3.1 Flow control and Vents or air intakes were not used.

2.3.2 When a flow control and/or vent is used during testing for rating a grease interceptor, the rating of the unit did not exceed the maximum flow through the flow control.

The manufacturer's literature reflected that the rating was achieved with the flow control and vent attached, and that the flow control and vent was installed with the unit.

Testing

3.1 Construction of Test Equipment:

3.1.1 Test Sink: **COMPLIES**

Length - 8' (8 ft)
Width - 2' (2 ft)
Depth - 12.5" (12.5 inches)

Corrosion Resistant Material - stainless steel (yes)

Number of compartments - 2 (2)

Structurally reinforced - yes (yes)

Supported on legs - yes (yes)

Rim height with legs - 3' (3 ft)

Legs structurally supported - yes (yes)

3.1.1.1 Sink Waste Connections: **COMPLIES**

Each sink compartment was fitted with a 1-1/2" (up to 50 gpm) or 2" (greater than 50 gpm) standard sink waste connection with flange, crossbars, slip joint tailpiece, and locknut.

The waste connections were located on opposite sides of the center partition in the corner formed by the side of the sink and the center partition.

3.1.1.2 Water Level Gauges: **COMPLIES**

Each compartment was equipped with a gauge connection and a water level gauge with gauge glass.

Each gauge connection was fitted into the bottom of a sink compartment and in close proximity to the waste outlet.

Each gauge was mounted on the outside of the sink, adjacent to its respective gauge connection, and extended diagonally upward from the bottom center to the top outside corners.

The gauges were calibrated to read directly the number of inches of water in the sink compartments above the sink waste flange.

3.1.1.3 Movable Sink Partitions: **COMPLIES**

Each compartment of the sink was fitted with a movable partition, making it possible to regulate the size of the compartment to any desired capacity.

3.1.2 Skimming Tank: **COMPLIES**

The skimming tank was rectangular in shape and open at the top.

Tank Length - 12'
Tank Width - 36"
Tank Depth - 28"

Tank was made of corrosion resistant material - yes (yes)

Tank was structurally reinforced - yes (yes)

Waste outlet diameter - 4" (4 inches)

The waste outlet was connected to the bottom of the tank at one end and trapped to retain approximately 18 inches of water in the tank.

The tank provided a stationary baffle located approximately 4 ft. from the end of the tank receiving the discharge from the Interceptor. This baffle extended the width of the tank and to within 4" of the bottom of the tank.

3.2 Installation of Testing Equipment:

3.2.1 Direct Connection Test Types A, B, and C: **NOT APPLICABLE**

3.2.2 Indirect Connection Test Type D:

Findings- The "GB-50" was a Type D unit.

3.2.2.1 Sink and Interceptor Locations: **COMPLIES**

The sink was located on the floor with the sink rim 3 ft above the floor level and 13 feet above the outside bottom of the grease interceptor being tested.

3.2.2.2 Floor Sink and Location: **COMPLIED**

A 6 in. deep floor sink to receive the indirect waste discharge from the test sink shall be located in the floor supporting the test sink. The rim of the floor sink shall be located at floor level. The outlet of the floor sink shall be sized to handle the test flow rate, and shall not be less than 3 in.

3.2.2.3 Skimming Tank Location: **COMPLIES**

The skimming tank was located low enough, with respect to the Interceptor, for the discharge piping from the interceptor to clear the tank rim by not less than 3 inches.

3.2.2.4 Installation of Waste Piping: **COMPLIES**

- (a) *Sink Connections*- The sink outlet waste connection from each sink compartment was 1-½ inches in size and fitted with a quarter-turn ball quick-opening valve.
- (b) *Combined Horizontal Waste Piping*- The combined horizontal waste piping into which the sink outlets connect shall be 3", installed with the center line 11 inches below the bottom of the sink and properly hung and braced from the sink reinforcement and supports. The waste pipe shall connect to a single 3" valve that shall serve to regulate the total discharge flow rate. The pipe connected to the valve outlet shall turn downward 90 deg and shall terminate 1" above the rim and at the centerline of the floor sink.
- (c) *Floor Sink to Interceptor Piping*- A trap fitting shall be connected to the outlet of the floor sink, of a size appropriate for the flow rate tested, but not less than 3". Horizontal piping of the same size and 3 ft in length with a vent shall be connected between the floor sink elbow and the vertical waste riser, which shall extend downward to connect to the grease interceptor inlet by means of an elbow and a short horizontal nipple.

- (d) *Interceptor Discharge*- The discharge pipe from the grease interceptor outlet to the skimming tank shall be the same size as the inlet pipe. It shall have a minimum pitch of 1/8"/ft and shall be provided with a 2" vent properly located to prevent siphoning of the interceptor.
- (e) *Interceptor Inlet Connection*- If the inlet and or outlet connections of the interceptor are larger than the inlet pipe necessary to provide the required flow rate, reducing couplings shall be permitted to be used.

3.3 Preliminary Test Procedure:

3.3.1 Media Analysis: **COMPLIES**

pH of water - 6.4 (6.0 to 8.0)
 Specific Gravity of Lard - 0.875 at 150°F (0.875 ± 0.005 at 150°F)
 Viscosity in Seconds Saybolt Universal @ 150°F

3.3.2 Establishing Sink Compartment Capacity: **COMPLIES**

Capacity of compartment 1- 60 gallons (1.2 x flow rate of interceptor)
 Capacity of compartment 2- 60 gallons (1.2 x flow rate of interceptor)

3.3.3 Establishing Vol. of Incremental Discharge: (based on 10" water above sink outlet): **COMPLIES**

Compartment 1 Discharge - 50 gallons (equal to flow rate of interceptor)
 Compartment 2 Discharge - 50 gallons (equal to flow rate of interceptor)

3.3.4 Computation of Flow Rate: **FOLLOWED**

The flow rate from the sink was computed by timing the rate of drainage of the first 9 1/2" of water from the sink compartment, measured from the 10" mark to the datum line 1/2" above the sink outlet flange.

3.3.4.1 Check Flow Rate Tests: **COMPLIES**

Test number	Compartment	Time (sec)	gpm	Based on Time
1	1	78	36.5	-
2	1	78	36.5	-
3	1	78	36.5	-
			Avg: 36.5	
1	2	79	36.1	-
2	2	79	36.1	-
3	2	79	36.1	-
			Avg: 36.1	
1	1 & 2 simultaneous	109	52.3	Compartment 1
2	1 & 2 simultaneous	110	51.8	Compartment 1
3	1 & 2 simultaneous	110	51.8	Compartment 1
			Avg: 52.0	
1	1 & 2 simultaneous	112	50.9	Compartment 2
2	1 & 2 simultaneous	111	51.4	Compartment 2
3	1 & 2 simultaneous	111	51.4	Compartment 2
			Avg: 51.2	

For the above simultaneous flow rates, the time for total discharge shall be between 108.6 seconds and 114 seconds.

3.3.4.2 Calibrated Drainage Flow Rates: **COMPLIES**

Proposed flow rate of Interceptor being tested - 50 gpm.

The average of the above calibrated flow rates for simultaneous discharge was equal and didn't exceed by not more than 5% the proposed flow rate of the Interceptor being tested.

Findings - 51.6 gpm average (52.5 gpm max.)

3.4 Rating Test Procedure: **FOLLOWED**

See Table 1 of test report for Rating Testing.

3.4.1 Test Media: **FOLLOWED**

Certification tests were conducted with fresh, unused lard and water as defined and both within a temperature range from 150°F to 160°F.

3.4.2 Ratio of Lard to Water: **FOLLOWED**

The test lard was introduced into one compartment, during each incremental discharge, in the ratio of 1 lb. of lard for each 5 gallons of water in that compartment. Consequently, the proportion of lard to the total amount of water discharged from both sink compartments during each increment was 1 lb. for each 10 gallons respectively. The required amount of test lard, within the above temperature range, was weighed out and poured into the test compartment of the sink.

Findings- 10 lbs per increment used.

3.4.3 Test Increments: **FOLLOWED**

Each test increment consisted of the simultaneous discharge of water from both sink compartments and the lard from the test compartment.

During the first test increment, the lard was poured into compartment 1 while compartment 2 discharged clear water. During the second test increment the lard was poured into compartment 2 while the water in compartment 1 remained clear.

3.4.4 Flow Rates: **FOLLOWED**

The drainage period for each increment was gauged and timed on the basis of the flow from the compartment containing the clear water. The flow rate from the sink was computed and recorded for each increment. (See Table 1 of test report).

3.4.5 Efficiency Determinations (Minimum Grease Capacity): **NOT USED**

At the option of the manufacturer the efficiency determination was conducted at the interceptor's minimum grease capacity per Table 1 or at the interceptor's maximum grease capacity by determining the break down point.

3.4.6 Efficiency Determinations (Maximum Grease Capacity): **FOLLOWED**

The grease was removed from the skimming tank and the efficiency of the interceptor was computed at intervals of five increments or less until the average efficiency reached 93% or less and/or the incremental efficiency reached 85% or less (See Table 1 of test report).

3.4.6.1 Duration of the Test: **FOLLOWED**

The testing was continued until the average efficiency reached 85% or less and/or the incremental efficiency reached 75% or less.

3.4.6.2 Determination of Test Breakdown Grease Capacity: **FOLLOWED**

Maximum grease retention capacity was established at the increment preceding two successive increments in which either the average efficiency is less than 90% or the incremental efficiency is less than 80 %.

3.4.7 Efficiency Determinations (Minimum Grease Capacity): **NOT USED**

3.4.8 Performance Requirements for Certification: **COMPLIES**

The interceptor did conform with or exceeded the following requirements at the breakdown point:

(a) Had an average efficiency of 90% or more.

Findings - 93.5 %

(b) Had an incremental efficiency of 80% or more.

Findings - 82.1 %

(c) Had retained not less than 2 lbs of grease for each 1 gpm average flow rate as determined during the testing.

Findings - 439.53 lbs.

3.4.9 Rated Capacities: **COMPLIES**

Standard rating flow rate and grease retention capacities for grease interceptors were tested in accordance with the above test procedure and did conform with the requirement of ASME A112.14.3-2018.

Findings- Flow Rate 50 gpm

Grease Retention Capacity Rating - 100 lbs.

Actual Grease Retention Capacity - 439.53 lbs.

3.5 Skimming Procedure: **FOLLOWED**

The skimming procedure was initiated 5 minutes after the increment to be skimmed has discharged into the tank. The baffles were used alternately until the amounts of grease collected in the procedure are less than 1% by visual observation. Upon completion of the skimming procedure, water shall be drained from the bottom of the pail by means of a spigot. The remainder of the water was collected as describe in the procedure until only a few drops are observed. The lard is then weighed to the nearest ½ gram.

4 Labeling, Installation, and Maintenance

4.1 Labeling: **COMPLIES**

Products were labeled with the following information:

(a) Manufacturer's name - Schier Products (yes)

(b) Model number - GB-50 (yes)

(c) Rated flow(s) - yes (yes)

(d) "Inlet" and "Outlet" - yes (yes)

(e) ASME A112.14.3 - yes (yes)

(f) Efficiency at the minimum grease capacity - yes (yes)

(g) If appropriate, flow control model number and or orifice size - NA

4.2 Installation Components: **COMPLIES**

The grease interceptor was provided with complete installation instructions, including but not limited to the following:

- (a) Flow control and/or vent requirements - yes (yes)
- (b) Separate trapping requirements - yes (yes)
- (c) Elevation and accessibility requirements - yes (yes)
- (d) Safety and health-related instructions - yes (yes)
- (e) Cleanout locations - yes (yes)
- (f) Instructions that show the clearances required for maintenance, cleaning, and hazard prevention - yes (yes)
- (g) Cautions against installation in any manner except as tested and rated- yes (yes)
- (h) Where a reducer is required on the outlet, it shall be eccentric with the flat on the bottom- NA

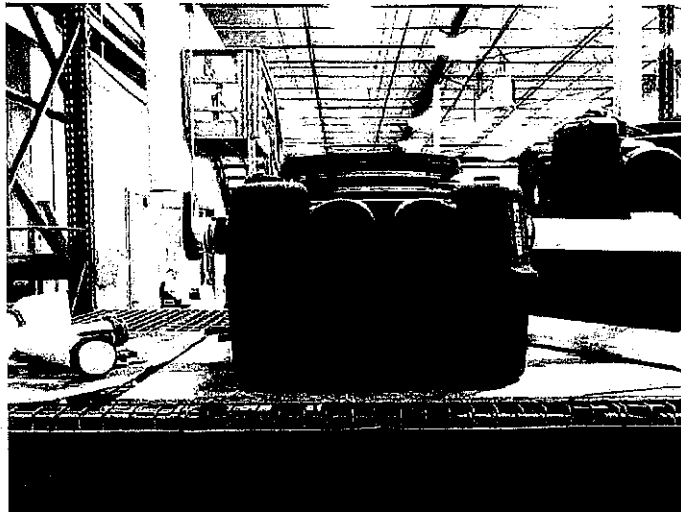
4.3 Maintenance and Cleaning Instructions: **COMPLIES**

Units were provided with complete maintenance instructions including but not limited to the following:

- (a) Maintenance Instructions - yes (yes)
- (b) Safety and health provisions - yes (yes)
- (c) Cleaning instructions - yes (yes)

Each grease interceptor was provided with service instructions and cleaning instructions which included a trouble-shooting guide as well as instructions for performing necessary servicing or for obtaining servicing.

Picture



GB-50 (50 gpm)

TABLE 1 – Test Results per ASME A112.14.3-2018

"GB-50" (50 gpm)		Grease Interceptor			INCREMENTAL				ACCUMULATED			
Test No.	Grease Sink	Water Sink	Drop Time (sec)	Flow Rate (GPM)	Lbs added	Lbs skimmed	Lbs retained	Efficiency (%)	Lbs added	Lbs skimmed	Lbs retained	Efficiency (%)
1	1	2	112	50.9	10	-	-	-	10	-	-	-
2	2	1	113	50.4	10	1.14	18.86	94.3	20	1.14	18.86	94.3
3	1	2	113	50.4	10	-	-	-	30	-	-	-
4	2	1	111	51.4	10	1.38	18.62	93.1	40	2.52	37.48	93.7
5	1	2	113	50.4	10	-	-	-	50	-	-	-
6	2	1	111	51.4	10	1.13	18.87	94.4	60	3.65	56.35	93.9
7	1	2	110	51.8	10	-	-	-	70	-	-	-
8	2	1	111	51.4	10	1.06	18.94	94.7	80	4.71	75.29	94.1
9	1	2	111	51.4	10	-	-	-	90	-	-	-
10	2	1	111	51.4	10	1.29	18.71	93.6	100	6.00	94.00	94.0
11	1	2	112	50.9	10	-	-	-	110	-	-	-
12	2	1	110	51.8	10	1.50	18.50	92.5	120	7.50	112.50	93.8
13	1	2	111	51.4	10	-	-	-	130	-	-	-
14	2	1	112	50.9	10	1.48	18.52	92.6	140	8.98	131.02	93.6
15	1	2	109	52.3	10	-	-	-	150	-	-	-
16	2	1	110	51.8	10	1.28	18.72	93.6	160	10.26	149.74	93.6
17	1	2	110	51.8	10	-	-	-	170	-	-	-
18	2	1	109	52.3	10	1.11	18.89	94.5	180	11.37	168.63	93.7
19	1	2	110	51.8	10	-	-	-	190	-	-	-
20	2	1	111	51.4	10	1.17	18.83	94.2	200	12.54	187.46	93.7
21	1	2	111	51.4	10	-	-	-	210	-	-	-
22	2	1	110	51.8	10	1.21	18.79	94.0	220	13.75	206.25	93.8
23	1	2	110	51.8	10	-	-	-	230	-	-	-
24	2	1	110	51.8	10	1.05	18.95	94.8	240	14.80	225.20	93.8
25	1	2	111	51.4	10	-	-	-	250	-	-	-
26	2	1	111	51.4	10	1.03	18.97	94.9	260	15.83	244.17	93.9
27	1	2	112	50.9	10	-	-	-	270	-	-	-
28	2	1	110	51.8	10	1.08	18.92	94.6	280	16.91	263.09	94.0

Performance Rating

WALTON & COMPANY

November 3, 2022

R S Mowery
1000 Bent Creek Blvd, Suite 100
Mechanicsburg, PA 17050

Attention: Tanner Bogaczyk
Reference: Kiddie Academy Grease Interceptors

Dear Tanner,

Grease interceptor calculations are as follows:

GI-1 for SSS-5

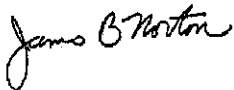
(1) 18" x 18" x 14" bowl = $4536 \text{ in}^3 / 231 = 20$ gallons
20 gallons x .75 to account for pots/pans = 15 gallons
15 gallons / 2-minute drain time = 7.5 gpm
A 10 gpm "Watts" WD-10 (or equal) interceptor will be provided.

GI-2 for SSS-6

(3) 18" x 18" x 14" bowl = $13,608 \text{ in}^3 / 231 = 58.9$ gallons
58.9 gallons x .75 to account for pots/pans = 44.2 gallons
44.2 gallons / 2-minute drain time = 22.15 gpm
A 25 gpm "Watts" WD-25 (or equal) interceptor will be provided.

Plumbing fixture schedules will be revised accordingly.

Please let me know if you have any questions or concerns.



James B. Norton, P.E.
Vice President

JBN/cml

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