



# Susquehanna TOWNSHIP

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## Susquehanna Township Board of Commissioners

### Regular Meeting Agenda

September 14, 2023

Pincus Room

6:30 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. EXECUTIVE SESSION**
- D. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**
- E. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS**
  - 1. Attorney Stuart Sacks Letter to Commissioner Rothrock regarding the Oakhurst Subdivision Conditions of Approval
- F. APPROVAL OF MINUTES**
  - 1. August 24, 2023 – Board of Commissioners Workshop Meeting
- G. RECOGNITIONS AND PRESENTATIONS – None.**
- H. REPORTS OF COMMITTEES**

<ul style="list-style-type: none"><li>1. Building &amp; Grounds (<u>Rothrock</u>)</li><li>2. Budget, Finance, Insurance &amp; Pension (<u>Sanderson</u>/Rebarchak/Faylona)</li><li>3. Public Works (<u>Napper</u>/Hisiro)</li><li>4. Health &amp; Sanitation (<u>Rebarchak</u>/Hisiro)</li><li>5. Administration &amp; Personnel (<u>Napper</u>/Engle/Williams)</li><li>6. Police (<u>Engle</u>/Faylona)</li></ul>	<ul style="list-style-type: none"><li>7. Fire, EMS, EMA (<u>Hisiro</u>/Williams)</li><li>8. Planning &amp; Zoning (<u>Rothrock</u>/Vacant/Rebarchak)</li><li>9. School Board (Vacant/Williams)</li><li>10. Authority (<u>Napper</u>/Pribulka)</li><li>11. Shade Tree (<u>Vacant</u>/Rebarchak)</li><li>12. Communications (<u>Williams</u>/Rothrock/Vacant)</li><li>13. Human Relations (<u>Hisiro</u>/Faylona)</li><li>14. Parks &amp; Recreation (<u>Faylona</u>/Hisiro)</li></ul>
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**I. BIDS AND AGREEMENTS – None.**

**J. ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS**

**1. RESOLUTION 2023-R-26 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING AMENDMENTS TO THE SUSQUEHANNA TOWNSHIP PERSONNEL POLICY MANUAL**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a copy of a resolution adopting several amendments to the Susquehanna Township Personnel Policy Manual. These include policies on “Bring Your Own Device,” Drug-Free Workplace, Supplemental Employment, and Social Media. The Board of Commissioners reviewed the drafts during its Workshop Meeting on July 27, 2023, and the Administration and Personnel Committee reviewed the drafts on August 22, 2023. All amendments from each meeting and the Township Solicitor’s review have been included in the final versions presented to the Board this evening. The Admin/Personnel Committee has recommended adoption of the resolution and accompanying policy amendments as presented.

*Recommended motion: That the Board of Commissioners adopt the resolution adopting amendments to the Susquehanna Township Personnel Policy Manual.*

**2. RESOLUTION 2023-R-27 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 3718 WALNUT STREET, HARRISBURG, PA 17109.**

*Rob Martin, Director of Public Safety*

Narrative

Provided with the agenda is a copy of a resolution authorizing the installation of an ADA accessible parking space in front of property located at 3718 Walnut Street. The property owner has submitted an application for review as required by Chapter 15, Section 403A, Establishment of Restricted Parking for Handicapped Persons or Severely Disabled Veterans.

*Staff Recommendation: That the Board of Commissioners adopt the resolution authorizing the installation of an ADA accessible parking space at 3718 Walnut Street.*

**K. STAFF REPORTS**

- |                         |                                       |
|-------------------------|---------------------------------------|
| 1. Township Manager     | 3. Community and Economic Development |
| 2. Public Safety/Police |                                       |

- 4. Public Works
- 5. Engineering

- 6. Solicitor
- 7. Parks and Recreation

**L. OLD BUSINESS**

**M. NEW BUSINESS**

**1. CONSENT AGENDA**

- a. Statement of Bills Paid
- b. Contract 2023-C2ST Change Order #1 – Crooked Hill Road Paving

**2. AUTHORIZATION TO ADVERTISE A PUBLIC HEARING ON AN AMENDMENT TO CHAPTER 21, STREETS AND SIDEWALKS, OF THE SUSQUEHANNA TOWNSHIP CODE OF ORDINANCES**

*Betsy Logan, Assistant Township Manager*

**Narrative**

Chapter 21, Streets and Sidewalks includes standards and provisions pertaining to the construction and maintenance of Township streets, curbs, and sidewalks. Additionally, regulations addressing new developments, traffic controls, utility management, and more are included in the ordinance. Staff has identified several areas of the existing ordinance that are presented for amendment and enhancement to resolve discrepancies and better maintain public rights-of-way. Provided with the agenda is a copy of the amended ordinance proposed for consideration. The Board reviewed these amendments at the July 27<sup>th</sup> Workshop Meeting, and referred the draft to the Public Works Committee for review and comment. The Committee reviewed the draft on August 23<sup>rd</sup> and has recommended adoption of the ordinance as presented. This evening, the Board is requested to authorize advertisement of a public hearing and consideration of the ordinance for the Regular Meeting on October 12, 2023.

*Recommended motion: That the Board of Commissioners authorize advertisement of a public hearing for October 12, 2023, on an amendment to Chapter 21, Streets and Sidewalks, of the Susquehanna Township Code of Ordinances.*

**3. REVIEW OF DRAFT TRAP, NEUTER, AND RETURN PROGRAM GUIDELINES**

*Betsy Logan, Assistant Township Manager*

**Narrative**

The Township has in place a Trap, Neuter, and Return (TNR) Program for the management of its feral cat population. Chapter 2, Animals; §2-102, Unlawful to Allow Animals to Run at Large or to Place Food for Animals Running at Large includes the

following language: *It shall be lawful to feed feral cats or other wild animals as part of a trap, neuter and release program or other program approved by resolution of the Susquehanna Township Board of Commissioners and with the supervision and authorization of the Susquehanna Township Health Officer of his or her designee and in compliance with the rules issued by the Susquehanna Township Health Officer.*

The Township presently does not have any guidelines in place for its TNR Program. This has made it difficult to adjudicate complaints of noncompliance with the Program's intent. Provided with the agenda are draft guidelines for review by the Board this evening. The draft has also been forwarded to Steelton Community Cats, the Township's contractor for the spaying and neutering of feral cats. The guidelines will be presented to the Board for adoption by Resolution at the September 28<sup>th</sup> Workshop Meeting.

*Staff recommendation: That the Board of Commissioners review and comment on the draft Trap, Neuter, and Return Program guidelines.*

**N. COMMISSIONER COMMENTS**

**O. 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.**