



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

**I. 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.**

**SMIGEL, ANDERSON  
& SACKS** LLP  
ATTORNEYS AT LAW

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File No.  
12656-4-9

July 31, 2023

VIA Regular Mail and Email to [susqward2@comcast.net](mailto:susqward2@comcast.net)

Gary Rothrock  
Board of Commissioners  
Susquehanna Township  
1900 Linglestown Road  
Harrisburg, PA 17110

Re: Oakhurst Subdivision Conditions

Dear Commissioner Rothrock,

On behalf of our client, OM Real Estate Ventures LP (“OM”) we would like to thank you for the Township's time and attention on the Oakhurst subdivision request. We appreciate the open and frank discussion with the Township at the July 25th meeting. OM has offered to meet or exceed every condition required by the Township to approve the subdivision. Despite OM's proposals for the development exceeding the Township's requirements, the Oakhurst HOA terminated discussions to reach a mutual agreement and has refused further discussions with OM.

In anticipation of potential court proceedings, we request that the Township acknowledge that OM has met the Township's conditions, except for the HOA's participation, which it has refused to offer. The conditions that have been met are as follows:

**1. All outstanding comments on the Township's staff report and the Engineer's Plan Review Letter are addressed on the plan.**

OM has addressed all the comments on the revised plans as reviewed by staff.

**2. Provide recreation fees for existing dwellings.**

Agreed.

**3. Provide a signed O&M agreement outlining short and long-term ownership, operations, and maintenance responsibility for the proposed stormwater improvements.**

Written proposals were submitted to the HOA that met or exceeded Township requirements. The HOA terminated the discussions. OM is willing to sign the Township form agreement. Apparently the HOA is not willing to acknowledge any responsibility as the owner of land for the stormwater system that serves its members.

**4. Provide a signed shared access easement agreement for the emergency access.**

Written proposals were submitted to the HOA. The HOA terminated the discussions. The access plan was approved by the Township's fire department. The proposals met the Township's requirements.

**5. Provide financial security to Susquehanna Township for all improvements to the site.**

Agreed as per Township's form.

**6. Provide a developer's agreement for the proposed-on site improvements.**

Written proposals were submitted to the HOA that met or exceeded the Township requirements. The HOA terminated the discussions. OM has also agreed with the Township's general form for the land under its control.

**7. Provide a construction easement and agreement for the construction improvements to be performed by the developer of Lot 2 onto Lot 1 as shown on Sheet 5 of the plan.**

Written proposals were submitted to the HOA that met or exceeded the Township standards and the reasonable requests of the HOA. The HOA terminated the discussions.

**8. Provide evidence of an agreement with the Condo Association to include conditions and recommendations addressed at the July 25th Planning Commission meeting**

Written proposals were submitted to the HOA as set forth above. The HOA terminated the discussions.

In addition to meeting the Township requirements, it is also our position the Condominium Declaration allows OM to access the property to complete any required improvements. Section 8.1.3 of the Declaration provides an easement to Declarant to install and complete the required improvements, including to the storm water system:

"b. Declarant reserves an easement (*until Declarant shall have satisfied all of its obligations under any Condominium Document and all commitments in favor of any Unit Owner and the Association*) (emphasis supplied) on, over and under those portions of the Limited Common Elements and Common Elements not located within the building for the purpose of maintaining and correcting drainage of surface, roof or storm water. The easement created by this subsection expressly includes the right to cut and/or remove any trees, bushes or shrubbery, to grade and/or remove the soil or to take any other action reasonably necessary, following which the Declarant shall restore the affected property as closely to its original condition as practicable."

Therefore, arguably, OM does not need the HOA's consent to access the HOA's property

to install the required or requested improvements.

OM now has no alternatives but to file for protection offered by the courts. As our last resort to resolve this matter, we respectfully request the Township to acknowledge to a court that OM had done its part to meet the conditions of the approval and that the offers OM made to the HOA have met or exceed the Township's requirements, however, the HOA refused to negotiate with OM further.

Thank you for your attention to this request and we look forward to hearing back from the Township.

Very truly yours,

*Stuart S. Sacks*

Stuart S. Sacks

SSS/bl

cc: OM Real Estate Ventures, LP  
Betsy Logan (blogan@susquehannatwp.com)  
Jim Diamond (jdiamond@eckertseamans.com)  
David Pribulka (dpribulka@susquehannatwp.com)

**MINUTES**

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

**WORKSHOP MEETING  
AUGUST 24, 2023**

**WORKSHOP MEETING:**

President Lynch called to order the Workshop Meeting of the Susquehanna Township Board of Commissioners on Thursday, August 24, 2023, at 6:50 PM.

**ROLL CALL:**

**COMMISSIONERS:**

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

**TOWNSHIP PERSONNEL:**

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

**EXECUTIVE SESSION:**

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

**OTHERS IN ATTENDANCE:**

Caitlin Lager, Elam M. Herr, Patti Herr, Sheily Aponte, Kim Stank, Kayla Key, Dan Fuller, Alyssa Shedlock, Linna O’Brien, Melissa Bretz, Sandra Fulty, Donald L. Fulty, John L. Bretz, Matt Fisher, Daria Martinez, Wendy Burgull, and Tami Tarasi

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:**

President Lynch asked Commissioner Engle to lead the Pledge of Allegiance followed by a Moment of Silence.



**PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS:**

No comments from the public occurred at this meeting.

**APPROVAL OF MINUTES:**

1. August 10, 2023, Board of Commissioners Regular Meeting Minutes.

Commissioner Hisiro moved that the Board of Commissioner approve the August 10, 2023, meeting minutes. The motion was seconded by Vice President Napper and then unanimously approved.

**RECOGNITIONS AND PRESENTATIONS:**

**1. POLICE DEPARTMENT AWARD PRESENTATION**

**a. ROTARY CLUB OFFICER OF THE YEAR**

Linda Spotts and Dan Fuller of the Susquehanna Township Rotary Club were in attendance to present the 2023 Rotary Club Officer of the Year Award to Jenna Bretz. Mr. Fuller noted that this award will begin to be presented to Fire and EMS personnel in the future.

Public Safety Director, Martin reported that Officer Bretz has been with the Department since 2021. She has shown exemplary performance, is a good communicator, and a team player. He also noted that she played a critical role in assisting with two suicidal residents in the Township.

Officer Bretz remarked that she is honored to work for this Township and her goal is to make this Township better.

**b. SUSQUEHANNA TOWNSHIP OFFICER OF THE YEAR**

Public Safety Director Martin presented the Susquehanna Township Officer of the Year Award to Patrol Officer Brian Aponte. He noted that Patrol Officer Aponte has been with the Department since 2019. He is a highly motivated individual, a team player, and assigned to the Community Action Team.

Patrol Officer Aponte remarked that he is thankful for the opportunity to work with this Department, and he greatly appreciates working with his fellow Police Officers.

**\*CIVIL SERVICE LIST:**

President Lynch presented the Civil Service List and asked for a motion to approve.

Commissioner Engle moved that the Board of Commissioners certify the 2023 Civil Service List. The motion was seconded by Commissioner Hisiro and then unanimously approved.

## **RECOGNITIONS AND PRESENTATIONS (CONTINUED):**

### **2. POLICE DEPARTMENT PROMOTIONS – SERGEANT AND PATROL OFFICER FIRST CLASS**

Public Safety Director Martin introduced Officer Craig Lager. He noted that Officer Lager has distinguished himself in his ability to deescalate situations. He is a leader and an Officer to be emulated. He then announced his recommendation of the promotion of Officer Lager to Patrol Officer First Class.

Commissioner Engle moved that the Board of Commissioners approve the promotion of Officer Craig Lager to Patrol Officer First Class. The motion was seconded by Commissioner Faylona and then unanimously approved.

PFC Lager thanked the Commissioners for all they do for the Township and the officers of the Township. He also thanked his fellow officers, his wife, and Public Safety Director Martin for their support.

Public Safety Director Martin then introduced Corporal Lee Ann Tarasi. He noted that Cpl. Tarasi has been with the Susquehanna Township Police Department since 2007. She has worked patrol, with the K-9 Unit, has received numerous awards, and two years ago took control of the Crisis Response Team. He also remarked that her leadership is impeccable. He then announced his recommendation of the promotion of Corporal Lee Ann Tarasi to Sergeant.

Commissioner Engle moved that the Board of Commissioners approve the promotion of Corporal Lee Ann Tarasi to Sergeant. The motion was seconded by Commissioner Hisiro and then unanimously approved.

Sgt, Tarasi then thanked Public Safety Director Martin for recommending she take over the Crisis Response Team. She also thanked the Commissioners for the positive changes over the last sixteen years. She then thanked her family for their support.

### **3. FINANCE DEPARTMENT PROMOTION – FINANCE/HR CLERK**

Jill Lovett, Finance Director reported that the cover letter and resume for Grace Hogue was included in the Commissioner's packets for the meeting. She then gave her recommendation for Ms. Hogue's promotion.

Commissioner Engle moved that the Board of Commissioners approve the promotion of Grace Hogue to Finance/Human Resources Clerk. The motion was seconded by Commissioner Faylona and then unanimously approved.

**4. DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT PROMOTION  
– STORMWATER PROGRAM COORDINATOR**

Betsy Logan, Assistant Township Manager, reported that the resume for Kathleen Geigley was included in the Commissioner’s packets for this meeting. She gave her recommendation for this promotion.

Commissioner Engle moved that the Board of Commissioners approve the promotion of Kathleen Geigley to Stormwater Program Coordinator. The motion was seconded by Commissioner Faylona.

President Lynch noted that the Board of Commissioners met with both candidates prior to this meeting.

The motion was then passed with a unanimous vote.

**5. ACCEPTANCE OF THE 2022 SUSQUEHANNA TOWNSHIP ADUIT AND DCED  
SINGLE AUDIT**

Jill Lovett, Finance Director, introduced Kim Stank and Kayla Key of Zelenkofske Axelrod. Ms. Stank noted that two audits were required due to the expenditure of more than \$750,000 in federal funds. She noted that there was one deficiency in the second audit that deals with language and should be cleared up quickly.

Commissioner Rothrock moved that the Board of Commissioners accept the 2022 Susquehanna Township Audit and DCED Single Audit. The motion was seconded by Commissioner Engle and then unanimously approved.

**TRAFFIC STUDY REQUESTS – NONE**

**ACTIONS ON ORDINANCES, RESOLUTIONS, CONTRACTS, SUBDIVISION AND  
LAND DEVELOPMENT PLANS, AND GENERAL BUSINESS**

**1. RESOLUTION 2023-R-23 A RESOLUTION OF SUSQUEHANNA TOWNSHIP,  
DAUPHIN COUNTY, PENNSYLVANIA ADOPTING THE 2024 – 2028 CAPITAL  
IMPROVEMENT PROGRAM**

David Pribulka, Township Manager reported that this is the Final Draft of the 2024-2028 Capital Improvement Program. He thanked Staff, Department Heads, Finance Director Lovett, the

Committee Members, and HRG for their assistance. He noted that this is a planning tool to assist with large scale expenditures to enable the Township to be more financially resilient.

Commissioner Hisiro moved that the Board of Commissioners adopt the resolution adopting the 2024-2028 Capital Improvement Program for Susquehanna Township. The motion was seconded by Commissioner Faylona.

President Lynch commended Manager Pribulka on this document and noted that it is one of the best he has ever seen in all his years of community service.

The motion then passed with a unanimous vote.

**2. RESOLUTION 2023-R-24 A RESOLUTION OF SUSQUEHANNA TOWNSHIP DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT TO EXECUTE A DCNR PEER TO PEER TECHNICAL ASSISTANCE PROJECT CONTRACT WITH TONYA BROWN FOR PROPERTY AT 437 LARRY DRIVE (LATSHMERE POOL)**

Doug Knauss, Parks & Recreation Director reported that the Township has received an \$18,000 grant to assist in the feasibility of accepting and operating the Latshmere Pool. This contract with Tonya Brown would provide for a site assessment to evaluate the condition of the pool, equipment, maintenance, programing, and admission fees. Mr. Knauss noted that Ms. Brown recently retired from the Mechanicsburg School District where she oversaw the pool.

Commissioner Faylona moved that the Board of Commissioners adopt the resolution authorizing the President to execute a DCNR Peer to Peer Technical Assistance Project Contract with Tonya Brown for the Latshmere Pool property. The motion was seconded by Commissioner Hisiro.

President Lynch noted that he has knowledge of Ms. Brown and her expertise in this area.

The motion then passed with a unanimous vote.

**3. PHASES ONE AND TWO OF BLUE MOUNTAIN APARTMENTS PRELIMINARY SUBDIVISION PLAN CURRENT DEADLINE – September 14, 2023**

Betsy Logan, Assistant Township Manager reported that the purpose of this plan is to subdivide the four tracts into seven new lots. It is proposed that lots one and two would be developed and contain 290 residential units. The applicant has requested a waiver for this project. This waiver is from §22-1107, pertaining to the installation of sidewalks along both sides of Continental and Oakhurst Boulevards. She also noted that the Planning Commission recommended the approval of this waiver at their April 24, 2023, meeting.

Commissioner Rothrock moved that the Board of Commissioners grant the waiver from §22-1107, Sidewalks along both sides of the street. The motion was seconded by Commissioner Engle.

Commissioner Hisiro confirmed that the sidewalks would only be placed on one side of the street in this area. Matt Fisher, Engineer for this plan noted that the sidewalk waiver is for this plan and will not affect future land development on these lots. President Lynch noted that he is concerned with setting a precedent with the waiving of sidewalks.

The motion then passed with a unanimous vote.

Ms. Logan then read into the record, the conditions of approval for this plan:

1. All outstanding comments on the Township Engineer's review letter dated March 24, 2023, and the Township Engineer's Transportation Impact Study review letter dated March 21, 2023, are addressed and:
2. All Transportation Impact Study comments and revisions are coordinated between the applicant and HRG (Township Engineer).

Commissioner Rothrock moved that the Board of Commissioners approve the Preliminary Subdivision/Land Development Plan for Phases One and Two of Blue Mountain Apartments, subject to the conditions recommended by the Planning Commission. The motion was seconded by Commissioner Faylona.

Commissioner Rothrock questioned the impact study and expressed his and residents' concerns with the increase in traffic in this area.

The motion then passed with a unanimous vote.

### **CONSENT AGENDA**

1. Payment Authorization – Goose Valley Road Easement Legal Fees (\$750.00)
2. Letter of Support Request – Pop's House Dauphin County Local Share Grant
3. Letter of Support Request – Capital Area Greenbelt Association TASA Grant
4. Letter of Support Request – Susquehanna Union Green Black Run Connection Park Keystone Communities Program Grant
- \*5. Civil Service List Certification – Sergeant Promotion – This item was passed earlier in the meeting.
6. Financial Security Adjustment #1 – Susquehanna Union Green Phase 3C (\$261,359)
7. Financial Security Adjustment #2 – Susquehanna Union Green Phases 3A & 3B (\$67,925)
8. Financial Security Adjustment #4 – Susquehanna Union Green Phases 2A, 2C, 2E, 3B, and 5 (\$126,528)
9. Financial Security Adjustment #15 – Susquehanna Union Green Phase 1 (\$68,356)

Commissioner Engle moved to approve the items on the Consent Agenda. The motion was seconded by Commissioner Faylona.

Commissioner Rothrock expressed his concern regarding the Financial Security Adjustment for Susquehanna Union Green, Phase #6. He noted that the design along Linglestown Road is not complete. Trees, sidewalks, and fence were to be installed along Progress Avenue. There was discussion of not allowing this Financial Security Adjustment, but it was then dismissed after learning that these items are listed on the plans.

The Financial Security Adjustment for Susquehanna Union Green Phase 1 was also discussed. There was concern that there would not be adequate funds remaining in the account if a problem should arise. Alex Greenly, Township Engineer noted that funds would still be available to cover any issues.

The motion then passed with a unanimous vote.

### **COMMISSIONER COMMENTS**

Commissioner Hisiro commented on the Edgemont Community Day that occurred on August 19<sup>th</sup>. He noted that he was very impressed with the event, turnout was great, and all items were free to those in attendance.

Commissioner Rebarchak agreed with Commissioner Hisiro and stated that Chris “Handles” Franklin did an amazing job of organizing this event.

### **ADJOURNMENT**

Commissioner Engle moved to adjourn the Board of Commissioners meeting for August 24, 2023, at 7:49 PM. The motion was seconded by Vice President Napper and then unanimously approved.

Respectfully Submitted,

David Pribulka  
Secretary-Manager

**RESOLUTION NO. 2023-R-26**

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA  
ADOPTING AMENDMENTS TO THE SUSQUEHANNA TOWNSHIP PERSONNEL POLICY  
MANUAL**

**WHEREAS**, the Susquehanna Township Personnel Policy Manual establishes expectations and codes of conduct for all Susquehanna Township employees; and

**WHEREAS**, the Board of Commissioners is desirous of updating the Personnel Policy Manual to accommodate changes in technology and workplace trends, as well as to be attractive to new candidates for hire; and

**WHEREAS**, the Personnel Policy Amendments, attached hereto as Exhibit "A", include new or revised regulations pertaining to Bring Your Own Device; Drug Free Workplace; Supplemental Employment; and Social Media.

**BE IT RESOLVED** that the Susquehanna Township Board of Commissioners does hereby amend the Susquehanna Township Personnel Policies by incorporating the policies and amendments attached hereto as Exhibit "A" and made part of this Resolution.

**BE IT, AND THE SAME IS HEREBY RESOLVED**, this 14<sup>th</sup> day of September 2023.

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

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Frank Lynch, President

**ATTEST:**

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David Pribulka, Secretary

## Exhibit “A”

### BRING YOUR OWN DEVICE

#### I. PURPOSE:

- A. The intent of this policy is to provide standards and rules of use for *personally-owned smart phones, tablets, and other devices* (hereinafter “personal devices”) by Susquehanna Township employees (hereinafter “users”) when said personal devices are used to access Susquehanna Township network resources, store and retrieve Township data, and/or conduct Township business.
- B. Expectation of Privacy: The Township will only request access to personal devices to implement security controls, as otherwise outlined in this policy, or to respond to legitimate Right-to-Know requests arising out of administrative, civil, or criminal proceedings. . This policy is **only** applicable to personal devices that are used to access Susquehanna Township network resources, conduct Township business and/or store and retrieve Township data.  
This policy in no way infringes upon or limits in any way the Use of Township Equipment and Computer Systems Policy, which sets forth the standards and rules of use for Township-provided equipment and/or services. The Use of Township Equipment and Computer Systems Policy remains in full force and effect.

#### II. SCOPE

- A. Accessing a user’s Susquehanna Township-provided email account via the Township’s website **does not** constitute use of a personal device for Township business and, therefore, does not require the user to comply with additional security requirements other than the Overall Requirements identified in this policy.
- B. Use of a user’s device to access Township-affiliated email accounts, calendars, and contact lists so that they may be accessed by Apple, Android, or other applications **does** constitute use of a personal device for Township business and, therefore, does require the user to comply with t h e additional security requirements identified in the Additional Requirements and Overall Requirements sections of this policy.
- C. Storing Township-owned documents and files on a device via OneDrive or other cloud service, removable storage, or the device’s internal memory **does** constitute use of a personal device for Township business and, therefore, does require the user to comply with the additional security requirements identified in the Additional Requirements and Overall Requirements sections of this policy.



### **III. POLICY:**

- A.** Overall requirements for all personal devices used in accordance with Township business:
  - I.** Users will immediately notify the Township Manager of any download or transfer of Sensitive Data to their personal devices. Sensitive Data is defined as information that is protected from unwarranted disclosure. Types of information that constitute sensitive data include, but are not limited to personal information, protected health information as defined by the Health Insurance Portability and Accountability Act of 1996, customer record information, confidential personnel information, and information cited in Section 708 of the Pennsylvania Right-to-Know Law, which protects certain records from disclosure.
  - II.** Users shall password protect the personal device and follow all applicable password protection guidelines.
  - III.** Users agree to maintain the original device's operating system and keep the device current with security patches and updates, as released by the manufacturer. Users will not "jail break" the device or otherwise install software that allows the user to bypass standard built-in security features and controls.
  - IV.** Users agree to delete any Sensitive Data that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments. The Township's Information Technology Systems Administrator can provide instructions on how to identify and properly remove these unintended file downloads. Follow the premise, "When in Doubt, Delete it Out."
  - V.** Non-exempt personnel who wish to use their personally-owned smart phones, tablets, and other devices in conjunction with this policy shall not utilize personal devices in performance of their official duties outside normal operating hours unless otherwise granted permission to do so by his/her Department Head or the Township Manager.
- B.** Additional Requirements for personal devices used to access Township-affiliated email accounts, calendars, and contact lists:
  - I.** If the personal device is lost or stolen, the user will notify the Township Manager and the Township's Information Technology provider within one hour, or as soon as practical after the user notices the device is missing.
  - II.** Users agree that other individuals will not be permitted to access applications used to conduct Township business. Where possible, measures will be implemented to secure these applications from unauthorized use.
  - III.** Users agree to change the device's password protection every six (6) months, at a minimum.

**IV.** Users agree to maintain anti-virus protection on any device on which it can be installed. The Township's Information Technology Systems Administrator can assist the user in the installation of anti-virus software.

**V.** If 1) the device is lost or stolen, 2) the employee terminates his or her employment, and/or 3) the IT Systems Administrator detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure, the Township may, to the extent possible, remotely delete data from a user's personal device.

**VI.** Employees' access to company data is limited based on user profiles defined by the IT Systems Administrator and is automatically enforced.

#### **IV. MISCELLANEOUS PROVISIONS:**

**A.** The Township's IT Systems Administrator will take every precaution to prevent the user's personal data from being lost in the event it must access and/or remove data from a device; however, it is the user's responsibility to backup relevant data and applications on a regular basis. In the event a user separates from his/her employment with the Township, the user agrees to delete all Township data from both his/her primary device and backup storage and provide written assurance of compliance.

**B.** The user is expected to use his/her devices in an ethical manner and at all times adhere to the provisions of this policy.

**C.** The user is personally liable for all costs associated with his or her device except for such expenses needed to perform the user's job functions and with written authorization from the relevant Department Head or Township Manager.

**D.** The user assumes full liability for risk including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

**E.** The Township reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

**F.** The Township Manager shall have the overall authority to govern and enforce the provisions of this policy. Department Heads shall be responsible for ensuring individuals in their respective departments adhere to the provisions of this policy.

**G.** Use of personally-owned smart phones, tablets, and other devices while operating a vehicle:

- i. Employees are prohibited from using their personally-owned devices while operating a motor vehicle owned by the Township.

- ii. Employees are prohibited from using their personally-owned devices to conduct Township business while operating any motor vehicle. Employees should stop their vehicle in a safe location so that they can safely use their personally-owned smart phone, tablet, or other device for Township business.
- iii. Using a personal or Township-issued cell phone to place or receive calls while operating a vehicle is regulated by the Township's cell phone policy, as may be amended.

**B. DEVICES, APPLICATIONS, AND SUPPORT:**

- a. Certain personal devices may be required to be presented to the IT Systems Administrator for proper security provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before users can access the Township network.
- b. Connectivity issues are supported by the IT Systems Administrator; however, employees should contact the device's manufacturer or their carrier for operating system or hardware- related issues.
- c. Not all devices may be allowed or supported. Generally, devices supporting the most current versions of Apple iOS, Microsoft Windows, and Android operating systems will be permitted. Devices that do not support these operating systems must be approved by the Township Manager. The Township's IT Systems Administrator will submit a recommendation to the Township Manager based on whether the proposed device can meet the requirements of this policy.
- d. Not all applications used for work purposes may be available remotely or supported on a mobile device.

## **DRUG FREE WORKPLACE POLICY**

- I.** It is the policy of Susquehanna Township to prohibit and deem unlawful the manufacture, distribution, digestion, possession or use of a controlled substance in the workplace as defined by Section 102 of the Controlled Substance Act (21 U.S.C. 802). Employees engaging in such unlawful acts shall face appropriate personnel action up to and including termination in accordance with the Personnel Policy Manual and/or the applicable Collective Bargaining Agreement or statute.
- II.** All employees shall be provided a copy of this policy. New employees will be required to acknowledge this policy and to abide by the terms of the policy.
- III.** Any employee who is charged with any drug-related crime occurring in the workplace shall notify the Township Manager in writing of the charge no later than five (5) calendar days after notice of such charge.
- IV.** Any employee who is convicted of any drug-related crime shall notify the Township Manager in writing of the conviction no later than five (5) calendar days after such conviction.
- V.** The Township shall be required to notify the appropriate contracting State or Federal agency in writing within ten (10) calendar days after receiving notice from the employee of the violation, or conviction, of the drug related crime.
- VI.** The Pennsylvania legislature passed the Pennsylvania Medical Marijuana Act in 2016, legalizing the use of medical marijuana within the Commonwealth under certain limited circumstances. As a result, the Township recognizes that pursuant to Commonwealth of Pennsylvania law, certain employees may utilize medical marijuana outside of the workplace and under certain limited circumstances, if lawfully certified to do so and pursuant to the provisions stated herein; however, marijuana remains an illegal Schedule I controlled substance under Federal law, including Federal Motor Carrier Safety Administration regulations. As a result, all use or possession of marijuana in the workplace, whether medicinal or recreational, is strictly prohibited. Furthermore, use of marijuana, including off duty medicinal use provided for under state law, will be determined on a case-by-case basis and there are some positions for which the Township may not be required to make an accommodation under the Act.

If an employee receives certification as a licensed user of medical marijuana in the Commonwealth, the employee must notify the Employer of the certification, or updates to any certification, and provide a copy of the certification immediately. After notification, the Employer will meet with the employee to discuss the parameters of the employee's usage of medical marijuana, compliance with Township policies, and the employee's ability to perform duties in a safe and efficient manner. The employee's job functions will be a factor in such discussion.

While the Pennsylvania Medical Marijuana Act has legalized the usage of medical

marijuana for certified medical use, the Township is not required to accommodate the use or possession of medical marijuana on the property or premises of any place of employment, nor is the Township mandated to allow an employee to be under the influence of medical marijuana while in the workplace, or work while under the influence of medical marijuana when the employee's conduct falls below the standard of care normally accepted for that position. .

- VII.** Susquehanna Township has in place an Employee Assistance Program that includes assistance to those employees with drug and alcohol problems. More information can be provided by the Department Head or Finance & Human Resources Clerk.

## SUPPLEMENTAL EMPLOYMENT POLICY

### I. Purpose

Susquehanna Township recognizes that some employees may need or want to participate in supplemental employment in addition to his/her employment with the Township. Employees of the Township are permitted to engage in supplemental employment, subject to certain restrictions based on reasonable business concerns.

### II. Reasonable Business Concerns

Reasonable Business Concerns are legitimate and justifiable interests that the Township has in protecting its operations, assets, and reputation and serving the best interests of its residents. These concerns may include, but are not limited to:

- A. Conflict of Interest:** Concerns related to situations where an employee's supplemental employment or affiliations create a conflict with their responsibilities at Susquehanna Township, leading to divided loyalty or potential favoritism towards external parties.
- B. Competition:** Concerns related to when an employee's supplemental employment is with or for a business or entity that directly competes with the services, products, or interests of Susquehanna Township, potentially leading to reduced focus, release of sensitive information, etc.
- C. Impact on Job Performance:** Concerns related to circumstances when supplemental employment interferes with an employee's ability to fully perform their job duties requirements, resulting in decreased productivity or poor performance.
- D. Misuse of Resources:** Concerns related to the use of Susquehanna Township's tools, equipment, confidential information, resources, or an employee's Susquehanna Township work hours to benefit the supplemental employer or an employee's personal endeavors.
- E. Reputation Risk:** Concerns related to an employee engaging in activities outside of work that could negatively impact the Township's reputation or public image.
- F. Legal Compliance:** Concerns related to the violation of legal requirements, industry regulations, and/or ethical standards due to the employee's outside employment.

### III. Policy

Susquehanna Township applies this policy consistently and without discrimination to all employees and is in compliance with all applicable employment and labor laws and regulations. The following rules for supplemental employment apply to all employees notifying their supervisors or managers of their intent to engage in supplemental employment:

- A.** Employees must not engage in outside employment that would hinder their objective and impartial performance of their Township duties, embarrass Susquehanna Township, or impair their efficiency on the job. Supplemental employment shall not adversely affect the ability to fulfill all duties and responsibilities to Susquehanna Township. Employees are prohibited from engaging in any supplemental employment that involves the performance of services that Susquehanna Township typically performs. This prohibition also extends

to the unauthorized use of any Township tools or equipment and the unauthorized use or application of any Township confidential information. In addition, employees may not solicit or conduct any supplemental employment during an employee's work hours for Susquehanna Township.

- B.** Township employees must carefully consider the demands that additional work activity will create before accepting supplemental employment. Supplemental employment is not an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If supplemental employment activity causes or contributes to job-related problems at Susquehanna Township, the Township may request that the employee discontinue the supplemental employment, and the employee may be subject to disciplinary action for any job-related issues.
- C.** Employees may not use Susquehanna Township paid sick leave to perform work for another employer. Acceptable uses of sick leave are outlined in the Employee Handbook. Fraudulent use of Township sick leave or an employee's refusal to comply with the Township's reasonable request to terminate supplemental employment may result in immediate termination of employment.

#### **IV. Approval Process**

- A. Employee Notification:** Employees who wish to engage in supplemental employment should notify their immediate supervisor and Township Manager in writing. The notification should include the details of the proposed supplemental employment, the expected time commitment and hours, and any potential impact on their primary role with the company.
- B. Initial Review:** The requesting employee's supervisor and the Township Manager will review the employee's request, and consider factors including, but not limited to, the nature of the supplemental employment, its potential impact on the Township, and the employee's current performance and attendance record.
- C. Assessing Reasonable Business Concerns:** The requesting employee's immediate supervisor and Township Manager shall evaluate whether any reasonable business concerns may arise from the employee's requested supplemental employment or remote work arrangement. This includes, but is not limited to, assessing potential conflicts of interest, competition, or any negative impact on job performance or company interests.
- D. Consultation:** In cases where the requested supplemental employment involves potential legal or ethical implications, the requesting employee's immediate supervisor and/or the Township Manager may consult with the Human Resources department or legal counsel to ensure compliance with relevant laws, regulations, and company policies.
- E. Decision and Approval:** The Township Manager will make the final determination as to the employee's request based on the review and assessment. If the request is approved, the supervisor will communicate the approval in writing and outline any specific conditions or limitations related to the supplemental employment arrangement.

Employees who are granted permission to engage in supplemental employment must sign the

following waiver:

“The undersigned, an employee of Susquehanna Township, does hereby waive and release Susquehanna Township from any liability, expense, or costs due to any injury or sickness incurred by reason of any employment accepted by the undersigned other than as an employee of Susquehanna Township. I further release the Township for any claim for wages or other benefits during any absence caused by such injury or sickness. This waiver shall be binding upon my heirs, representatives, or assigns.”

- F. Monitoring and Review:** Once approved, the supplemental employment arrangement will be monitored periodically to ensure that it does not adversely affect the employee’s performance or the Township’s interests. If any concerns arise during the arrangement, the employee’s immediate supervisor may request a meeting with the employee to address the issues.
  
- G. Revisions and Termination:** The approval of supplemental employment is not indefinite and may be subject to revision or termination if circumstances change. If the arrangement no longer aligns with the Township’s needs and/or goals or if new concerns arise, the employee’s immediate supervisor and/or Township Manager may ask the employee to discontinue the supplemental employment and/or amend the terms of the supplemental employment arrangement.



## SOCIAL MEDIA POLICY

### I. Purpose

This Website and Social Media Policy (the “Policy”) establishes guidelines and practices for using and managing Susquehanna Township’s (the “Township”) social media outlets. The Township's use of social media aims to promote better communications, provide greater access to information, foster greater transparency, allow for increased accountability, encourage broader participation, and provide a vehicle for collaborative problem-solving on issues of concern or interest to Township constituents, businesses, and the general public.

### II. Objectives

This Policy intends to accomplish the following:

- A. Clearly define the permissions and restrictions on users of Township social media pages. These include Township staff, personnel designated to post on behalf of the Township, citizens, interested readers, and elected and appointed officials.
- B. Regulate the behavior of employees of the Township regarding all website and social media usage.
- C. Ensure that all Township use of social media complies with applicable federal, state, and local laws. These include but are not limited to the Freedom of Information Act, Pennsylvania Right-to-Know Law, First Amendment, Pennsylvania Sunshine Act, and any applicable information security policies established by the Township.

### III. Applicability

Except where otherwise noted, this Policy applies to all employees whether they are using social media for professional or personal purposes. This Policy excludes any social media practices that the Susquehanna Township Police Department employs regularly for law enforcement purposes including, but not necessarily limited to digital forensics and social media use in conjunction with a lawful investigation.

### IV. Definitions

- A. **Authorized Users:** Township officials, agents, officers, staff, and/or employees that have access to the Township social media platforms to make posts in the Township’s name, as designated by the Township Manager.
- B. **Non-Official/Personal Use:** Personal day-to-day use of social media sites by Township employees not related to official duties.
- C. **Official Use:** Social media engagement on behalf of the Township and as authorized by the Township on sites where the Township has an official web presence.

- D. Posts:** Information, articles, pictures, videos, or any form of communication posted to a publicly accessible social media outlet. Posts can refer to information provided by the Township or information posted to our sites by employees from his/her personal social media accounts or private citizens.
- E. Social Media:** Websites and applications that enable users to create, view, interact with, and/or share content or to participate in social networking (including, but not limited to, Instagram, Snapchat, Tik Tok, YouTube, Facebook, Twitter, LinkedIn, etc.), an online blog, any personal website, the Township website, an online bulletin board or a chat room, or any other electronic medium.

## **V. Policy**

### **A. Official Accounts**

The Township Manager, Assistant Township Manager, and Public Safety Director shall have administrative rights to the Township's social media accounts. Additional authorized Users may be appointed on a temporary or permanent basis at the discretion of the Township Manager.

All social media accounts shall be opened using email accounts issued by the Township. Exceptions may be made when deemed necessary by the Township Manager. No other personal or business email account shall be linked to the Township's social media accounts.

### **B. Disclosures**

Users and visitors to Township social media sites shall be notified that the site's intended purpose is to serve as an outlet of communication from the Township to members of the public. Responses to Township posts are welcome, provided the content of the responses does not violate the provisions of Section D Rules of Use.

Where possible, social media accounts shall clearly indicate that the Township maintains the accounts. The Township's contact information shall be prominently displayed. In addition, a statement outlining that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Township, its staff, or elected or appointed officials shall be prominently displayed.

### **C. Authorized Users**

When posting the Township's social media accounts, Authorized Users shall:

1. Maintain current Township social media accounts. Accounts shall be opened and closed at the discretion of the Township Manager;
2. Agree that the Township's social media accounts and the contacts found therein shall be used for the benefit of the Township only and for no other purpose;
3. Follow guidelines provided by the Township and set forth herein regarding content, tone, and response to public comments. This includes, but is not limited to, being accurate and honest, correcting errors promptly as needed, and posting professionally and non-confrontational; and
4. Maintain the security of all usernames, passwords, and other login information to Township

social media accounts and shall not disclose or share this information with any third party.

5. Agree to abide by all terms and conditions of the various social media platforms he/she may use on behalf of the Township.

Authorized Users are prohibited from posting any and all of the following:

1. Attorney work product prepared pursuant to any litigation or potential litigation involving the Township government or any information that is subject to attorney-client privilege as determined by the Township Solicitor;
2. Comments that are defamatory, libelous, discriminatory, threatening, harassing, disparaging, obscene, profane, illegal, or otherwise offensive;
3. Political comments or political campaign materials, including any endorsement of a political party or candidate;
4. Comments that are personal, sensitive, or confidential about any person or employee;
5. Confidential or privileged information of the Township or any information related to executive session material;
6. Endorsement or advertisements of any product, business, or commercial services;
7. information or content that is personal in nature or does not relate to the business of the Township;
8. Photographs of employees or members of the public without written permission from said employee or member of the public;
9. Intellectual property of any person or other third party, including copyrighted materials such as photos or written content, or any trademark or logo, without written permission from the owner of such intellectual property;
10. Any other information that is not public in nature and/or
11. Information that is false or misleading.

#### **D. Rules for Use**

Postings shall include items such as Township news and information, photographs of Township events, and announcements that could benefit Township residents. Postings shall be clear and free of ambiguous statements. Requests for private information will be denied. Authorized Users may instruct requestors to contact the Township in a more private, acceptable manner if appropriate.

When comment features are enabled, the following guidelines shall apply:

1. Authorized Users shall monitor public comments on the Township's social media accounts periodically during business hours and shall respond to public comments as needed in accordance with this Policy in a professional and timely manner.
2. Profanity filters shall be turned on when available to filter out and prevent the posting of comments containing profanity.
3. Comments and responses to Township social media posts shall directly relate to the content of the original posts. Comments and responses that do not directly relate to the content of the original posts shall be promptly deleted.
4. If a comment is on a topic concerning the Township's post or subsequent conversation via the comment sections, then the comment shall remain as a post, regardless of whether it is

favorable or unfavorable to the Township.

5. If a comment is offensive, obscene, infringing, defamatory, libelous, discriminatory, threatening, harassing, relates to illegal activity, or if it is out of context or off-topic with respect to the Township's post, then the comment will be deleted by an Authorized User.
6. At the request of members of the public who have had comments deleted, the Township may choose to provide them with a response as to why their comments were deleted.
7. If a comment includes false or misleading information, the Township will respond solely to the extent necessary to correct any false or misleading information in the comment. When correcting residents on false or misleading information, Authorized Users will post with respect, in a non-confrontational manner, and with the Township's views in mind.
8. Members of the public who repeatedly post comments that violate this Policy may be banned from commenting.

Additionally, the Township of Susquehanna reserves the right to delete any content that contains:

1. Vulgar language;
2. Spam or unauthorized solicitations of any kind;
3. Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
4. Promotion of particular services, products, or political organizations;
5. Copyright or trademark infringement;
6. Personally identifiable medical information;
7. Any information that could potentially compromise public systems' safety, security, or proceedings or any criminal or civil investigations;
8. Sexual content or links to sexual content; and/or
9. Content that violates the terms of use of the social medium in which it exists.

All social media posts that violate the terms of this policy may be subject to removal. Content found in violation and removed from the social media site shall be retained offline and stored by the Township for 90 days. The Township may refuse and prevent access to Township social media sites to any individual who violates the terms of this policy without notice to such individual. The Township is not liable for inappropriate or offensive comments, any prohibited comments, and the improper publication of confidential information that may be posted on social media.

## **VI. Personal Use**

- A. Personal Responsibility:** Employees are personally responsible for their online activities and are expected to exercise good judgment and professionalism when using social media. Even when posting from private personal accounts, employees should be aware that their actions and behavior are still associated with their Township employment.

- B. Confidentiality and Privacy:** Employees must respect the confidentiality of information related to their work and the Township. They should not disclose confidential or sensitive information on social media platforms. Employees should also be cautious about discussing colleagues, clients, or any matters that could potentially breach privacy or confidentiality agreements.
- C. Endorsements and Representations:** Employees must clearly distinguish between personal opinions and official positions of the Township. When expressing personal opinions online, it should be made clear that the views expressed are their own, not those of the Township. Employees should refrain from using the municipality's logo, name, or official insignia without proper authorization.
- D. Respectful Communication:** Employees should communicate respectfully and courteously on social media platforms. Harassment, discrimination, bullying, or any form of offensive or derogatory language or behavior will not be tolerated. Employees are expected to follow the Township's existing policies regarding respectful workplace behavior.
- E. Protection of Reputation:** Employees should refrain from engaging in any activities on social media that could damage the Township's reputation or undermine public trust. This includes, but is not limited to posting or sharing false, misleading, or defamatory information about the Township, its employees, or elected officials.

## **V. Miscellaneous Provisions**

- A. Applicability of Federal, State, and Local Laws:** Nothing contained in this policy is intended to, nor shall be construed as superseding any applicable federal, state, or local laws or rights and liberties including, but not limited to, those provided by the First Amendment, the Freedom of Information Act, the Pennsylvania Right-to-Know Law, the Pennsylvania Sunshine Act, and any applicable information security policies established by the Township.
  - 1. Right to Know Law:** Township social media sites are subject to the Pennsylvania Right to Know Law 65 P.S. § 67.101, *et seq.*, as well as any other public record or disclosure laws or discovery litigation. Any content maintained in a social media format related to Township business, including lists of subscribers and posted communication, is a public record, except to the extent that such content includes information exempt from disclosure under the Right to Know Law. Any content removed based on the guidelines of the Policy must be retained by the Township Board of Commissioners, a designee, or the appropriate department/agency, including the time, date, and identity of the poster when available, according to Pennsylvania state law. Unless otherwise addressed in a specific social media standards document or Township retention schedules, required records preservation

shall be maintained for a period of no less than one year on a Township server in a format that preserves the integrity of the original record and is easily accessible.

- 2. Records Retention:** All relevant records retention schedules apply to social media formats and social media content. Retention and disposition of social media information will be the same as information that exists in any other form of media, whether paper or electronic. For example, the retention period that shall apply to a social media posting about an employment announcement shall be the same as a paper employment announcement.
  
- B. Privacy:** Users have no expectation of privacy or confidentiality with respect to any content they post to Township social media sites. The Township shall have full rights and permission to publish and use in any manner all posted content, including digital photographs and videos.
  
- C. Intellectual Property Rights:** Township social media accounts, as well as all original content generated through the use of these accounts, will remain the sole property and intellectual property of the Township to the fullest extent permitted by law.
  
- D. Copyright:** Posting on social media sites documents, software, or other information protected by copyright laws, without proper authorization by the copyright owner is prohibited. Copyright protection applies to any document, photo, software, or information unless it is specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings, material or information could be considered copyright protected. The Township assumes no responsibility for reviewing, ascertaining, or policing copyrighted material that employees or other persons may post on social media sites.

## **VI. Administration**

- A. Violations:** Employees who become aware of any violations of this policy should promptly report said violations to their supervisor or the Township Manager. The Township will investigate all reported violations and take appropriate action. Violations of this policy shall be at the sole discretion of the Township Manager.
  
- B. Penalties:** Failure to comply with this policy may result in disciplinary action, temporary or permanent removal of status as an Authorized User, revocation of access to the Township's computer network, suspension, termination, or any other consequence deemed relevant by the Township Manager given the nature of the offense and depending on the severity and frequency of the violation.
  
- C. Exceptions:** No exceptions to any provisions expressed in this policy will be permitted without the written consent of the Township Manager unless specifically mentioned within this policy.

**D. Termination:** Upon termination of an Authorized User's employment: (i) the Authorized User's right to use the Township's social media accounts shall be automatically terminated, and (ii) the login passwords associated with the Township's social media accounts shall be changed.

**RESOLUTION NO. 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, PENNSYLVANIA 17109.**

**WHEREAS**, the Board of Commissioners of Susquehanna Township intends to establish a reserved ADA accessible parking space located at 3718 Walnut Steet, Harrisburg, PA 17109; and

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

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

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

**WHEREAS**, a traffic study conducted by the Township has demonstrated that the installation of an on-street ADA accessible parking space located at 3718 Walnut Street is appropriate and warranted.

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

1. An on-street ADA accessible parking space is established in accordance with Section 15-403A of the Susquehanna Township Code of Ordinances at property located at 3718 Walnut Street, Harrisburg, PA 17109; and
2. The Township shall erect or place such signage or other markings as shall be necessary to establish the reserved parking zone; and
3. The reserved parking zone shall be established upon adoption of this Resolution.

**BE IT, AND THE SAME IS HEREBY RESOLVED**, this 14<sup>th</sup> day of September 2023.

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

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Frank Lynch, President

**ATTEST:**

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David Pribulka, Secretary





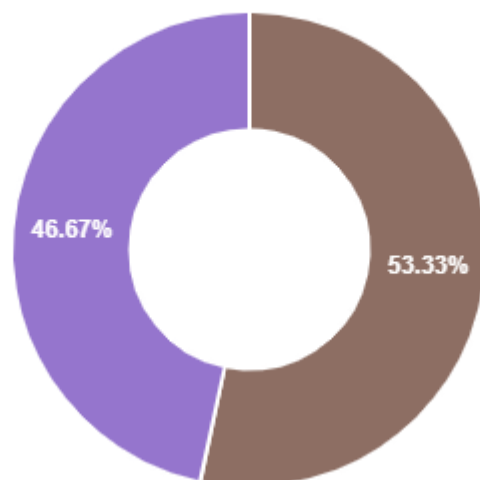
## Township Manager's Report September 14, 2023

1. The Rental Housing Survey was closed on August 25<sup>th</sup>. 21 surveys were completed and the results are summarized in the attached report. Staff has advertised the vacancy for the position of rental housing inspector and has begun development of a draft ordinance.
2. The Township's application to the Dauphin County Local Share (Gaming) Grant Program was submitted in advance of the September 1<sup>st</sup> deadline. Projects included in the grant submittal included the design of a new Progress Fire Company, development of the first phase of Wedgewood Hills Park, and funding for the construction of sidewalks in front of the municipal building along Linglestown Road. Presentations to the Gaming Advisory Board will be scheduled prior to the County considering an award.
3. Letters are being sent to proprietors of establishments in the Township who operate "Games of Skill" advising them of the Township's licensing requirements. Public Safety and DCED staff have been developing an inventory of these establishments and approximate counts of machines to determine where letters need to be sent.
4. Planning is nearly complete for the Volunteer Appreciation Dinner on September 27<sup>th</sup>. If Board members have not RSVP'd to Kathy Fry, please do so at the earliest convenience so final preparations can be made. The event will begin at 6:00 p.m. at Boyd Park.
5. The transition to Mid Penn Bank is underway and training has been completed for the new portal.
6. The Selection Committee met to review Statements of Interest submitted for the Route 39 Adaptive Signal Project coordinated by Lower Paxton Township. The Selection Committee included the Susquehanna Township Manager, Public Safety Director, and Public Works Director, as well as the Lower Paxton Township Public Works Director. Requests for technical proposals from qualified firms have been solicited and will be reviewed once received. The Board can anticipate a recommendation to award design and construction management services in the fall. The project involves the integration and upgrading of signalized intersections on the Route 39 corridor in the two municipalities to allow for phasing adjustments based on real-time field conditions (traffic flow).

# Rental Housing Survey Results Report

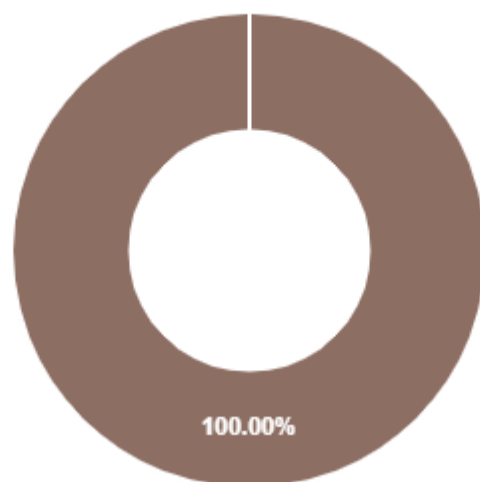
I am a(n):

Owner/Landlord of rental property in Susquehanna Township. Tenant living in rental property in Susquehanna Township

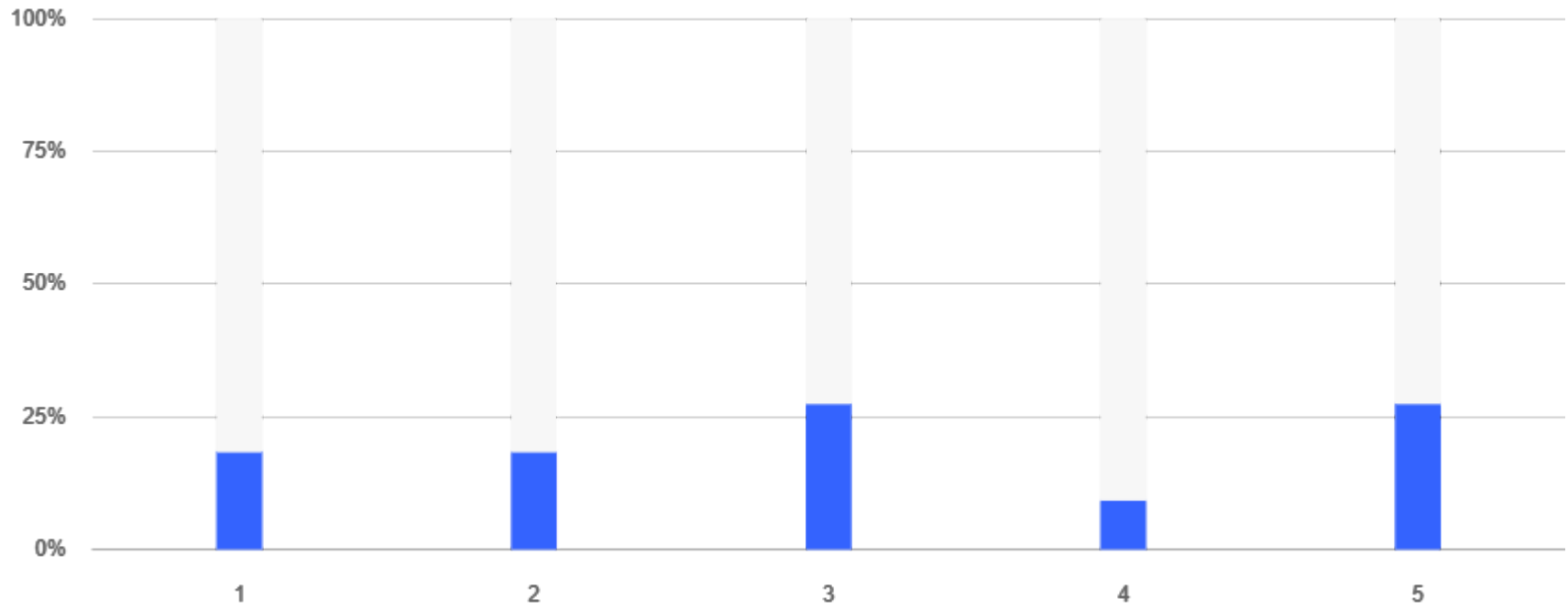


Are you renting your space for use as a business or a residence?

Residence

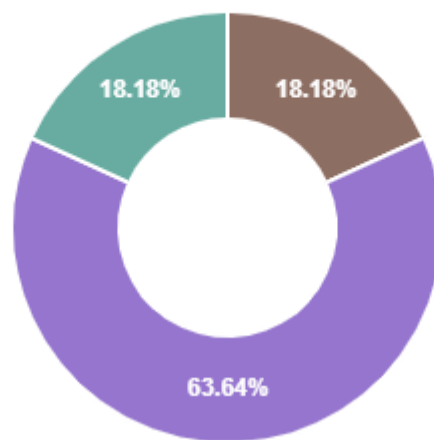


How satisfied are you with your relationship with the owner of your unit? (1 Star = Extremely Dissatisfied; 5 Stars = Extremely Satisfied)



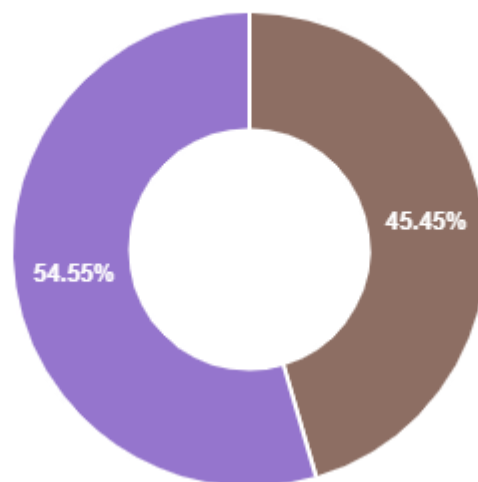
Which of the following statements best describes your current rental situation?

■ I moved in within the last twelve (12) months
 ■ I moved in between one (1) and three (5) years ago
 ■ I have lived here longer than five years

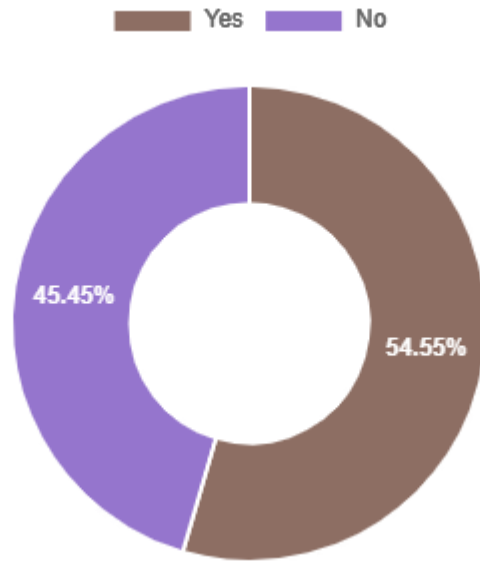


In the last twelve (12) months, have you had any issues with your property that required your landlord to resolve?

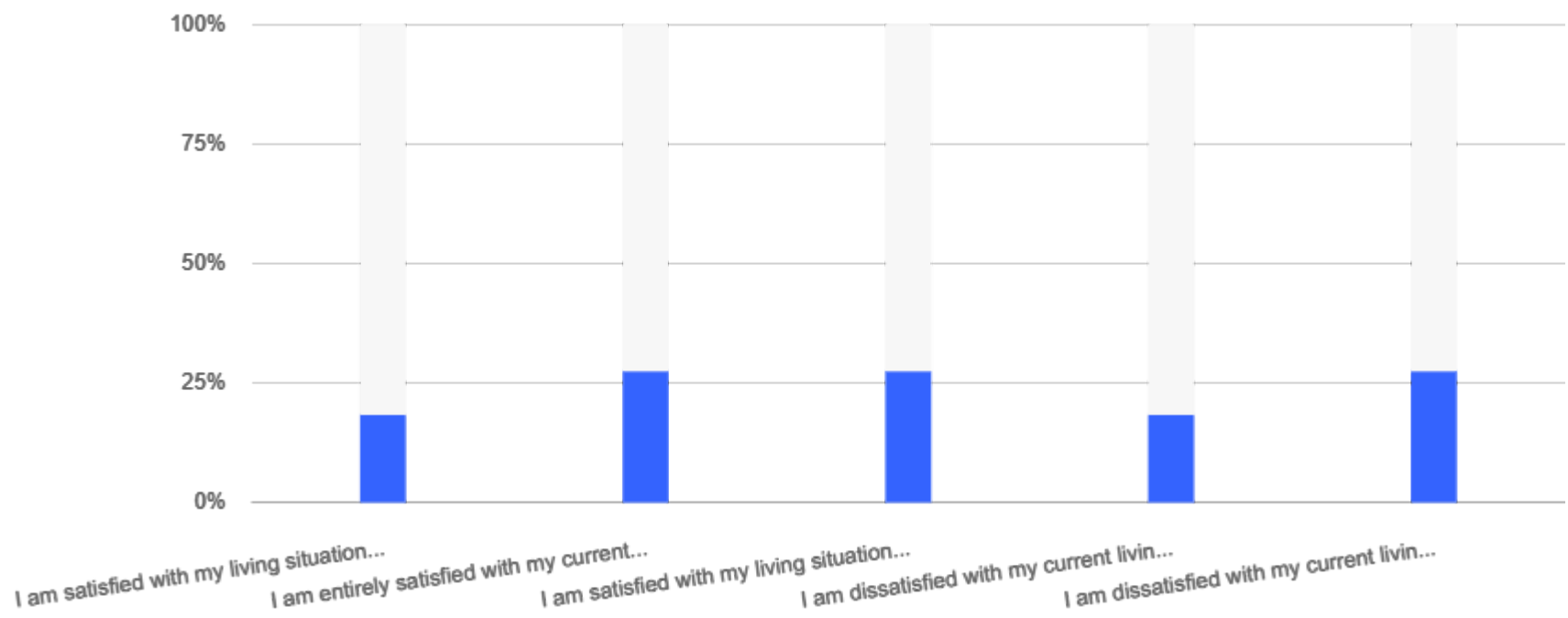
■ Yes
 ■ No



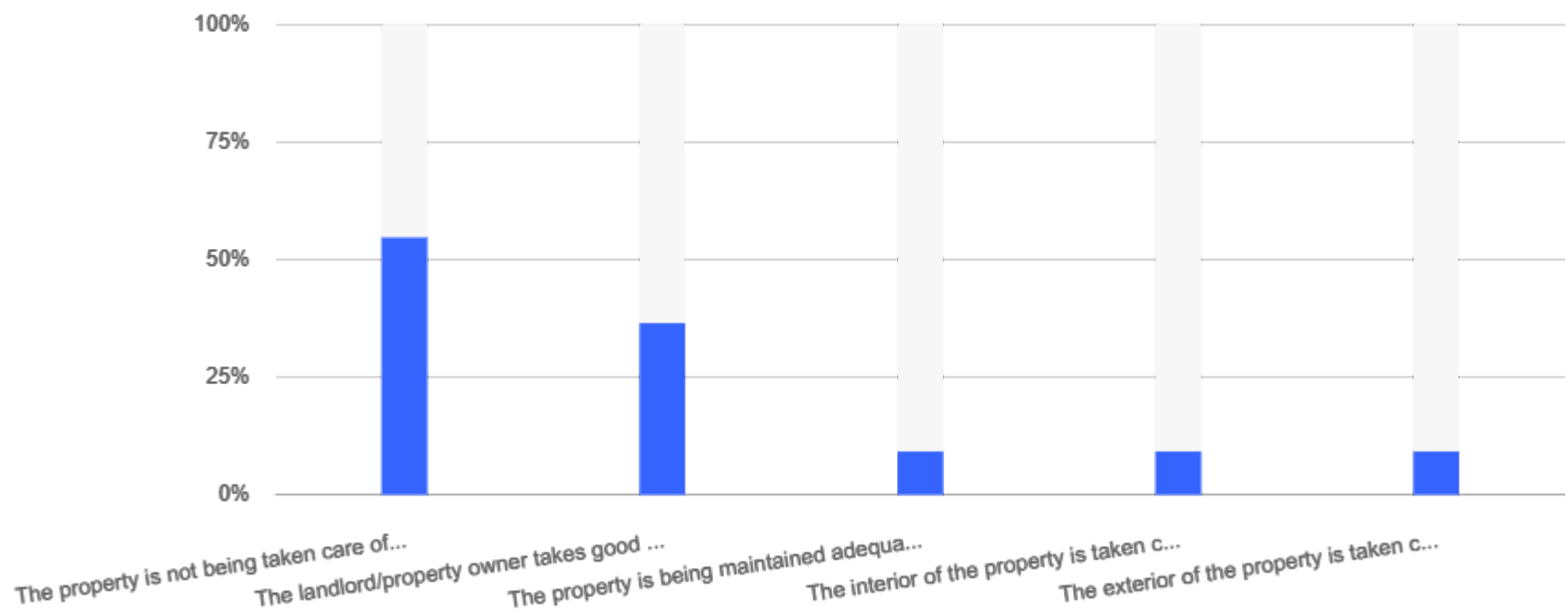
Have you ever had an issue with the owner of your property that was not properly addressed?



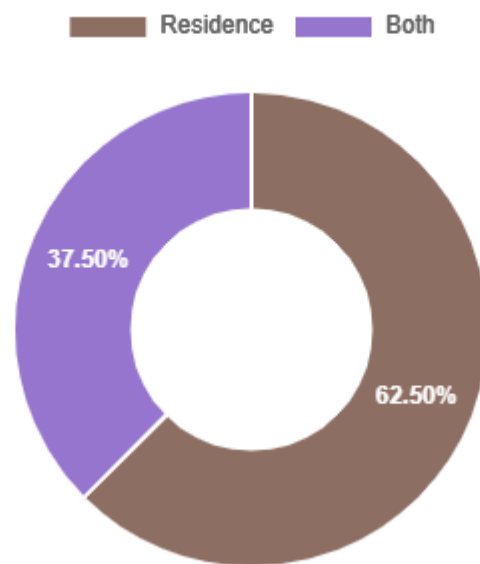
Please select any or all of the following items that appropriately describe your current situation:



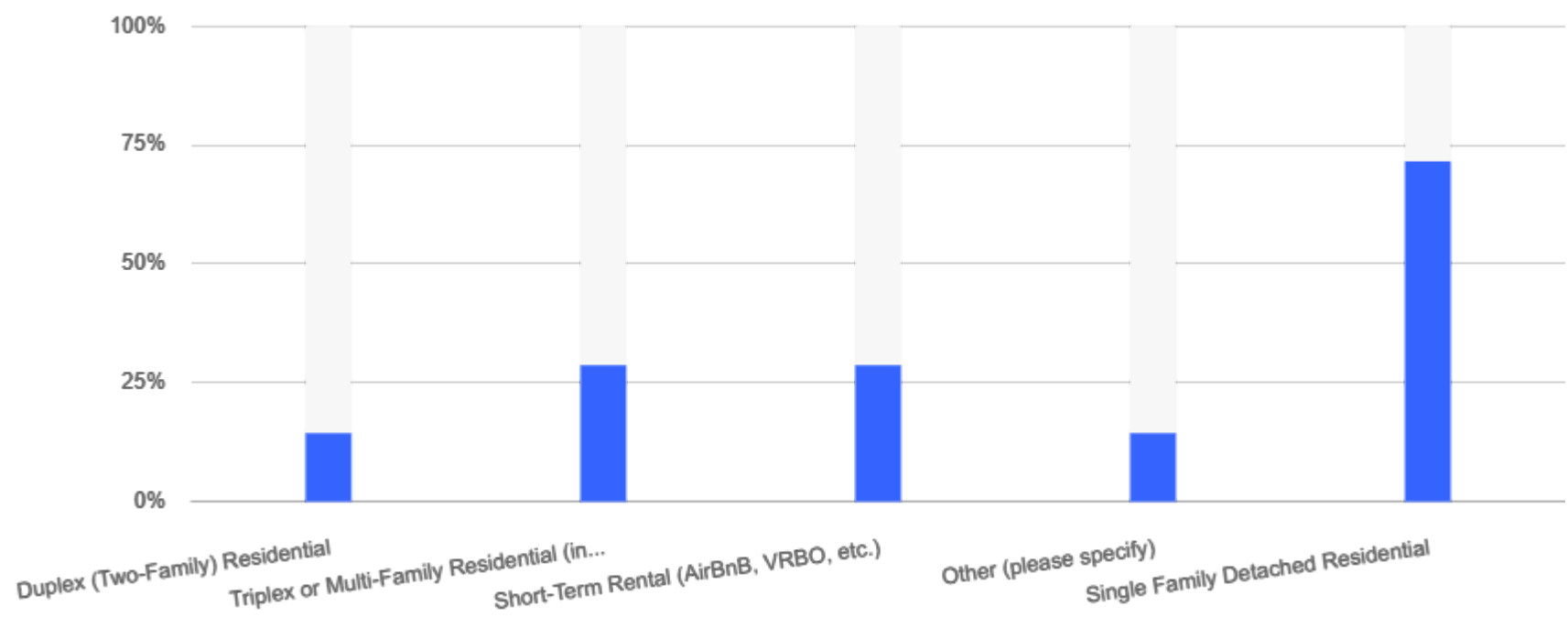
Please tell us which, if any, describe your concerns about your rental unit:



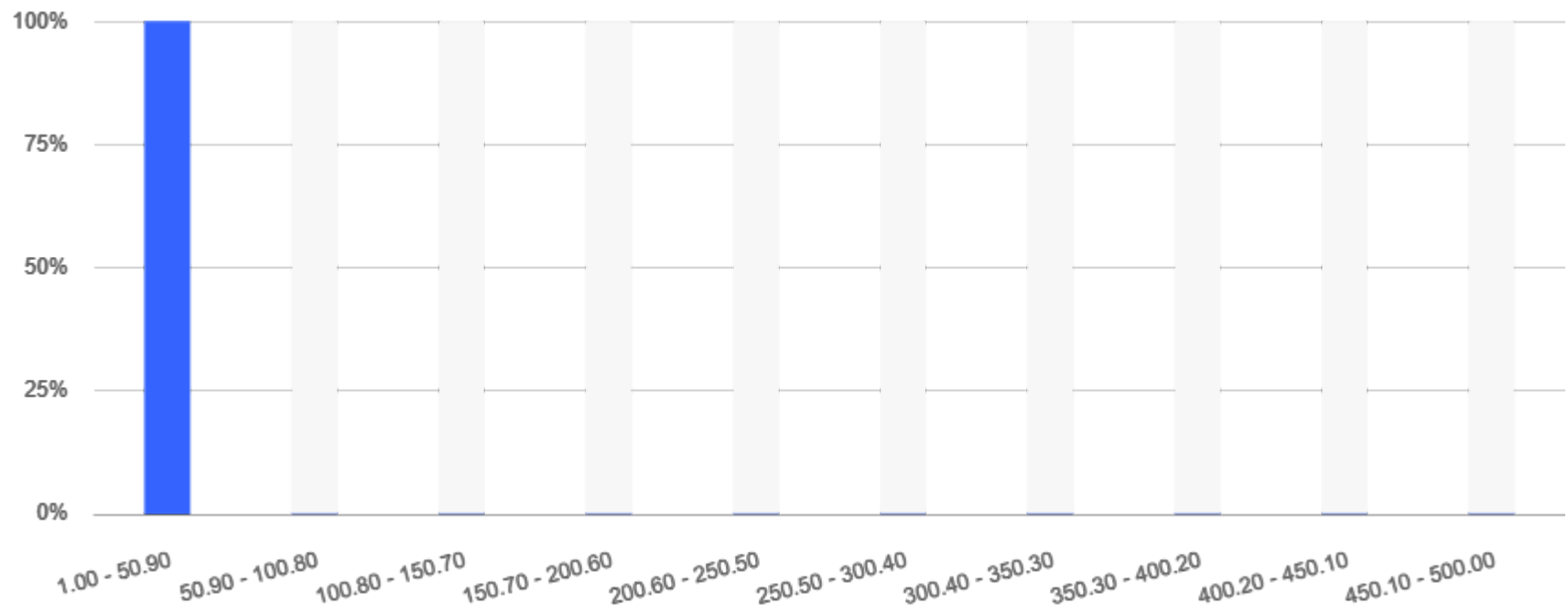
Are you renting out your property or properties for use as a business, residence, both, or other?



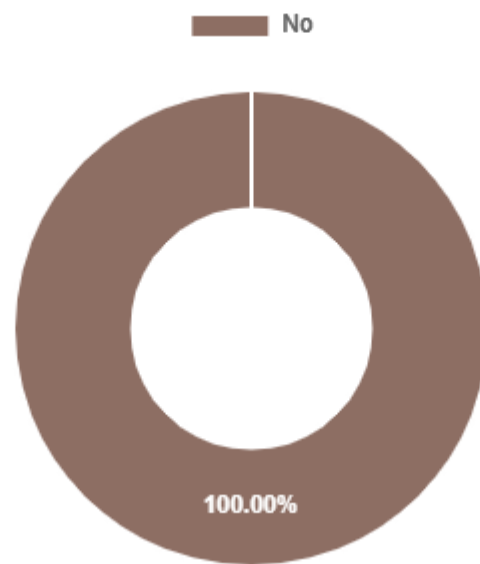
Which of the following rental property categories do you own? Select all that apply.



How many dwellings/rental units do you rent in Susquehanna Township? Please include both business (commercial) and residential rentals, if applicable.

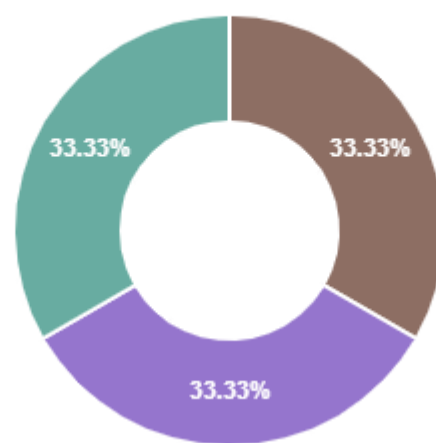


Do you have a Property Management Company who maintains your rental properties in Susquehanna Township?



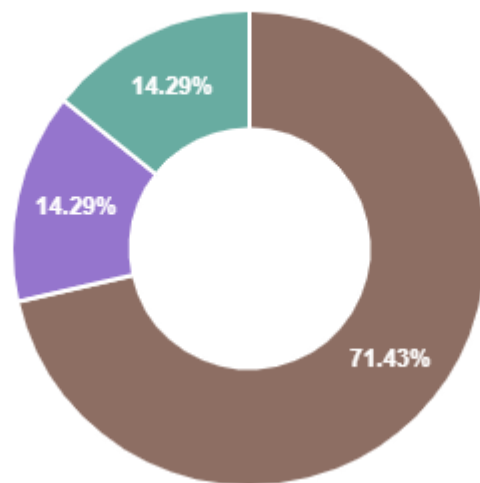
Which situation best describes your current tenants?

■ Recently moved in (within the last 12 months)
 ■ Lived in my building between 1 – 5 years
 ■ Lived in my building for longer than 5 years



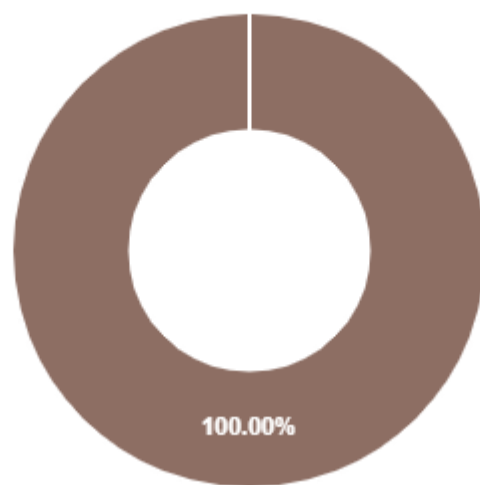
**Are your tenants currently under a lease agreement with you?**

■ Yes ■ No ■ Other (please specify)



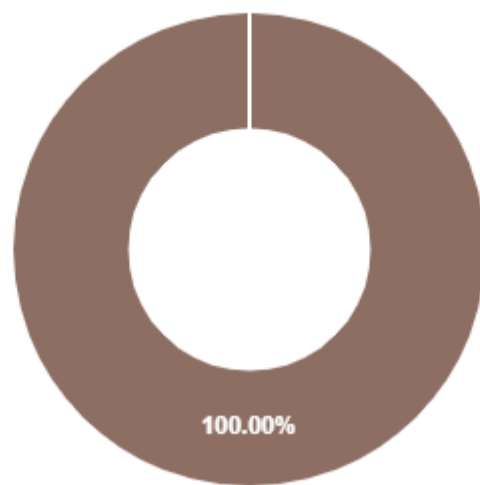
**For the most part, would you say your tenants maintain a clean and hospitable environment in your rental unit(s)?**

■ Yes

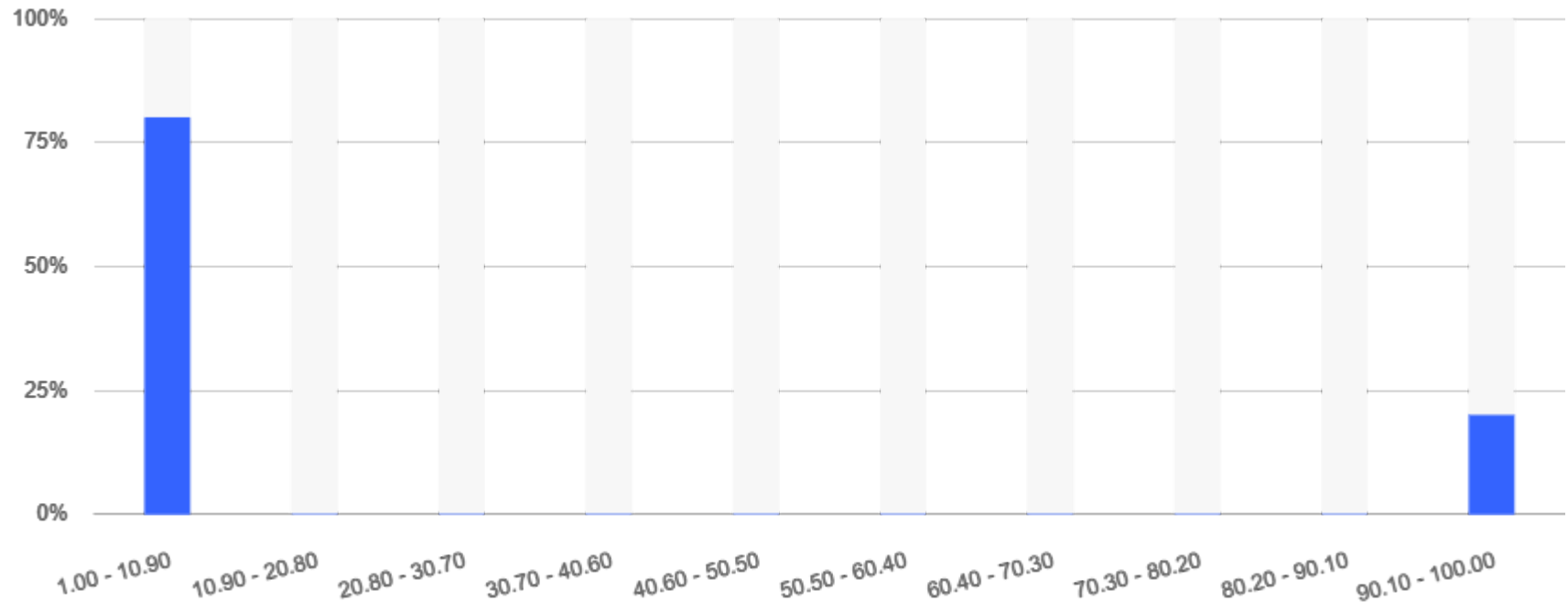


**Overall, would you say you are satisfied with the condition of your rental property/properties?**

■ Yes



Approximately what percentage of the dwellings/rental units do you rent out in Susquehanna Township are currently vacant or unoccupied?







**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	PC 9/18
3 1235 Martina Dr	1235 Martina Dr	Residential LD - 395 units	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	Approved
6 Riveroaks Associates	3401 & 3405 N Front St.	Minor SD - lot combo	Approved
7 Tommy's Car Wash - Waiver	3523 Union Deposit Rd	Waiver of Tree require	Approved
8 Covenant Christian Academy	1928 Locust Ln	LD - parking/field	Approved
9 Vickie & Robert Geesaman	3604 Beaucrest St.	Minor SD - 2 lots	BOC
10 Thomas Holtzman Waiver	1910 Linglestown Rd.	Waiver of Land Developm	Approved
11 Oakhurst Sketch Plan	Lot 2 - Houses at Oakhurst	SP - Senior - 119 units	Tabled
12 Herbert Moore	399 N 39th St	Minor SD - 3 lots	Approved
13 PA Game Commission	2001 Elmerton Ave	Addition	BOC
14 4209 Cumberland Ave	4209 Cumberland Ave	SD - 4 SF lots	PC 9/18

**ZONING HEARING BOARD**

Applicant	Location	Request	Date	Status
1 3801 Walnut Enterp	3801 Walnut St.	Appeal /Sign Variance	6/7/2022	Settled
2 Lamont Palmer	2011 Clayton Ave.	Appeal/MF in R-2	2/16/2023	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	5/3/2023	Approved
7 Sola Salon	2533 Brindle Rd	Sign Variance	5/3/2023	Approved
8 Hagy Way Holdings	1400 Hagy Way	Appeal / Variance Fence	6/7/2023	Approved
9 Rafymar Gonzales	3103 Walnut St	SE/Variance sb/parking	7/5/2023	Approved
10 PA Game Commissi	2001 Elmerton Ave	Variance: s/b height parking	8/2/2023	Approved
11 Brian Correia	1709 Fox Hunt Ln	Appeal: Comm Bus in R-1	8/2/2023	Denied
12 Brian Correia	1709 Fox Hunt Ln	Appeal: MF in R-1	8/2/2023	Denied
13 Ryan Homes	3201 Antonella Dr	Variance: driveway width	9/6/2023	
14				

**TEXT AMENDMENTS**

Applicant	Request	Date	Status
1 Township	Zoning Ordinance Rewrite	8/30/2023	Committee
2 Township	Subdivision Rewrites	2/15/2023	Staff
3 Township	Streets & Sidewalks	TBD	BOC 9/14
4 Township	Rental Property Inspection Program	TBD	Prep Work

## PERMITS & LICENSES

### BUILDING PERMITS

	AUG	YTD
Cell Tower Antennas	1	5
Commercial Improvements	6	32
Commercial New Buildings	1	3
Demolition	1	12
Industrial Housing	0	0
Porch/Patio/Deck	3	25
Residential Addition	2	12
Residential Improvements	9	43
Retaining Wall	0	4
Multi-Family Residential	0	3
Single Family Dwelling	13	44
Signs	2	21
Solar Panels	10	63
Swimming Pool/Hot Tub	0	11
Townhouse	31	98
Electrical	72	240
Plumbing	64	192
<b>Total</b>	<b>215</b>	<b>808</b>

### CERTIFICATES OF OCCUPANCY

	AUG	YTD
Commercial Improvement	3	6
Residential Renovation	0	0
Fire Restoration	0	0
New Commercial	1	8
Residential Additions	1	4
Single Family Attached	0	13
Single Family Detached	3	23
Single Family Semi-Detached	0	1
Tenant Fit-out	0	2
Townhouse	11	126
<b>Total</b>	<b>19</b>	<b>183</b>

## VIOLATIONS

	AUG		YTD	
	Open	Corr	Open	Corr
Building	0	1	1	2
Property	88	14	356	135
Zoning	5	0	12	6
Other	0	0	5	1
<b>Total</b>	<b>93</b>	<b>15</b>	<b>374</b>	<b>144</b>

### ZONING PERMITS

	AUG	YTD
Accessory (Misc)	1	13
Deck/Patio	2	14
Garage	1	5
Driveway	0	2
Fence	7	57
Shed	2	15
Use	1	5
<b>Total</b>	<b>14</b>	<b>111</b>

### MISC

	AUG	YTD
Grading/Fill (no building)	2	27
Shade Tree Permits	2	24
Street Cut Permits	2	62
Solicitation Permits	0	6

### BUILDING INSPECTIONS

	AUG	YTD
Residential	154	1367
Commercial	68	515
Plumbing	61	572
<b>Total</b>	<b>283</b>	<b>2454</b>

### OTHER PERMITS/LICENSES

	AUG	YTD
Plumbers - Master	3	81
Plumbers - Journeyman	0	149
<b>Total</b>	<b>3</b>	<b>230</b>

## CITATIONS FILED

	AUG		YTD	
	Open	Heard	Open	Heard
Building	0	0	0	0
Property	17	2	39	1
Zoning	0	0	0	1
Other/Health	0	0	0	0
<b>Total</b>	<b>17</b>	<b>2</b>	<b>39</b>	<b>2</b>

## OTHER DCED ACTIVITIES

### ON LOT DISPOSAL SYSTEMS (OLDS)

	AUG	YTD
Pumping Reports	4	100
Out of Compliance	76	198
Total # In Compliance/Total	178	253
SEO Inspections	2	8
SEO Permits Issued	0	4

**Note:** Violation Notices will be sent out to property owners who are out of compliance in September.

### HEALTH INSPECTOR ACTIVITY

	AUG	YTD
In-Compliance Inspections	9	84
Out-of-Compliance Inspections	1	5
New Facility Inspections	2	4
Complaint Inspections	2	7
Licenses Issued	0	150

**Note:** Health Report is attached.

#

## STORMWATER

### STORMWATER AUTHORITY ACTIVITY

	AUG	YTD
Inspections	11	85
Pre-application Meetings	2	7
Credits	1	9
IA Reviews/Reassessments	1	213
IA Corrections*	2	2
Board Appeals	0	0

**Note:**

### MS4 PROGRAM

MCMs	AUG	YTD
1. Public Education	1	35
2. Participation	1	8
3. IDDE	1	1001
4. Construction	3	32
5. PCSM	0	8
6. Housekeeping	3	27
<b>Total</b>	<b>9</b>	<b>1111</b>

**Note:** See attached Stormwater Report for more information.

### STORMWATER ORDINANCE

	AUG	YTD
Plans Reviewed	2	14
Permits Reviewed	2	71
Complaints	2	28
Violations	4	24

**Note:**



Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
8/1/2023	28150	62-023-083	2621 Brindle Dr	Building Permit	Com Improvement
8/1/2023	9294	62-023-083	2621 Brindle Dr	Electrical Permit	Com Improvement
8/1/2023	9962	62-023-083	2621 Brindle Dr	Plumbing Permit	Com Improvement
8/1/2023	9287	62-032-206	3831 WALNUT ST	Electrical Permit	Com Improvement
8/1/2023	9955	62-032-206	3831 WALNUT ST	Plumbing Permit	Com Improvement
8/1/2023	28147	62-002-065	4715 N FRONT ST	Building Permit	New Commercial
8/1/2023	28149	62-032-206	3831 WALNUT ST	Building Permit	Res Improvements
8/1/2023	28148	62-021-485	3203 ANTONELLA DR	Building Permit	SFDD
8/1/2023	9286	62-021-485	3203 ANTONELLA DR	Electrical Permit	SFDD
8/1/2023	9954	62-021-485	3203 ANTONELLA DR	Plumbing Permit	SFDD
8/2/2023	9293	62-013-098	2023A LINGLESTOWN RD	Electrical Permit	Com Improvement
8/2/2023	28151	62-009-041	1910 LINGLESTOWN RD	Building Permit	Com Improvement
8/2/2023	28151	62-009-041	1910 LINGLESTOWN RD	Certificate of Use an	Modular Classroom
8/2/2023	28095	62-019-232	3328 JONAGOLD DR	Building Permit	Res Addition
8/2/2023	9290	62-019-183	1705 AMBROSIA CIR	Electrical Permit	Res Improvements
8/2/2023	9959	62-019-183	1705 AMBROSIA CIR	Plumbing Permit	Res Improvements
8/2/2023	9292	62-019-263	1744 Driftstone Dr.	Electrical Permit	Res Improvements
8/2/2023	9291	62-036-077	3504 SCHOOLHOUSE LN	Electrical Permit	Res Improvements
8/2/2023	28154	62-019-183	1705 AMBROSIA CIR	Building Permit	Res Improvements
8/2/2023	9289	62-018-041	3600 N 6TH ST	Electrical Permit	Res Improvements
8/2/2023	9958	62-018-041	3600 N 6TH ST	Plumbing Permit	Res Improvements
8/2/2023	28153	62-018-041	3600 N 6TH ST	Building Permit	Res Improvements
8/2/2023	9956	62-009-041	1910 LINGLESTOWN RD	Plumbing Permit	School Improvement
8/2/2023	9960	62-056-044	2401 IONOFF RD	Plumbing Permit	SEWER LAT
8/2/2023	9961	62-015-128	3971 GREEN ST	Plumbing Permit	SEWER LAT
8/2/2023	28152	62-019-287	1738 BRADLEY DR	Building Permit	SFDD
8/2/2023	9288	62-019-287	1738 BRADLEY DR	Electrical Permit	SFDD
8/2/2023	9957	62-019-287	1738 BRADLEY DR	Plumbing Permit	SFDD
8/2/2023	28156	62-019-263	1744 Driftstone Dr.	Building Permit	Solar panels
8/2/2023	28155	62-036-077	3504 SCHOOLHOUSE LN	Building Permit	Solar panels
8/3/2023	2023-46	62-076-060	Hilltop Condominium Associat	Zoning Permit	FENCE
8/4/2023	9964	62-013-200	2600 UNION GREEN WY	Plumbing Permit	Com Addition
8/4/2023	28158	62-023-083	2609-2611 BRINDLE DR	Building Permit	INTERIOR DEMO
8/4/2023	28157	62-036-119	516 WOOD ST	Building Permit	Res Improvements
8/4/2023	9965	62-043-049	817 S PROGRESS AV	Plumbing Permit	SEWER LAT
8/4/2023	9963	62-017-193	3511 N FRONT ST	Plumbing Permit	SEWER LAT
8/7/2023	9295	62-019-255	3325 JONAGOLD DRIVE	Electrical Permit	Res Improvements
8/7/2023	9966	62-019-255	3325 JONAGOLD DRIVE	Plumbing Permit	Res Improvements
8/7/2023	28159	62-019-255	3325 JONAGOLD DRIVE	Building Permit	Res Improvements
8/7/2023	28160	62-030-065	2626 BIRCH ST	Building Permit	SFDD
8/7/2023	2023-103	62-035-003	3315 WALNUT ST	Zoning Permit	Use

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
8/8/2023	28161	62-021-130	3605 N PROGRESS AV	Building Permit	Com Improvement
8/8/2023	2023-104	62-008-077	4335 N FRONT ST	Zoning Permit	GARAGE
8/8/2023	230028	62-057-044	421 N SCENIC RD	Shade Tree Permit	Tree Removal
8/8/2023	230029	62-038-087	619 SYLVAN PL	Shade Tree Permit	Tree Removal
8/9/2023	2023-105	62-060-089	2017 HADDAM NECK CT	Zoning Permit	FENCE
8/9/2023	9304	62-013-200	2600 UNION GREEN WY	Electrical Permit	New Commercial
8/9/2023	28168	62-021-439	3201 Citation Drive	Building Permit	PATIO/DECK/SHED
8/9/2023	28169	62-024-113	413 BELVEDERE RD	Building Permit	Res Addition
8/9/2023	9302	62-029-132	2703 GEORGE ST	Electrical Permit	Res Improvements
8/9/2023	9301	62-021-273	2007 BONITA CT	Electrical Permit	Res Improvements
8/9/2023	9300	62-052-014	1024 ERIC DR	Electrical Permit	Res Improvements
8/9/2023	9298	62-024-134	3418 BROOKSIDE DR	Electrical Permit	Res Improvements
8/9/2023	9299	62-029-242	2904 HILLSIDE ST	Electrical Permit	Res Improvements
8/9/2023	9305	62-024-113	413 BELVEDERE RD	Electrical Permit	Res Improvements
8/9/2023	28170	62-025-068	200 WEST AV	Building Permit	Res Improvements
8/9/2023	9303	62-009-041	1910 LINGLESTOWN RD	Electrical Permit	School Addition
8/9/2023	9970	62-030-035	1709 GLENSIDE DR	Plumbing Permit	SEWER LAT
8/9/2023	9969	62-044-001	1115 WILHELM RD	Plumbing Permit	SEWER LAT
8/9/2023	28162	62-019-311	1817 Ethan Dr	Building Permit	SFDD
8/9/2023	9296	62-019-311	1817 Ethan Dr	Electrical Permit	SFDD
8/9/2023	9967	62-019-311	1817 Ethan Dr	Plumbing Permit	SFDD
8/9/2023	28163	62-021-476	3202 ANTONELLA DR	Building Permit	SFDD
8/9/2023	9297	62-021-476	3202 ANTONELLA DR	Electrical Permit	SFDD
8/9/2023	9968	62-021-476	3202 ANTONELLA DR	Plumbing Permit	SFDD
8/9/2023	2023-106	62-068-046	2708 GATEWAY CT	Zoning Permit	Shed
8/9/2023	28167	62-021-273	2007 BONITA CT	Building Permit	Solar panels
8/9/2023	28166	62-052-014	1024 ERIC DR	Building Permit	Solar panels
8/9/2023	28164	62-024-134	3418 BROOKSIDE DR	Building Permit	Solar panels
8/9/2023	28165	62-029-242	2904 HILLSIDE ST	Building Permit	Solar panels
8/10/2023	GEP2023-34	62-037-191	205 S 31ST ST	Grading / Excavation	Fill
8/10/2023	27731	62-023-096	623 Travis Wy (Building 20)	Certificate of Use and Occupancy	Townhouse
8/11/2023	2023-107	62-019-069	3815 CROOKED HILL RD	Zoning Permit	FENCE
8/11/2023	2023-106	62-038-091	3521 SCHOOLHOUSE LN	Zoning Permit	Fence/Patio
8/11/2023	IA2023-089	62-038-091	3521 SCHOOLHOUSE LN	Stormwater Permit	Reassessment
8/11/2023	9306	62-027-093	2317 HIGHLAND AV	Electrical Permit	Res Improvements
8/11/2023	2023-74	62-015-169	3926 DURHAM RD	Street Cut Permit	ROAD OPNG
8/11/2023	9971	62-008-178	4361 N FRONT ST	Plumbing Permit	SEWER LAT
8/11/2023	28171	62-027-093	2317 HIGHLAND AV	Building Permit	Solar panels
8/14/2023	2023-108	62-069-008	1908 LAUREL GLEN DR	Zoning Permit	FENCE
8/14/2023	28172	62-021-038	2900 HICKORYWOOD LANE	Building Permit	Townhouse
8/14/2023	28173	62-021-038	2902 HICKORYWOOD LANE	Building Permit	Townhouse
8/14/2023	28174	62-021-038	2904 HICKORYWOOD LANE	Building Permit	Townhouse
8/14/2023	28175	62-021-038	2906 HICKORYWOOD LANE	Building Permit	Townhouse
8/14/2023	28176	62-021-038	2908 HICKORYWOOD LANE	Building Permit	Townhouse
8/14/2023	28177	62-021-038	2910 HICKORYWOOD LANE	Building Permit	Townhouse
8/14/2023	9972	62-021-038	2900 HICKORYWOOD LANE	Plumbing Permit	Townhouse
8/14/2023	9973	62-021-038	2902 HICKORYWOOD LANE	Plumbing Permit	Townhouse

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
8/14/2023	9974	62-021-038	2904 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/14/2023	9975	62-021-038	2906 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/14/2023	9976	62-021-038	2908 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/14/2023	9977	62-021-038	2910 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/14/2023	9307	62-021-038	2900 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/14/2023	9308	62-021-038	2902 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/14/2023	9309	62-021-038	2904 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/14/2023	9310	62-021-038	2906 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/14/2023	9311	62-021-038	2908 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/14/2023	9312	62-021-038	2910 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/15/2023	28178	62-021-038	2912 HICKORYWOOD LAN	Building Permit	Townhouse
8/15/2023	9313	62-021-038	2912 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/15/2023	28179	62-021-038	2914 HICKORYWOOD LAN	Building Permit	Townhouse
8/15/2023	28180	62-021-038	2916 HICKORYWOOD LAN	Building Permit	Townhouse
8/15/2023	28181	62-021-038	2918 HICKORYWOOD LAN	Building Permit	Townhouse
8/15/2023	28182	62-021-038	2920 HICKORYWOOD LAN	Building Permit	Townhouse
8/15/2023	9314	62-021-038	2914 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/15/2023	9315	62-021-038	2916 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/15/2023	9316	62-021-038	2918 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/15/2023	9317	62-021-038	2920 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/15/2023	9978	62-021-038	2912 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/15/2023	9979	62-021-038	2914 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/15/2023	9980	62-021-038	2916 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/15/2023	9981	62-021-038	2918 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/15/2023	9982	62-021-038	2920 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/16/2023	9984	62-002-065	4715 N FRONT ST	Plumbing Permit	Com Improvement
8/16/2023	2023-110	62-043-094	1000 WILHELM RD	Zoning Permit	FENCE
8/16/2023	A2023-093	62-042-111	537 ALTAVISTA AV	Stormwater Permi	Reassessment
8/16/2023	9327	62-027-057	1814 CLAYTON AV	Electrical Permit	Res Improvements
8/16/2023	2023-109	62-042-111	537 ALTAVISTA AV	Zoning Permit	Res Improvements
8/16/2023	9319	62-045-126	3818 BRYTTON LN	Electrical Permit	Res Improvements
8/16/2023	9320	62-057-017	3308 RIDGEWAY RD	Electrical Permit	Res Improvements
8/16/2023	9985	62-017-028	3412 N 4TH ST	Plumbing Permit	SEWER LAT
8/16/2023	28183	62-013-228	2430 Hawthorne Dr.	Building Permit	SFDD
8/16/2023	9318	62-013-228	2430 Hawthorne Dr.	Electrical Permit	SFDD
8/16/2023	9983	62-013-228	2430 Hawthorne Dr.	Plumbing Permit	SFDD
8/16/2023	28184	62-045-126	3818 BRYTTON LN	Building Permit	Solar panels
8/16/2023	28185	62-057-017	3308 RIDGEWAY RD	Building Permit	Solar panels
8/16/2023	28186	62-021-038	2923 ASHWOOD LANE	Building Permit	Townhouse
8/16/2023	28187	62-021-038	2925 ASHWOOD LANE	Building Permit	Townhouse
8/16/2023	28188	62-021-038	2927 ASHWOOD LANE	Building Permit	Townhouse
8/16/2023	28190	62-021-038	2929 ASHWOOD LANE	Building Permit	Townhouse
8/16/2023	28189	62-021-038	2931 ASHWOOD LANE	Building Permit	Townhouse
8/16/2023	28191	62-021-038	2933 ASHWOOD LANE	Building Permit	Townhouse
8/16/2023	9321	62-021-038	2923 ASHWOOD LANE	Electrical Permit	Townhouse
8/16/2023	9322	62-021-038	2925 ASHWOOD LANE	Electrical Permit	Townhouse
8/16/2023	9323	62-021-038	2927 ASHWOOD LANE	Electrical Permit	Townhouse



Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
8/16/2023	9325	62-021-038	2929 ASHWOOD LANE	Electrical Permit	Townhouse
8/16/2023	9324	62-021-038	2931 ASHWOOD LANE	Electrical Permit	Townhouse
8/16/2023	9326	62-021-038	2933 ASHWOOD LANE	Electrical Permit	Townhouse
8/16/2023	9986	62-021-038	2923 ASHWOOD LANE	Plumbing Permit	Townhouse
8/16/2023	9987	62-021-038	2925 ASHWOOD LANE	Plumbing Permit	Townhouse
8/16/2023	9988	62-021-038	2927 ASHWOOD LANE	Plumbing Permit	Townhouse
8/16/2023	9990	62-021-038	2929 ASHWOOD LANE	Plumbing Permit	Townhouse
8/16/2023	9989	62-021-038	2931 ASHWOOD LANE	Plumbing Permit	Townhouse
8/16/2023	9991	62-021-038	2933 ASHWOOD LANE	Plumbing Permit	Townhouse
8/16/2023	9330	62-021-038	2939 ASHWOOD LANE	Electrical Permit	Townhouse
8/17/2023	EP2023-23	62-049-078	N Progress Avenue	Grading / Excavati	Excavation
8/17/2023	VM2023-04	62-049-078	N Progress Avenue	Stormwater Permi	SWM Permit
8/17/2023	9331	62-021-038	2941 ASHWOOD LANE	Electrical Permit	Townhouse
8/17/2023	9332	62-021-038	2943 ASHWOOD LANE	Electrical Permit	Townhouse
8/17/2023	9333	62-021-038	2945 ASHWOOD LANE	Electrical Permit	Townhouse
8/17/2023	9992	62-021-038	2935 ASHWOOD LANE	Plumbing Permit	Townhouse
8/17/2023	9993	62-021-038	2937 ASHWOOD LANE	Plumbing Permit	Townhouse
8/17/2023	9994	62-021-038	2939 ASHWOOD LANE	Plumbing Permit	Townhouse
8/17/2023	9995	62-021-038	2941 ASHWOOD LANE	Plumbing Permit	Townhouse
8/17/2023	9996	62-021-038	2943 ASHWOOD LANE	Plumbing Permit	Townhouse
8/17/2023	9997	62-021-038	2945 ASHWOOD LANE	Plumbing Permit	Townhouse
8/17/2023	28192	62-021-038	2935 ASHWOOD LANE	Building Permit	Townhouse
8/17/2023	28193	62-021-038	2937 ASHWOOD LANE	Building Permit	Townhouse
8/17/2023	28194	62-021-038	2939 ASHWOOD LANE	Building Permit	Townhouse
8/17/2023	28195	62-021-038	2941 ASHWOOD LANE	Building Permit	Townhouse
8/17/2023	28196	62-021-038	2943 ASHWOOD LANE	Building Permit	Townhouse
8/17/2023	28197	62-021-038	2945 ASHWOOD LANE	Building Permit	Townhouse
8/17/2023	9328	62-021-038	2935 ASHWOOD LANE	Electrical Permit	Townhouse
8/17/2023	9329	62-021-038	2937 ASHWOOD LANE	Electrical Permit	Townhouse
8/18/2023	9999	62-059-201	1336 WANDERING WY	Plumbing Permit	SEWER LAT
8/18/2023	9998	62-015-102	3948 N 6TH ST	Plumbing Permit	SEWER LAT
8/18/2023	28199	62-021-484	3205 ANTONELLA DR	Building Permit	SFDD
8/18/2023	9335	62-021-484	3205 ANTONELLA DR	Electrical Permit	SFDD
8/18/2023	10001	62-021-484	3205 ANTONELLA DR	Plumbing Permit	SFDD
8/18/2023	28198	62-021-477	3204 ANTONELLA DR	Building Permit	SFDD
8/18/2023	10000	62-021-477	3204 ANTONELLA DR	Plumbing Permit	SFDD
8/18/2023	9334	62-021-477	3204 ANTONELLA DR	Electrical Permit	SFDD
8/21/2023	28217	62-013-172	4390 STURBRIDGE DRIVE	Building Permit	Com Improvement
8/21/2023	9336	62-029-223	2927 LOCUST LN	Electrical Permit	Res Improvements
8/21/2023	28200	62-029-223	2927 LOCUST LN	Building Permit	Res Improvements
8/21/2023	2023-75	62-008-178	4361 N FRONT ST	Street Cut Permit	ROAD OPNG
8/22/2023	28203	62-003-015	APPALACHIAN TR	Building Permit	Antenna
8/22/2023	9337	62-003-015	APPALACHIAN TR	Electrical Permit	Antenna
8/22/2023	2023-111	62-024-090	3512 RIDGEWAY RD	Zoning Permit	FENCE
8/22/2023	9339	62-045-143	1312 FENWICK DR	Electrical Permit	Res Improvements
8/22/2023	9338	62-016-056	3705 N 2ND ST	Electrical Permit	Res Improvements
8/22/2023	28202	62-001-PRR	N. Front & Tuscarora Sts.	Building Permit	Signs

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
8/22/2023	28201	62-013-207	3901 N Progress Ave.	Building Permit	Signs
8/23/2023	28204	62-054-008	1505 SMOKEHOUSE LN	Building Permit	PATIO/DECK/SHED
8/23/2023	9349	62-041-158	2203 WALNUT ST	Electrical Permit	Res Improvements
8/23/2023	10011	62-059-047	108 WADING SPRING LN	Plumbing Permit	SEWER LAT
8/23/2023	28206	62-019-304	1759 BRADLEY DR	Building Permit	SFDD
8/23/2023	9340	62-019-304	1759 BRADLEY DR	Electrical Permit	SFDD
8/23/2023	10002	62-019-304	1759 BRADLEY DR	Plumbing Permit	SFDD
8/23/2023	28205	62-045-143	1312 FENWICK DR	Building Permit	Solar panels
8/23/2023	28207	62-021-038	2907 HICKORYWOOD LAN	Building Permit	Townhouse
8/23/2023	28208	62-031-038	2909 HICKORYWOOD LAN	Building Permit	Townhouse
8/23/2023	28209	62-021-038	2911 HICKORYWOOD LANE	Building Permit	Townhouse
8/23/2023	28210	62-021-038	2913 HICKORYWOOD LANI	Building Permit	Townhouse
8/23/2023	28211	62-021-038	2915 HICKORYWOOD LANI	Building Permit	Townhouse
8/23/2023	28212	62-021-038	2917 HICKORYWOOD LANE	Building Permit	Townhouse
8/23/2023	28213	62-021-038	2919 HICKORYWOOD LANI	Building Permit	Townhouse
8/23/2023	28214	62-021-038	2921 HICKORYWOOD LANI	Building Permit	Townhouse
8/23/2023	9341	62-021-038	2907 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/23/2023	9342	62-031-038	2909 HICKORYWOOD LAN	Electrical Permit	Townhouse
8/23/2023	9343	62-021-038	2911 HICKORYWOOD LANE	Electrical Permit	Townhouse
8/23/2023	9344	62-021-038	2913 HICKORYWOOD LANI	Electrical Permit	Townhouse
8/23/2023	9345	62-021-038	2915 HICKORYWOOD LANI	Electrical Permit	Townhouse
8/23/2023	9346	62-021-038	2917 HICKORYWOOD LANE	Electrical Permit	Townhouse
8/23/2023	9347	62-021-038	2919 HICKORYWOOD LANI	Electrical Permit	Townhouse
8/23/2023	9348	62-021-038	2921 HICKORYWOOD LANI	Electrical Permit	Townhouse
8/23/2023	10003	62-021-038	2907 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/23/2023	10004	62-031-038	2909 HICKORYWOOD LAN	Plumbing Permit	Townhouse
8/23/2023	10005	62-021-038	2911 HICKORYWOOD LANE	Plumbing Permit	Townhouse
8/23/2023	10006	62-021-038	2913 HICKORYWOOD LANI	Plumbing Permit	Townhouse
8/23/2023	10007	62-021-038	2915 HICKORYWOOD LANI	Plumbing Permit	Townhouse
8/23/2023	10008	62-021-038	2917 HICKORYWOOD LANE	Plumbing Permit	Townhouse
8/23/2023	10009	62-021-038	2919 HICKORYWOOD LANI	Plumbing Permit	Townhouse
8/23/2023	10010	62-021-038	2921 HICKORYWOOD LANI	Plumbing Permit	Townhouse
8/24/2023	9350	62-039-010	3807 SCHOOLHOUSE LN	Electrical Permit	Res Improvements
8/24/2023	10012	62-034-179	3809 MAPLE ST	Plumbing Permit	SEWER LAT
8/25/2023	2023-113	62-067-088	203 FAWN RIDGE NORTH	Zoning Permit	FENCE
8/25/2023	IA2023-091	62-037-191	205 S 31ST ST	Stormwater Permi	Reassessment
8/25/2023	9351	62-034-114	105 LINN ST	Electrical Permit	Res Improvements
8/25/2023	9352	62-031-205	3291 TRINITY RD	Electrical Permit	Res Improvements
8/25/2023	28215	62-031-205	3291 TRINITY RD	Building Permit	Res Improvements
8/28/2023	28216	62-002-065	4715 N FRONT ST	Building Permit	Com Improvement
8/29/2023	28218	62-040-012	3812 UNION DEPOSIT RD	Building Permit	Com Improvement
8/29/2023	28219	62-021-472	3017 Bianca Wy	Building Permit	Porch/Patio/DECK/SHED
8/30/2023	28220	62-044-092	3610 BEAUCREST ST	Building Permit	Res Improvements
8/30/2023	28221	62-049-078	N Progress Avenue 62-049-	Building Permit	SFDD
8/30/2023	9353	62-049-078	N Progress Avenue 62-049-	Electrical Permit	SFDD
8/30/2023	10013	62-049-078	N Progress Avenue 62-049-	Plumbing Permit	SFDD
8/30/2023	28223	62-021-492	3394 Gallant Fox Dr	Building Permit	SFDD



Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
8/30/2023	9355	62-021-492	3394 Gallant Fox Dr	Electrical Permit	SFDD
8/30/2023	10015	62-021-492	3394 Gallant Fox Dr	Plumbing Permit	SFDD
8/30/2023	9356	62-021-486	3201 Antonella Dr	Electrical Permit	SFDD
8/30/2023	10016	62-021-486	3201 Antonella Dr	Plumbing Permit	SFDD
8/30/2023	28222	62-021-491	3392 Gallant Fox Dr	Building Permit	SFDD
8/30/2023	10014	62-021-491	3392 Gallant Fox Dr	Plumbing Permit	SFDD
8/30/2023	9354	62-021-491	3392 Gallant Fox Dr	Electrical Permit	SFDD
8/30/2023	28225	62-013-223	2440 HAWTHORNE DR	Building Permit	SFDD
8/30/2023	9357	62-013-223	2440 HAWTHORNE DR	Electrical Permit	SFDD
8/30/2023	10017	62-013-223	2440 HAWTHORNE DR	Plumbing Permit	SFDD
8/31/2023	2023-114	62-045-188	3811 BRYTTON LN	Zoning Permit	PATIO
8/31/2023	IA2023-094	62-045-188	3811 BRYTTON LN	Stormwater Permit	Reassessment
8/31/2023	2023-115	62-051-027	3225 ELMWOOD DR	Zoning Permit	Shed



Type	Location	Description	Opened	Closed
Property	1112 EDGEMONT RD	Weeds and Other Noxious Vegetation	7/22/2009	8/24/2023
Building	1112 EDGEMONT RD	Structure unfit for human occupancy	1/23/2015	8/24/2023
Property	3609 N 3RD ST	Safety Issue - tree branches	7/7/2021	8/8/2023
Property	3611 SALEM RD	Feeding cats	6/26/2023	8/28/2023
Property	1700 MOUNTAIN VIEW RD	EXTERIOR LAWN MAINTENANCE	7/24/2023	8/1/2023
Zoning	3725 WALNUT ST	Outdoor Lighting	7/31/2023	8/3/2023
Property	3609 N 3RD ST	high grass	8/1/2023	8/10/2023
Property	3300 UNION DEPOSIT RD	vehicle issue	8/3/2023	
Property	3883 N 6TH ST	air quality/mold	8/3/2023	
Property	N 28th	SANITATION OVERGRWN VEG	8/3/2023	
Property	4737 ROCK LEDGE DR	- GRASS WEEDS	8/4/2023	
Property	2000 MILL PLAIN CT	GRASS WEEDS	8/7/2023	
Property	2001 MILL PLAIN CT	WEEDS AT CURB	8/7/2023	8/15/2023
Property	2004 MILL PLAIN CT	WEEDS	8/7/2023	
Property	2005 MILL PLAIN CT	HIGH GRASS	8/7/2023	
Property	2008 ROCKFALL RD	WEEDS AND TREE BRANCHES	8/7/2023	
Property	3437 KRAMER ST	SHADE TREE ISSUE	8/8/2023	
Property	532 ALTAVISTA AV	WEEDS/GRASS/HOUSE NUMBER	8/8/2023	
Property	300 OAK ST	- GRASS WEEDS	8/9/2023	
Property	616 LESCURE AV	Overgrowing vegetation	8/9/2023	
Property	604 LESCURE CT	SHADE TREE ISSUE	8/9/2023	
Property	516 SANDRA AV	DEAD TREE AND HIGH GRASS	8/9/2023	
Property	512 LATSHMERE DR	SHADE TREE STUMP	8/9/2023	
Property	3217 LARRY DR	SANITATION	8/9/2023	
Property	305 OAK ST	DEAD TREE - SAFETY	8/9/2023	
Property	2850 BUXTON CT	OCCUPANCY REPORT NOT FILED	8/9/2023	
Property	142 N 28TH ST	HIGH GRASS	8/10/2023	
Property	202 N 38TH ST	OVERGROWN VEG.	8/10/2023	8/15/2023
Property	501 ALTAVISTA AV	SHADE TREE	8/11/2023	
Property	3702 N 6TH ST	SANITATION	8/11/2023	
Property	3879 N 6TH ST	SANITATION ISSUES	8/11/2023	8/15/2023
Property	3898 N 6TH ST	WEEDS	8/11/2023	
Property	N 27TH ST	Overgrown veg.	8/11/2023	
Property	3549 A N 6TH ST	WEEDS AND TRASH ISSUES	8/11/2023	8/18/2023
Property	3895 N 6TH ST	- GRASS WEEDS	8/11/2023	
Building	3398 Gallant Fox Dr.	Illegal Driveway Expansion	8/15/2023	
Property	3886 N 6TH ST	sidewalk and tree issues	8/15/2023	
Property	3815 CROOKED HILL RD	Status of Occ missing tenant inform	8/15/2023	
Property	3645 N FRONT ST	PLACARDED	8/15/2023	
Property	3893 N 6TH ST	exterior property	8/15/2023	8/18/2023
Property	3901 N 6TH ST	Exterior Maintenance 1st Notice	8/15/2023	

Type	Location	Description	Opened	Closed
Zoning	2995 BIANCA WAY	Illegal Driveway Expansion	8/15/2023	
Zoning	3001 Bianca Wy	Illegal Driveway Expansion	8/15/2023	
Zoning	3011 Bianca Wy	Illegal Driveway Expansion	8/15/2023	
Zoning	3205 CITATION DRIVE	Illegal Driveway Expansion	8/15/2023	
Zoning	3501 GALLANT FOX DRIVE	Illegal Driveway Expansion	8/15/2023	
Property	3902 N 6TH ST	Curbside weeds overgrown	8/16/2023	
Property	119 LUCKNOW RD	- GRASS WEEDS	8/16/2023	
Property	121 LUCKNOW RD	WEEDS/EXTERIOR PAINTING NEEDED	8/16/2023	
Property	1113 CARDIFF ST	SANITATION	8/16/2023	
Property	104 TUPELO ST	exterior damage	8/16/2023	
Property	3350 N 3RD ST	SHADE TREE ISSUE	8/17/2023	8/22/2023
Property	3205 BROOKFIELD RD	overgrown vegetation	8/17/2023	
Property	3030 LOCUST ST	HIGH GRASS AND WEEDS	8/17/2023	
Property	3204 N SCENIC RD	EXTERIOR MAINTENANCE	8/17/2023	
Property	1147 COUNTRYSIDE DR	HIGH WEEDS	8/17/2023	
Property	51 WOOD ST	NO STATUS OF OCCUPANCY	8/17/2023	
Property	1548 CREEK BED DR	SHADE TREE	8/18/2023	
Property	509 VERNON AV	Animals running at large	8/18/2023	8/24/2023
Property	3520 APOLLO AV	Sidewalk repair needed	8/22/2023	
Property	1649 PEBBLEBROOK LN	- GRASS WEEDS	8/22/2023	
Property	3217 ELMWOOD DR	EXTERIOR PROPERTY	8/22/2023	
Property	3622 HILLCREST RD	Weeds and Other Noxious Veg/prop	8/22/2023	
Property	1312 FENWICK DR	PARKING CAR ON LAWN	8/23/2023	
Property	3500 APOLLO AV	Exterior Maintenance 1st notice	8/23/2023	
Property	1112 EDGEMONT RD	motor vehicles parked on lawn	8/24/2023	
Property	3901 JONESTOWN RD	- GRASS WEEDS	8/25/2023	
Property	3505 HILLCREST RD	overgrown vegetation	8/25/2023	
Property	3503 HILLCREST RD	Overgrown veg. and high grass	8/25/2023	
Property	3620 POPLAR ST	- GRASS WEEDS	8/25/2023	8/30/2023
Property	50 FOX ST	EXTERIOR MAINTENANCE	8/25/2023	
Property	3930 N 6TH ST	EXTERIOR MAINTENANCE NEEDED	8/28/2023	
Property	3934 N 6TH ST	EXTERIOR MAINTENANCE/GRASS	8/28/2023	
Property	3708 GREEN ST	EXTERIOR MAINTENANCE	8/28/2023	
Property	3617 N 6TH ST	- GRASS WEEDS	8/28/2023	
Property	3907 N 6TH ST	weeds	8/28/2023	
Property	3909 N 6TH ST	Overgrown veg. and high grass	8/28/2023	
Property	3911 N 6TH ST	overgrown vegetation	8/28/2023	
Property	3913 N 6TH ST	- GRASS WEEDS	8/29/2023	
Property	3917 N 6TH ST	WEEDS AT CURB VINES IN BUSHES	8/29/2023	
Property	3947 N 6TH ST	weeds growing onto sidewalk	8/29/2023	
Property	510 N PROGRESS AV	IMPROPER DUMPSTER	8/29/2023	8/31/2023
Property	905 KATIE CT	INCORRECT DUMPSTER	8/29/2023	
Property	2213 CLAYTON AV		8/30/2023	
Property	1916 FRANKLIN AV	EXTERIOR MAINTENANCE	8/30/2023	
Property	108 FAWN CT	HIGH GRASS MISSING STATUS OF	8/30/2023	
Property	4737 ROCK LEDGE DR		8/30/2023	

Type	Location	Description	Opened	Closed
Property	4712 MAPLE SHADE DR	- GRASS WEEDS	8/30/2023	
Property	4705 MAPLE SHADE DR	- GRASS WEEDS	8/30/2023	
Property	4813 MOUNTAINRISE DR		8/30/2023	
Property	4697 N GALEN RD	- GRASS WEEDS	8/30/2023	
Property	3933 N 6TH ST		8/31/2023	
Property	3617 N 4TH ST	WEEDS	8/31/2023	



Date Filed	Location	Owner	Type	Complaint	Hearing	Status
1/18/2023	4404 SAYBROOK	VEETAL	PROPERTY	CAR VIOLATION	CLOSED	CLOSED
1/25/2023	3507 N. 2ND ST	KHOURI	PROPERTY	SHADE TREE VIOLATION	TBD	OPEN
2/15/2023	3523 N 4TH ST	WILLIAMS	PROPERTY	FIRE DAMAGE	5/17/2023	GUILTY
2/21/2023	3538 N 6TH ST	BASKINGS	ZONING	MULT-FAMILY IN SFD	5/12/2023	GUILTY
3/3/2023	4404 SAYBROOK	VEETAL	PROPERTY	CAR VIOLATION	CLOSED	CLOSED
3/27/2023	99 SHELL ST	LESTER	PROPERTY	EXTERIOR STRUCTURE	TBD	OPEN
4/18/2023	4404 SAYBROOK	VEETAL	PROPERTY	CAR VIOLATION	CLOSED	CLOSED
4/20/2023	2408 BROWN ST	ROBINSON	PROPERTY	SANITATION	CLOSED	CLOSED
4/20/2023	2408 BROWN ST	ROBINSON	PROPERTY	CAR VIOLATION	CLOSED	CLOSED
4/27/2023	3404 HILLCREST RD	ALI DILAWAR	PROPERTY	CAR VIOLATION	TBD	OPEN
5/5/2023	3404 HILLCREST RD	ALI DILAWAR	PROPERTY	VEHICLE VIOLATION	TBD	OPEN
5/5/2023	408 ALDEN	KAIF	PROPERTY	ROOSTERS	TBD	OPEN
5/8/2023	3507 N 2ND ST	KHOURI	PROPERTY	SHADE TREE	TBD	OPEN
5/23/2023	4404 SAYBROOK	VEETAL	PROPERTY	CAR VIOLATION	CLOSED	CLOSED
5/23/2023	1717 EVERGREEN	1717 EVERGREEN	PROPERTY	STATUS OF OCC	TBD	OPEN
5/23/2023	1717 EVERGREEN	1717 EVERGREEN	PROPERTY	VEG. VIOLATION	TBD	OPEN
5/23/2023	1707 AMBROSIA	DDHAMAL	PROPERTY	PETS RUN AT LRG	TBD	OPEN
6/19/2023	2401 BROWN ST	COLSTON	PROPERTY	EXTERIOR PROP.	TBD	OPEN
6/19/2023	2401 BROWN ST	COLSTON	PROPERTY	MOTOR VEHICLE	TBD	OPEN
6/19/2023	2401 BROWN ST	COLSTON	PROPERTY	HIGH GRASS/WEEDS	TBD	OPEN
6/19/2023	2401 BROWN ST	COLSTON	PROPERTY	EXTERIOR PROPERTY	TBD	OPEN
6/19/2023	142 N. 28TH	NEAL	PROPERTY	EXTERIOR PROPERTY	TBD	OPEN
6/28/2023	4604 CUSTER DR	PHAM	PROPERTY	MOTOR VEHICLE	TBD	OPEN
7/3/2023	3214JONAGOLD DR	VARGO	PROPERTY	VACANT STRUCTURE	TBD	OPEN
7/3/2023	3214JONAGOLD DR	VARGO	PROPERTY	WEEDS	TBD	OPEN
7/3/2023	3214JONAGOLD DR	VARGO	PROPERTY	EXTERIOR STRUCTURE	TBD	OPEN
7/3/2023	2404 BROWN	CALSTON	PROPERTY	EXTERIOR PROPERTY	TBD	OPEN
7/3/2023	2404 BROWN	CALSTON	PROPERTY	MOTOR VEHICLE	TBD	OPEN
7/3/2023	2404 BROWN	CALSTON	PROPERTY	WEEDS	TBD	OPEN
7/3/2023	2408 BROWN	ROBINSON	PROPERTY	INOPERABLE VEHICLES	PAID	VSO*
7/3/2023	2408 BROWN	ROBINSON	PROPERTY	WEEDS	PAID	VSO*
7/14/2023	3611 SALEM RD	HOFFMAN	PROPERTY	FEEDING FERAL CTS	CLOSED	CLOSED
7/19/20223	1913 N. 26TH	WILLIAMS	PROPERTY	MOTOR VEHICLE	TBD	OPEN
7/19/20223	1913 N. 26TH	WILLIAMS	PROPERTY	SANITATION	TBD	OPEN
7/19/20223	1913 N. 26TH	WILLIAMS	PROPERTY	EXTERIOR MAINT	TBD	OPEN
7/19/20223	1913 N. 26TH	WILLIAMS	PROPERTY	PROTECTIVE TREAT	TBD	OPEN
7/19/20223	1909 N. 26TH	HUSTON	PROPERTY	MOTOR VEHICLE	TBD	OPEN
7/19/20223	1909 N. 26TH	HUSTON	PROPERTY	WEEDS	TBD	OPEN
7/19/20223	1909 N. 26TH	HUSTON	PROPERTY	EXTERIOR MAINT	TBD	OPEN
7/26/2023	3611 SALEM RD	HOFFMAN	PROPERTY	FEEDING FERAL CTS	WITHDRAWN	CLOSED
8/3/2023	1707 AMBROSIA	DHAMALA	PROPERTY	ANIMAL RUNNING	TBD	OPEN

\*VSO - Violation Still Outstanding





**WEBSITE**

**STATISTICS\***

**Total Users: 5,879**

**Sessions: NR**

**New Users: 5,606**

Device Usage	
Desktop	2571
Mobile	3199
Tablet	113

Default Channel	
Organic Search	6,048
Direct	2,288
Organic Social	81
Referral	121

Behaviors	
Average Session Duration	NR
Bounce Rate	61.0%
Page Views	NR
Pages/Session	NR
Number of Sessions/User	NR

\*Google Analytics changed the information they are reporting on.

**TOP 10 PAGES**

#	PAGE	HITS
1	Home Page	4,220
2	Search Results	933
3	Police Department	672
4	Parks & Recreation	668
5	Departments	547

#	PAGE	HITS
6	Taxes	479
7	Building & Zoning	454
8	Contacts Directory	425
9	Recycling & Trash	338
10	Yard Waste Collectio	386

**E-CODE (Ordinance)**

**TOTALS (Last 12 Months)**

**Total Views:**

**37,028**

**Total Unique IPs:**

**3,168**

**VIEWES BY MONTH 2023**

Jan	3367	Apr	3409	Jul	1810	Oct	0
Feb	3463	May	3892	Aug	1995	Nov	0
Mar	369	Jun	3216	Sep	0	Dec	0

**TOP 10 SEARCHES**

30 days		
1	solar	10
2	noise	8
3	street tree	8
4	street trees	8
5	Burning	7
6	Planning Commiss	7
7	Assisted Living	5
8	Setback	5
9	Setback of shed	5
10	fence	5

Last 12 Months		
1	fence	307
2	pavement setback	108
3	short term rental	108
4	sight triangle	86
5	crosswalk	69
6	request for propos	65
7	road	65
8	sight distance	65
9	indoor storage	44
10	108 5	43

## SOCIAL MEDIA

### FACEBOOK

<b>Total Page Followers</b>	<b>1,746</b>
New Page Followers	2
Reactions	39
Shares	8

Photo Views	3
Post Reach	1,693
Post Engagement	101
Link Clicks	33

### NEXTDOOR

<b>Members</b>	<b>6,038</b>
New Members	31
Housholds	4,445
Agency Posts	7

**Note:** Zencity is now working with Nextdoor which will increase our outreach opportunities.

## SUSQUEHANNA CONNECTS

	AUG	YTD
New Reports Created	30	245
Reports Closed	4	108
Days to Closed	5.4	30

### TOP 10 ISSUES

#	REPORT	AUG
1	Property Maintenance	13
2	Pothole	3
3	Trees	3
4	Parks & Playgrounds	2
5	Trash & Recycling	2
6	Vegetation	2
7	Flooding	1
8	Illegal Dumping	1
9	Sidewalks	1
10	Vehicle Concern	1

#	REPORT	YTD
1	Property Maintenance	56
2	Vegetation	42
3	Other	33
4	Pothole	22
5	Animal Issue	17
6	Vehicle Concern	15
7	Trees	13
8	Trash & Recycling	9
9	Work w/o Permit	8
10	Illegal Dumping	8



## **Environmental Health Inspection Summary for August, 2023**

### **In-Compliance Routine Food Establishment Inspections- 9**

Nine retail food facilities passed their inspections in the month of August. The following food establishments were found to be “in-compliance” with Susquehanna Township Ordinances and the PA Food Code: Calvary Independent Church, Dollar General (Union Deposit), Dollar Tree, Jimmy Johns Gourmet Sandwiches, Kindred Place, Naples Pizza, Royal Chef Kitchen & Banquet, Texas Roadhouse and Your Place Restaurant & Pub.

### **New Opening Inspections-2**

**Dunkin Donuts (Front Street)** - The owner has completely renovated the former Taco Bell building and equipped it with new food processing equipment. Pre-opening conditions were in full compliance with the township’s ordinances and the PA Food Code.

**Playa Bowls**- the pre-opening inspection indicated all food processing equipment was food grade and in full compliance with the PA Food Code. Facility is new and recently constructed.

### **Consumer Complaint Inspection/Investigation- 2**

**Cracker Barrel**- complainant alleged facility was infiltrated with fruit flies. A staff member called in the complaint to PA Agriculture’s Regional Office. I conducted a search of the kitchen and dining area and identified fruit flies harboring in a drain under the ice machine. Facility was permitted to stay open but required to conduct a deep cleaning and pest control emergency treatment that night. I spoke to the manager the following day and he claimed the issue was almost resolved. He said there were a few fruit flies still observed but he would continue the treatment Ecolab Pest Control prescribed for the facility.

**Tito’s Dinner**- an irate consumer reported a cock roach issue to PA Agriculture then to me by phone. She claimed she got a dead cock roach in her take-home hash browns. She sent me a picture and I confirmed it to be a German Cock Roach. I investigated the complaint the following day and found several dead cock roaches on the floor. Apparently the owner called in Ehrlich Pest Control. The kitchen area was messy with food residue observed under cabinets and food equipment such as refrigerators. The Owner/Manager was given 10 day notice to improve housekeeping and sanitation. He was also notified the facility would be re-inspected.

### **Follow-up Inspection- 1**

**Apple Bar & Grill**- a re-inspection revealed the facility corrected previously cited violations and is now compliant with township food safety ordinances and the PA Food Code.

**Total food establishment & complaint investigations for the month of August = 14**

Submitted by Anthony (Tony) Russo, Health Officer, September 5, 2023

*Anthony P. Russo*

**September 7th, 2023**

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

This past month, Stormwater Management Program Coordinator Geigley has completed inspections, responded to violations and complaints, attended trainings, worked on the MS4 Annual Report, and ran the Township’s Rain Barrel Workshop.

This past month I attended three trainings, Chesapeake Bay Landscape Professional training and two LTAP programs on stormwater management and maintenance.

This year’s Rain Barrel Workshop was well attended by residents and had great participation. In total, 30 residents attended the workshop and picked up a rain barrel. In our post-workshop survey, 53% of the attendees requested a workshop on Stormwater BMPs and Fee Credits and 70% of the attendees requested a future workshop on Rain Gardens. I have spoken to a program manager of Penn State’s Agriculture & Environment Center at Penn State Harrisburg, and they are willing to partner with the Township on a Rain Garden program.

Stormwater personnel conducted inspections of complaints and violations within the Township. This past month we sent violation notices to the failing stormwater basin in Stray Winds Phase 7, public water drainage nuisances at 2445 Hawthorne Dr and 3401 Green St, and an illicit pool discharge at 901 Parkway Drive.

	Inspections	Pre-App Mtgs	Credits	Appeals/ Reassessments	Permits Reviewed	Complaints	Violations	Minimum Control Measures	PEOP	PIPP	IDDE	Construction	PCSM	Housekeeping	
January	5					1	1		6		550	1			1
February	11	1	2	32	1		1		20	1	415	4			1
March	9				5	2	1		3			1			
April	4			1	9	1	1		2	1					1
May	8	2	1		12	5	3		1		3	3	1		1
June	15	1		5	6	1	2			1	2	1	3		
July	8		1	1		3	1		1	1	1	1			1
August	11	2	1	1	2	2	4		1	1	1	3			3
<b>YTD</b>	<b>70</b>	<b>6</b>	<b>5</b>	<b>39</b>	<b>34</b>	<b>15</b>	<b>14</b>		<b>34</b>	<b>5</b>	<b>971</b>	<b>14</b>	<b>4</b>		<b>8</b>

Respectfully,  
 Kathleen Geigley, Stormwater Management Program Coordinator

PUBLIC WORKS  
DIRECTOR  
Nate Bragunier  
OPERATIONS MANAGER  
Travis Mease

## SUSQUEHANNA TOWNSHIP PUBLIC WORKS

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



### AUGUST GENERAL WORK REPORT

**08/31/2022**

1. SIGN WORK ---- INSTALLED NEW SIGNS AND REPAIRED DAMAGED SIGNS.
2. ROADSIDE MOWING.
3. TREE REMOVAL & TRIM TREES AROUND TOWNSHIP.
4. SWEEPING STREETS.
5. MILL, PATCH, & SEAL ROADS.
6. CLEANEC INLETS AROUND TOWNSHIP.
7. TOPSOIL, STRAW, & SEED ROBERTS VALLEY POSTAL SHOOTING RANGE.
8. HAND OUT ROAD CLOSURE & DETOUR FOR ROBERTS VALLEY RAILROAD TRACK REPLACEMENT.
9. J. HASTE & A. WOLENSKY PASSED DEP CERT. CLASSES & TEST.
10. CLEANED PUMP STATIONS AROUND TOWNSHIP.
11. REPAIRED BLUE RIDGE GEN-SET.
12. INLET INSPECTIONS.

13. READ COMMERCIAL DEDUCTIVE WATER METERS.
14. CHECKED PUMPS & GEN-SETS.
15. RESPONDED TO 300 PA ONE CALLS.
16. TELEVISED 258FT OF STORM LINES 17,645FT OF SEWER LINES.
17. FLUSHED & ROOT CUT 19,050FT OF SEWER LINES.
18. INVESTIGATED 2 SEWER COMPLAINTS 0 BLOCKAGE.

**SUSQUEHANNA TOWNSHIP HIGHWAY DEPARTMENT  
MONTHLY REPORT**

<b>AUGUST</b>	
<b>JOB DESCRIPTION</b>	<b>HOURS</b>
Mechanic	272
Crew Leader	112
Operator	80
Tradesman	8
Lt Equipment Operator	504
Sign Maint. Technician	88
Truck Driver	296
Laborer	256
Foreman	152
Mechanic 1	632
Mechanic 2	0
<b>TOTAL PEOPLE HOURS</b>	<b>2400</b>
<b>JOB DESCRIPTION</b>	<b>HOURS</b>
Mechanic Maintenance	264
Equipment Maintenance	0
Garage Maintenance	0
Inlet Cleaning	16
Inlet Repair	16
New Inlets	0
Pipe Jobs	0
Leaf Picking	0
Roadside Mowing	80
Clean Ditch Lines	0
Patch Seal	24
Park Maintenance	16
Paving	0
Blacktop Milling	200
Hauling Stones/Waste	0
Snow & Ice Removal	0
Street Sweeping	368
Patching Pot Holes	328
Sign Work	160
General Work	232
Training	0
Check Pumps	336
Flush	48
TV	88
Pa1 Calls	224
Clean Wet Wells	0
<b>TOTAL JOB HOURS</b>	<b>2400</b>
<b>Submitted By: Travis Mease</b>	
<b>DATE SUBMITTED</b>	



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: 08/01/2023 – 08/31/2023  
HRG Project Number: R000242.0001

September 8, 2023

#### MEETINGS ATTENDED (R000242.0001):

- |   |                 |
|---|-----------------|
| ■ Board of Commissioners Meeting          | August 10, 2023 |
| ■ Board of Commissioners Workshop Meeting | August 24, 2023 |
| ■ Planning Commission Meeting             | August 28, 2023 |

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

- 4015 Reichert Road - Sketch Plan {HRG #1288}
- PA Game Commission Expansion – Land Development Plan {HRG #1286}
- 3604 Beaucrest Street – Subdivision Plan {HRG #1282}

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

- Lot 2B Blue Ridge Road – Financial Security Adjustment #2 {HRG #045}

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

- N/A

#### 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}
- Maplewood Development {HRG #1248}
- Riverbend Development {HRG #1166}
- Russell Drive Lot 2 Development {HRG # 1262}

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

- 4361 N. Front Street – Sewer Repair {HRG #186}

## **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.
  
- North Galen Road at Fox Hunt Lane Drainage Project {HRG #R000242.0502}
  - HRG has completed final construction plan design and all easements needed for the project have been secured.
  - The project documents were placed on PennBID and advertised for bids beginning on September 7, 2023 with the bid opening set for September 28, 2023. It is anticipated that an award decision will be made at the STA Board meeting on October 5, 2023.
  - Construction is expected to commence in late 2023/early 2024.

## **TRANSPORTATION PROJECT(S) STATUS:**

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

- 4<sup>th</sup> Street at Bergner Street Length Restriction
  - In response to complaints submitted by nearby residents, HRG is performing a traffic study to determine if vehicle length restrictions are warranted in the proximity of the 4<sup>th</sup> Street and Bergner Street intersection.
  - Township requested HRG perform traffic counts to determine the level of truck traffic occurring on Bergner Street.
  - Traffic count data has been received and will be reviewed by HRG to determine the level truck traffic on Bergner Street.
- Paxton Church Road Rehabilitation {HRG #R000242.0503}
  - Project is currently in Construction.
    - Construction is progressing.
    - The road detour has been removed and Paxton Church Road is open for travel.

### RECREATION PROJECT(S) STATUS:

- Boyd Park Phase 2 (# R000242.0520)
  - Geotechnical testing has occurred.
  - HRG is awaiting the report of findings from the Geotechnical Analysis.
  - Geotechnical Analysis Report has been received by HRG.
  - Structural design of the boardwalk and pilings is complete.
  - HRG is preparing the construction drawings and bidding documents for rebidding.
- 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 continues to work with Campbell Thomas & Co. in development of the plan.

### MUNICIPAL PROJECT(S) STATUS:

- Edgemont Community Park ADA Accessibility Improvements
  - Bids received June 1, 2023
  - Low bid was submitted by Kinsley Construction Sitework in the amount of \$125,200.00.
  - Construction is progressing and expected to be completed late September or early October.



- 2023 Paving Project
  - HRG is working through easement acquisition for the proposed truck turnaround on Goose Valley Road.
  - Bids were received on June 1, 2023
  - HRG and Township staff met to decide which alternates to award. The Base Bid and Alternates 1,2, and 4 have been awarded to Construction Masters Services, Inc.
  - Construction to commence in September.

Herbert, Rowland & Grubic, Inc.



Alex Greenly, P.E.  
Project Manager | Civil

## Parks and Recreation Departmental Report:

### Park/Playground:

**Boyd Park:** Borings were taken on the site on June 22<sup>nd</sup>. HRG is currently working on doing the design drawings for the board walk and once they are done and the bid documents are updated the documents will be sent to DCNR for approval to rebid the project. We currently have grant deadlines of June 2024 DCNR and July 2024 DCED.

### Logan Park:

**Veterans Park:** Fence has been repaired around the tennis court and we are still waiting for the tennis courts to be repaired and relined.

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

### Christian McNaughton Memorial Park:

### Crown Point Park:

**Edgemont Park:** Construction of the ADA access to the playground has begun and is estimated to be completed the middle of September.

### Apple Creek Farms:

**Donald B Stabler Memorial Park:** All playground repairs have been completed and the playground currently has no issues.

### Plum Alley Park:

### Beaufort Hunt Playground:

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

### Margaret's Grove Park:

### Olympus Heights Park:

### Program Report:

National Night out was August 1<sup>st</sup> and we had approximately 350 people and had 25 vendors, overall, the event went very well. The Police Department was able to secure a Helicopter from the Gap and their various other equipment.

Summer Playground Program concluded on August 18<sup>th</sup>.

August 25<sup>th</sup> Held our second Movie in the Park with 35 in attendance we are going to evaluate the program and offering it moving forward.

As of September 8<sup>th</sup> we have a total of 2261 enrollments for the year. This number has surpassed the total registration for last year of 1899.

**Administration:**

Preparing to submit a grant application to DCED for the Statewide Local Share Grant program in the amount of \$1,000,000 for the design and construction of Phase 1 of Wedgewood Hills Park.

Began sending out Monthly E-Newsletters focused on upcoming events and programs offered by the department.

**Plans**

**Township-wide Bicycle, Pedestrian, Greenway Plan**

- Community Survey has concluded on June 30<sup>th</sup> with 200 completed submissions a 56% completion rate from the 348 started surveys.
- Next steering committee will be September 13<sup>th</sup> to review draft concepts.
- Community Bike Ride has been changed to September 9<sup>th</sup> at 10am start and finish location to be determined there will also be a community walk as well starting at 1pm that day.

**Wedgewood Hill Property**

- On August 22<sup>nd</sup> held the final steering committee meeting where we discussed the phasing plan.
- YSM will be presenting the plan to the Board of Commissioners at the September 28 Board of Commissioners meeting.



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

Date: September 14, 2023

Prepared By: Jill Lovett

<b>Checks Issued:</b>		<b>Amount:</b>
<b>General Fund</b>	Check #336951 through #337085 ACH Withdrawals (12) Payroll Disbursements	<b>\$1,264,967.95</b>
<b>Highway Fund</b>	Check #102396 through #102403	<b>\$49,381.68</b>
<b>Street Light Fund</b>	Check # 1282	<b>\$27,565.94</b>
<b>Fire Protection Fund</b>	Check #709922 through #709944	<b>\$39,739.17</b>
Unallocated, Overhead Expenses:	Checks Issued in the Amount of:	20,909.33
Edgemont Fire:	Checks Issued in the Amount of:	423.26
Progress Fire:	Checks Issued in the Amount of:	12,234.91
Rescue Fire:	Checks Issued in the Amount of:	6,171.67
<b>Developers' Rec</b>	Check #1200 through #1201	<b>\$83,268.81</b>
<b>Boyd Foundation Funds</b>	None	<b>\$0.00</b>
<b>Capital Improvement Fund</b>	Check #1637 through #1639	<b>\$94,225.00</b>
<b>ARPA Fund</b>	None	<b>\$0.00</b>
<b>Grand Total:</b>		<b>\$1,559,148.55</b>

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

11:40 AM  
09/12/23

Susquehanna Township  
Check Detail

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>336951</b>	<b>08/10/2023</b>	<b>A Finishing Touch</b>	<b>1000800 · General Fund Checking</b>	
Bill	81202353	08/01/2023		409450 · Janitorial Services (Contract)	-3,617.54
Bill	81202354	08/01/2023		430450 · Cleaning Service	-684.99
				451374 · Park Restroom Supplies & Repair	-2,308.50
TOTAL					-6,611.03
<b>Bill Pmt -Check</b>	<b>336952</b>	<b>08/10/2023</b>	<b>AFSCME</b>	<b>1000800 · General Fund Checking</b>	
Bill	8012023	08/01/2023		429190 · Employee Insurances	-2,934.25
				430190 · Employee Insurances	-1,200.38
				436190 · Employee Insurances	-133.37
TOTAL					-4,268.00
<b>Bill Pmt -Check</b>	<b>336953</b>	<b>08/10/2023</b>	<b>Ahold Financial Services</b>	<b>1000800 · General Fund Checking</b>	
Bill	736240	07/10/2023		451317 · Day Camp	-4.59
Bill	736274	08/04/2023		451339 · Special Events / Sponsorship Ex	-10.12
Bill	736276	08/04/2023		451339 · Special Events / Sponsorship Ex	-9.18
Bill	736285	08/14/2023		451317 · Day Camp	-49.42
TOTAL					-73.31
<b>Bill Pmt -Check</b>	<b>336954</b>	<b>08/10/2023</b>	<b>ALS</b>	<b>1000800 · General Fund Checking</b>	
Bill	46603	07/31/2023		410242 · Arms/Ammo Supplies	-24.00
TOTAL					-24.00
<b>Bill Pmt -Check</b>	<b>336955</b>	<b>08/10/2023</b>	<b>American Construction &amp; Concrete LLC</b>	<b>1000800 · General Fund Checking</b>	
Bill	7132023	07/13/2023		2381200 · Stormwater Management	-6,655.00
TOTAL					-6,655.00
<b>Bill Pmt -Check</b>	<b>336956</b>	<b>08/10/2023</b>	<b>Approved Code Services, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	19502	01/01/2023		413450 · MDIA Inspections	-375.00
Bill	21715	07/24/2023		413450 · MDIA Inspections	-450.00
				413450 · MDIA Inspections	-450.00
				413450 · MDIA Inspections	-450.00
				413450 · MDIA Inspections	-450.00
TOTAL					-2,175.00
<b>Bill Pmt -Check</b>	<b>336957</b>	<b>08/10/2023</b>	<b>Ascendance Trucks PA LLC.</b>	<b>1000800 · General Fund Checking</b>	
Bill	1415378	08/01/2023		430375 · Vehicle Expenses	-82.72
TOTAL					-82.72
<b>Bill Pmt -Check</b>	<b>336958</b>	<b>08/10/2023</b>	<b>Bartlett Tree Experts</b>	<b>1000800 · General Fund Checking</b>	
Bill	41188424	07/28/2023		455000 · Shade Tree Commission	-2,702.00
Bill	41215437	07/28/2023		455000 · Shade Tree Commission	-1,308.00
TOTAL					-4,010.00
<b>Bill Pmt -Check</b>	<b>336959</b>	<b>08/10/2023</b>	<b>Best Line Equipment</b>	<b>1000800 · General Fund Checking</b>	
Bill	69455	07/21/2023		430375 · Vehicle Expenses	-20.64
Bill	69605	07/28/2023		430375 · Vehicle Expenses	-115.30
Bill	69636	07/31/2023		430375 · Vehicle Expenses	-29.98
TOTAL					-165.92
<b>Bill Pmt -Check</b>	<b>336960</b>	<b>08/10/2023</b>	<b>Black Landscape Contracting</b>	<b>1000800 · General Fund Checking</b>	
Bill	5738	08/08/2023		455000 · Shade Tree Commission	-5,366.61
TOTAL					-5,366.61
<b>Bill Pmt -Check</b>	<b>336961</b>	<b>08/10/2023</b>	<b>CBY Systems Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	77192	07/31/2023		410241 · General Expenses	-36.00
TOTAL					-36.00
<b>Bill Pmt -Check</b>	<b>336962</b>	<b>08/10/2023</b>	<b>Chelsea Wanco</b>	<b>1000800 · General Fund Checking</b>	

11:40 AM  
09/12/23

## Susquehanna Township Check Detail

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	7282023	07/29/2023		451319 · Classes/Activities	-210.00
TOTAL					-210.00
Bill Pmt -Check	336963	08/10/2023	Classic Drycleaners	1000800 · General Fund Checking	
Bill	248021	08/01/2023		410238 · Uniforms - Police	-793.29
TOTAL					-793.29
Bill Pmt -Check	336964	08/10/2023	Comcast	1000800 · General Fund Checking	
Bill	8993110580183947	07/28/2023		401320 · Communications 410320 · Communication	-151.04 -151.04
TOTAL					-302.08
Bill Pmt -Check	336965	08/10/2023	D&W Diesel Inc	1000800 · General Fund Checking	
Bill	1646	06/14/2023		430375 · Vehicle Expenses	-2,038.11
TOTAL					-2,038.11
Bill Pmt -Check	336966	08/10/2023	David Yanich	1000800 · General Fund Checking	
Bill	7272023	07/27/2023		410375 · Maintenance & Repair Vehicle	-48.01
TOTAL					-48.01
Bill Pmt -Check	336967	08/10/2023	Davis Landscape LTD	1000800 · General Fund Checking	
Bill	95857	07/31/2023		451310 · Contracted Svcs - Mowing 430310 · Contracted Svcs - Mowing	-9,097.00 -6,186.00
TOTAL					-15,283.00
Bill Pmt -Check	336968	08/10/2023	Delonne Wilburn	1000800 · General Fund Checking	
Bill	59231835	08/10/2023		367201 · Day Camp Fees	-79.01
TOTAL					-79.01
Bill Pmt -Check	336969	08/10/2023	Dethlefs-Pykosh Law Group, LLC.	1000800 · General Fund Checking	
Bill	15487	08/02/2023		414310 · ZHB Solicitor	-3,683.50
TOTAL					-3,683.50
Bill Pmt -Check	336970	08/10/2023	Ernest Baylor	1000800 · General Fund Checking	
Bill	2020-005421	07/31/2023		310420 · Prior Yr Occupation Tax	-68.25
TOTAL					-68.25
Bill Pmt -Check	336971	08/10/2023	Gina Finley1	1000800 · General Fund Checking	
Bill	58216354	07/06/2023		367140 · Park, Field, & Pavilion Rentals	-190.00
TOTAL					-190.00
Bill Pmt -Check	336972	08/10/2023	Golden Equipment	1000800 · General Fund Checking	
Bill	2350494	07/31/2023		430375 · Vehicle Expenses	-222.00
TOTAL					-222.00
Bill Pmt -Check	336973	08/10/2023	Guernsey Office Products	1000800 · General Fund Checking	
Bill	2581442	08/01/2023		410210 · Materials and Supplies	-630.40
TOTAL					-630.40
Bill Pmt -Check	336974	08/10/2023	In Synch Systems Inc	1000800 · General Fund Checking	
Bill	6321	08/08/2023		410252 · Records Management System	-2,195.00
TOTAL					-2,195.00
Bill Pmt -Check	336975	08/10/2023	Intermixit	1000800 · General Fund Checking	
Bill	8997	08/01/2023		407370 · IT Repairs, Main. & Service	-13,258.00
Bill	8952	08/01/2023		407370 · IT Repairs, Main. & Service	-2,166.00

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**Susquehanna Township  
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Type	Num	Date	Name	Account	Paid Amount
Bill	9013	08/03/2023		407280 · General Software/Hardware	-1,008.65
TOTAL					-16,432.65
<b>Bill Pmt -Check</b>	<b>336976</b>	<b>08/10/2023</b>	<b>Jeffrey N Yoffe Esq</b>	<b>1000800 · General Fund Checking</b>	
Bill	8072023	08/07/2023		414310 · ZHB Solicitor	-5,797.13
TOTAL					-5,797.13
<b>Bill Pmt -Check</b>	<b>336977</b>	<b>08/10/2023</b>	<b>Joyce Baylor</b>	<b>1000800 · General Fund Checking</b>	
Bill	8012023	08/01/2023		310420 · Prior Yr Occupation Tax	-136.50
TOTAL					-136.50
<b>Bill Pmt -Check</b>	<b>336978</b>	<b>08/10/2023</b>	<b>LB Smith Ford</b>	<b>1000800 · General Fund Checking</b>	
Bill	436580	08/01/2023		430375 · Vehicle Expenses	-83.60
TOTAL					-83.60
<b>Bill Pmt -Check</b>	<b>336979</b>	<b>08/10/2023</b>	<b>LEVCO</b>	<b>1000800 · General Fund Checking</b>	
Bill	1046	08/02/2023		430210 · Material and Supplies	-122.95
TOTAL					-122.95
<b>Bill Pmt -Check</b>	<b>336980</b>	<b>08/10/2023</b>	<b>Life Source Water Service LLC</b>	<b>1000800 · General Fund Checking</b>	
Bill	46714	08/01/2023		401241 · General Expenses	-26.99
				410241 · General Expenses	-40.25
				430241 · General Expenses	-46.00
TOTAL					-113.24
<b>Bill Pmt -Check</b>	<b>336981</b>	<b>08/10/2023</b>	<b>Lowe's</b>	<b>1000800 · General Fund Checking</b>	
Bill	98001392103	07/25/2023		451372 · Maintenance/Repair	-8.53
				451372 · Maintenance/Repair	-52.19
				451372 · Maintenance/Repair	-134.77
				410375 · Maintenance & Repair Vehicle	-105.68
TOTAL					-301.17
<b>Bill Pmt -Check</b>	<b>336982</b>	<b>08/10/2023</b>	<b>Lowe's Group Sales Tours LLC</b>	<b>1000800 · General Fund Checking</b>	
Bill	7312023	07/31/2023		451319 · Classes/Activities	-4,512.60
				451319 · Classes/Activities	-1,093.50
TOTAL					-5,606.10
<b>Bill Pmt -Check</b>	<b>336983</b>	<b>08/10/2023</b>	<b>Mahantango Ent Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	7282023	07/29/2023		410375 · Maintenance & Repair Vehicle	-122.08
				430375 · Vehicle Expenses	-122.08
TOTAL					-244.16
<b>Bill Pmt -Check</b>	<b>336984</b>	<b>08/10/2023</b>	<b>Mazzitti &amp; Sullivan EAP Services</b>	<b>1000800 · General Fund Checking</b>	
Bill	2140	08/01/2023		410241 · General Expenses	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>336985</b>	<b>08/10/2023</b>	<b>Mutual of Omaha</b>	<b>1000800 · General Fund Checking</b>	
Bill	1559627408	08/01/2023		401190 · Employee Insurances	-43.63
				402190 · Employee Insurances	-106.30
				410190 · Employee Insurances	-1,255.19
				414190 · Employee Insurances	-144.30
				413190 · Employee Insurance	-111.90
				429190 · Employee Insurances	-342.02
				430190 · Employee Insurances	-407.09
				436190 · Employee Insurances	-220.43
				451190 · Employee Insurances	-157.33
				2361400 · Fire Fund Expense	-130.49
TOTAL					-2,918.68
<b>Bill Pmt -Check</b>	<b>336986</b>	<b>08/10/2023</b>	<b>NAPA Auto Parts</b>	<b>1000800 · General Fund Checking</b>	
Bill	3081804001	07/05/2023		430375 · Vehicle Expenses	-30.36



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Type	Num	Date	Name	Account	Paid Amount
Bill	3081804482	07/13/2023		430375 · Vehicle Expenses	-130.66
Bill	3081804638	07/17/2023		430375 · Vehicle Expenses	-12.76
Bill	3081805091	07/25/2023		430375 · Vehicle Expenses	-69.66
Bill	3081805281	07/28/2023		430375 · Vehicle Expenses	-134.04
Bill	3081805367	07/31/2023		430375 · Vehicle Expenses	-114.10
Bill	3081805542	08/02/2023		437260 · Small Tools and Minor Equipment	-204.73
TOTAL					-696.31
<b>Bill Pmt -Check</b>	<b>336987</b>	<b>08/10/2023</b>	<b>Peck's Graphics</b>	<b>1000800 · General Fund Checking</b>	
Bill	52370	07/28/2023		410241 · General Expenses	-205.50
TOTAL					-205.50
<b>Bill Pmt -Check</b>	<b>336988</b>	<b>08/10/2023</b>	<b>Penn State University</b>	<b>1000800 · General Fund Checking</b>	
Bill	273046	07/03/2023		410460 · Education and Training	-1,628.00
TOTAL					-1,628.00
<b>Bill Pmt -Check</b>	<b>336989</b>	<b>08/10/2023</b>	<b>Pittsburgh Public Safety Supply</b>	<b>1000800 · General Fund Checking</b>	
Bill	32209	04/03/2023		410238 · Uniforms - Police	-1,419.98
Bill	38291	08/01/2023		410238 · Uniforms - Police	-164.97
Bill	38290	08/01/2023		410238 · Uniforms - Police	-625.49
TOTAL					-2,210.44
<b>Bill Pmt -Check</b>	<b>336990</b>	<b>08/10/2023</b>	<b>PP&amp;L Electric Utilities</b>	<b>1000800 · General Fund Checking</b>	
Bill	9339908001	07/24/2023		433361 · Traffic Signal-Electric	-870.42
Bill	1973129002	07/24/2023		430360 · Utilities	-111.33
				451360 · Utilities-Parks	-1,135.29
				409360 · Utilities	-35.19
				2381400 · Fire Fund Expense	-457.37
TOTAL					-2,609.60
<b>Bill Pmt -Check</b>	<b>336991</b>	<b>08/10/2023</b>	<b>Print Works on Demand Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	251712708	07/25/2023		410210 · Materials and Supplies	-54.00
Bill	251712708	07/26/2023		410210 · Materials and Supplies	-87.00
TOTAL					-141.00
<b>Bill Pmt -Check</b>	<b>336992</b>	<b>08/10/2023</b>	<b>PSATS</b>	<b>1000800 · General Fund Checking</b>	
Bill	13454389	05/11/2023		430470 · CDL Drug & Alcohol Testing	-125.00
TOTAL					-125.00
<b>Bill Pmt -Check</b>	<b>336993</b>	<b>08/10/2023</b>	<b>RF Fager Co</b>	<b>1000800 · General Fund Checking</b>	
Bill	5109619001	07/31/2023		430370 · Maintenance/Repairs Bldg	-135.22
TOTAL					-135.22
<b>Bill Pmt -Check</b>	<b>336994</b>	<b>08/10/2023</b>	<b>Rohrer Bus Service</b>	<b>1000800 · General Fund Checking</b>	
Bill	109364	07/06/2023		451317 · Day Camp	-850.00
Bill	109365	07/06/2023		451317 · Day Camp	-510.00
Bill	109560	07/27/2023		451319 · Classes/Activities	-425.00
Bill	109559	07/27/2023		451317 · Day Camp	-850.00
TOTAL					-2,635.00
<b>Bill Pmt -Check</b>	<b>336995</b>	<b>08/10/2023</b>	<b>Royer's Flowers</b>	<b>1000800 · General Fund Checking</b>	
Bill	20834	08/09/2023		401241 · General Expenses	-61.47
TOTAL					-61.47
<b>Bill Pmt -Check</b>	<b>336996</b>	<b>08/10/2023</b>	<b>Shearer Locksmith Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	1220832	07/27/2023		451372 · Maintenance/Repair	-70.00
TOTAL					-70.00
<b>Bill Pmt -Check</b>	<b>336997</b>	<b>08/10/2023</b>	<b>Stephenson Equipment, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	10200403	07/27/2023		430375 · Vehicle Expenses	-1,132.93

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Type	Num	Date	Name	Account	Paid Amount
Bill	17011149	08/07/2023		430375 · Vehicle Expenses	-155.25
TOTAL					-1,288.18
<b>Bill Pmt -Check</b>	<b>336998</b>	<b>08/10/2023</b>	<b>Suez</b>	<b>1000800 · General Fund Checking</b>	
Bill	208850030000	07/27/2023		409360 · Utilities	-78.77
Bill	203470620000	07/27/2023		451360 · Utilities-Parks	-40.95
Bill	200724783622	07/27/2023		451360 · Utilities-Parks	-49.50
TOTAL					-169.22
<b>Bill Pmt -Check</b>	<b>336999</b>	<b>08/10/2023</b>	<b>Susquehanna Township Authority</b>	<b>1000800 · General Fund Checking</b>	
Bill	119861	07/31/2023		409360 · Utilities	-34.80
Bill	119231	07/31/2023		409360 · Utilities	-125.74
Bill	119293	07/31/2023		409360 · Utilities	-128.08
Bill	119843	07/31/2023		409360 · Utilities	-17.10
Bill	111780	07/31/2023		409360 · Utilities	-297.87
TOTAL					-603.59
<b>Bill Pmt -Check</b>	<b>337000</b>	<b>08/10/2023</b>	<b>The Little Tool Truck, LLC</b>	<b>1000800 · General Fund Checking</b>	
Bill	7272319544	08/09/2023		437260 · Small Tools and Minor Equipment	-59.00
TOTAL					-59.00
<b>Bill Pmt -Check</b>	<b>337001</b>	<b>08/10/2023</b>	<b>Thomson Reuters - West</b>	<b>1000800 · General Fund Checking</b>	
Bill	848779723	08/01/2023		410241 · General Expenses	-231.00
TOTAL					-231.00
<b>Bill Pmt -Check</b>	<b>337002</b>	<b>08/10/2023</b>	<b>Tillett Toilets</b>	<b>1000800 · General Fund Checking</b>	
Bill	234186	08/04/2023		451339 · Special Events / Sponsorship Ex	-255.00
TOTAL					-255.00
<b>Bill Pmt -Check</b>	<b>337003</b>	<b>08/10/2023</b>	<b>Tomiinson Bomberger</b>	<b>1000800 · General Fund Checking</b>	
Bill	4214	01/31/2023		409370 · Maintenance and Repair	-111.00
Bill	29126	05/17/2023		409370 · Maintenance and Repair	-111.00
Bill	29152	05/17/2023		409370 · Maintenance and Repair	-111.00
TOTAL					-333.00
<b>Bill Pmt -Check</b>	<b>337004</b>	<b>08/10/2023</b>	<b>Toshiba Financial Services</b>	<b>1000800 · General Fund Checking</b>	
Bill	502615397	08/09/2023		407280 · General Software/Hardware	-1,751.09
TOTAL					-1,751.09
<b>Bill Pmt -Check</b>	<b>337005</b>	<b>08/10/2023</b>	<b>Truck Parts Plus</b>	<b>1000800 · General Fund Checking</b>	
Bill	797693	08/02/2023		430375 · Vehicle Expenses	-136.42
TOTAL					-136.42
<b>Bill Pmt -Check</b>	<b>337006</b>	<b>08/10/2023</b>	<b>Truck Pro, LLC.</b>	<b>1000800 · General Fund Checking</b>	
Bill	2190090947	08/02/2023		430375 · Vehicle Expenses	-68.71
TOTAL					-68.71
<b>Bill Pmt -Check</b>	<b>337007</b>	<b>08/10/2023</b>	<b>Verizon 2</b>	<b>1000800 · General Fund Checking</b>	
Bill	9940524082	08/09/2023		410320 · Communication	-1,157.62
				430320 · Communications	-103.14
				414320 · Communications	-47.09
				413320 · Communications	-138.69
				451320 · Communications	-126.27
				401320 · Communications	-42.09
				2381400 · Fire Fund Expense	-42.09
				2381400 · Fire Fund Expense	-42.09
				415320 · Communications	-42.09
				436241 · General Expense	-84.18
				429320 · Communications	-343.21
TOTAL					-2,168.56
<b>Bill Pmt -Check</b>	<b>337008</b>	<b>08/22/2023</b>	<b>Glacier Computer LLC</b>	<b>1000800 · General Fund Checking</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	1005381	06/23/2023		410450 · PCCD Forum Expenses	-4,230.00
Bill	1005382	07/31/2023		410450 · PCCD Forum Expenses	-211,872.75
Bill	1005383	08/02/2023		410450 · PCCD Forum Expenses	-17,580.00
TOTAL					-233,692.75
<b>Bill Pmt -Check</b>	<b>337009</b>	<b>08/23/2023</b>	<b>Commonwealth of PA</b>	<b>1000800 · General Fund Checking</b>	
Bill	8232023	08/23/2023		451460 · Education, Training, and Member	-20.00
TOTAL					-20.00
<b>Bill Pmt -Check</b>	<b>337010</b>	<b>08/23/2023</b>	<b>Retro Sushi</b>	<b>1000800 · General Fund Checking</b>	
Bill	132	06/19/2023		451319 · Classes/Activities	-450.00
TOTAL					-450.00
<b>Bill Pmt -Check</b>	<b>337011</b>	<b>08/23/2023</b>	<b>Wayne Batchelder</b>	<b>1000800 · General Fund Checking</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>337012</b>	<b>09/01/2023</b>	<b>A Finishing Touch</b>	<b>1000800 · General Fund Checking</b>	
Bill	901202360	09/01/2023		451374 · Park Restroom Supplies & Repair	-2,108.50
Bill	901202359	09/01/2023		409450 · Janitorial Services (Contract)	-3,617.54
				430450 · Cleaning Service	-684.99
TOTAL					-6,411.03
<b>Bill Pmt -Check</b>	<b>337013</b>	<b>09/01/2023</b>	<b>Aaron Anderson</b>	<b>1000800 · General Fund Checking</b>	
Bill	8132023	08/23/2023		430241 · General Expenses	-15.00
TOTAL					-15.00
<b>Bill Pmt -Check</b>	<b>337014</b>	<b>09/01/2023</b>	<b>Ahold Financial Services</b>	<b>1000800 · General Fund Checking</b>	
Bill	736333	08/25/2023		451339 · Special Events / Sponsorship Ex	-7.78
TOTAL					-7.78
<b>Bill Pmt -Check</b>	<b>337015</b>	<b>09/01/2023</b>	<b>ALS</b>	<b>1000800 · General Fund Checking</b>	
Bill	46634	08/07/2023		410460 · Education and Training	-795.00
TOTAL					-795.00
<b>Bill Pmt -Check</b>	<b>337016</b>	<b>09/01/2023</b>	<b>Amazon Capital Services</b>	<b>1000800 · General Fund Checking</b>	
Bill	174	08/16/2023		401210 · Materials and Supplies	-53.76
Bill	19641	08/23/2023		401210 · Materials and Supplies	-123.12
Bill	1443	08/24/2023		401210 · Materials and Supplies	-49.86
TOTAL					-226.74
<b>Bill Pmt -Check</b>	<b>337017</b>	<b>09/01/2023</b>	<b>Americhem International Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	258291	08/23/2023		451374 · Park Restroom Supplies & Repair	-450.31
TOTAL					-450.31
<b>Bill Pmt -Check</b>	<b>337018</b>	<b>09/01/2023</b>	<b>Approved Code Services, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	21872	08/07/2023		413450 · MDIA Inspections	-320.00
				413450 · MDIA Inspections	-2,310.00
Bill	21947	08/15/2023		413450 · MDIA Inspections	-2,520.00
				413450 · MDIA Inspections	-900.00
Bill	22018	08/18/2023		413450 · MDIA Inspections	-1,680.00
				413450 · MDIA Inspections	-300.00
				413450 · MDIA Inspections	-450.00
				413450 · MDIA Inspections	-450.00
TOTAL					-8,930.00
<b>Bill Pmt -Check</b>	<b>337019</b>	<b>09/01/2023</b>	<b>Aquatic Environment Consultants, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	48248	08/17/2023		451362 · Pond Mgmt - Boyd Park	-569.00
TOTAL					-569.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>337020</b>	<b>09/01/2023</b>	<b>Ascendance Trucks PA LLC.</b>	<b>1000800 · General Fund Checking</b>	
Bill	10100036301	08/30/2023		430375 · Vehicle Expenses	-10.25
TOTAL					-10.25
<b>Bill Pmt -Check</b>	<b>337021</b>	<b>09/01/2023</b>	<b>Bartlett Tree Experts</b>	<b>1000800 · General Fund Checking</b>	
Bill	41241509	08/15/2023		455000 · Shade Tree Commission	-1,265.00
TOTAL					-1,265.00
<b>Bill Pmt -Check</b>	<b>337022</b>	<b>09/01/2023</b>	<b>Best Line Equipment</b>	<b>1000800 · General Fund Checking</b>	
Bill	70112	08/16/2023		430375 · Vehicle Expenses	-233.59
TOTAL					-233.59
<b>Bill Pmt -Check</b>	<b>337023</b>	<b>09/01/2023</b>	<b>C.S. Davidson, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	169583	08/17/2023		407280 · General Software/Hardware	-1,850.00
TOTAL					-1,850.00
<b>Bill Pmt -Check</b>	<b>337024</b>	<b>09/01/2023</b>	<b>Cintas Corp</b>	<b>1000800 · General Fund Checking</b>	
Bill	5169023668	07/31/2023		430241 · General Expenses	-422.27
TOTAL					-422.27
<b>Bill Pmt -Check</b>	<b>337025</b>	<b>09/01/2023</b>	<b>Classic Drycleaners</b>	<b>1000800 · General Fund Checking</b>	
Bill	248671	08/15/2023		410238 · Uniforms - Police	-477.84
TOTAL					-477.84
<b>Bill Pmt -Check</b>	<b>337026</b>	<b>09/01/2023</b>	<b>Colliflower, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	2099309	08/15/2023		430375 · Vehicle Expenses	-190.89
Bill	2106576	08/23/2023		430210 · Material and Supplies	-242.82
Bill	2106967	08/23/2023		430210 · Material and Supplies	-36.30
Bill	2106969	08/23/2023		430210 · Material and Supplies	-10.63
Bill	2112039	08/29/2023		430375 · Vehicle Expenses	-169.12
Bill	2112131	08/29/2023		430375 · Vehicle Expenses	-94.96
TOTAL					-744.72
<b>Bill Pmt -Check</b>	<b>337027</b>	<b>09/01/2023</b>	<b>Comcast</b>	<b>1000800 · General Fund Checking</b>	
Bill	8993110580224631	08/08/2023		430320 · Communications	-125.74
Bill	8993110580196615	08/11/2023		401320 · Communications	-71.55
Bill	8993110580163813	08/20/2023		410320 · Communication	-71.55
				401320 · Communications	-170.30
				410320 · Communication	-170.30
TOTAL					-609.44
<b>Bill Pmt -Check</b>	<b>337028</b>	<b>09/01/2023</b>	<b>Comcast Business</b>	<b>1000800 · General Fund Checking</b>	
Bill	180204095	08/14/2023		401320 · Communications	-716.79
				429320 · Communications	-206.39
				430320 · Communications	-153.57
				410320 · Communication	-1,079.56
				2381400 · Fire Fund Expense	-84.91
TOTAL					-2,241.22
<b>Bill Pmt -Check</b>	<b>337029</b>	<b>09/01/2023</b>	<b>Crimewatch Technologies, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	1419	08/15/2023		410252 · Records Management System	-5,485.00
TOTAL					-5,485.00
<b>Bill Pmt -Check</b>	<b>337030</b>	<b>09/01/2023</b>	<b>Cummins Power Systems Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	56502	08/10/2023		430375 · Vehicle Expenses	-147.95
TOTAL					-147.95
<b>Bill Pmt -Check</b>	<b>337031</b>	<b>09/01/2023</b>	<b>Custer Homes Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	9012023	09/01/2023		361330 · Zoning Permits	-9,375.00

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-9,375.00
Bill Pmt -Check	337032	09/01/2023	Dick Wolfe's Garage	1000800 - General Fund Checking	
Bill	20209	08/17/2023		410375 - Maintenance & Repair Vehicle	-1,110.19
TOTAL					-1,110.19
Bill Pmt -Check	337033	09/01/2023	Eckert, Seamans, Cherin & Mellott LLC	1000800 - General Fund Checking	
Bill	1759878	08/23/2023		404314 - Labor Counsel	-2,938.00
Bill	1759879	08/23/2023		404310 - General Legal Services	-2,002.00
Bill	1759877	08/23/2023		404310 - General Legal Services	-3,666.00
Bill	1759875	08/23/2023		404310 - General Legal Services	-30.50
TOTAL					-8,636.50
Bill Pmt -Check	337034	09/01/2023	Fleet Electric Inc	1000800 - General Fund Checking	
Bill	79531	08/31/2023		430375 - Vehicle Expenses	-238.00
TOTAL					-238.00
Bill Pmt -Check	337035	09/01/2023	Goodyear Commerical Tire & Service	1000800 - General Fund Checking	
Bill	781058696	08/11/2023		410375 - Maintenance & Repair Vehicle	-1,898.24
TOTAL					-1,898.24
Bill Pmt -Check	337036	09/01/2023	Grainger	1000800 - General Fund Checking	
Bill	9803139790	08/14/2023		430210 - Material and Supplies	-83.29
TOTAL					-83.29
Bill Pmt -Check	337037	09/01/2023	Graphtech	1000800 - General Fund Checking	
Bill	156247	08/24/2023		451373 - Park Athletic Fields & Playgrd	-104.00
TOTAL					-104.00
Bill Pmt -Check	337038	09/01/2023	Guemsey Office Products	1000800 - General Fund Checking	
Bill	2554095	06/08/2023		410210 - Materials and Supplies	-80.97
Bill	2594279	08/24/2023		410210 - Materials and Supplies	-508.36
TOTAL					-589.33
Bill Pmt -Check	337039	09/01/2023	Herbert Chappell	1000800 - General Fund Checking	
Bill	8142023	08/14/2023		430241 - General Expenses	-15.00
TOTAL					-15.00
Bill Pmt -Check	337040	09/01/2023	High Tech Metals	1000800 - General Fund Checking	
Bill	11130	08/21/2023		430210 - Material and Supplies	-103.68
Bill	11211	08/30/2023		430210 - Material and Supplies	-21.20
TOTAL					-124.88
Bill Pmt -Check	337041	09/01/2023	Homung Tru Value (29th St.)	1000800 - General Fund Checking	
Bill	37905	08/14/2023		430210 - Material and Supplies	-75.97
TOTAL					-75.97
Bill Pmt -Check	337042	09/01/2023	Homungs (Linglestown)	1000800 - General Fund Checking	
Bill	424554	06/09/2023		451372 - Maintenance/Repair	-82.41
TOTAL					-82.41
Bill Pmt -Check	337043	09/01/2023	HRG Inc Consulting Engineers	1000800 - General Fund Checking	
General Journal	PYJ01012016	01/01/2017		2381400 - Fire Fund Expense	-119.28
				2381400 - Fire Fund Expense	-163.92
				2381400 - Fire Fund Expense	-242.99
				2381400 - Fire Fund Expense	-163.92
Bill	166707	01/09/2023		436313 - Engineering Fees	-7,508.09
Bill	170116	04/27/2023		436313 - Engineering Fees	-300.99

Susquehanna Township  
Check Detail

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-8,499.19
Bill Pmt -Check	337044	09/01/2023	ID Answers	1000800 · General Fund Checking	
Bill	6690	08/10/2023		410210 · Materials and Supplies	-47.85
TOTAL					-47.85
Bill Pmt -Check	337045	09/01/2023	Intermixit	1000800 · General Fund Checking	
Bill	9015	08/16/2023		407280 · General Software/Hardware	-1,061.75
Bill	9016	08/16/2023		407280 · General Software/Hardware	-403.67
Bill	9020	08/18/2023		407280 · General Software/Hardware	-3,101.45
Bill	9018	08/18/2023		407280 · General Software/Hardware	-2,700.00
TOTAL					-7,266.87
Bill Pmt -Check	337046	09/01/2023	John Wills Studios, Inc.	1000800 · General Fund Checking	
Bill	61964	08/18/2023		410241 · General Expenses	-168.50
TOTAL					-168.50
Bill Pmt -Check	337047	09/01/2023	Kenneth McCann	1000800 · General Fund Checking	
Bill	8142023	08/14/2023		430241 · General Expenses	-15.00
TOTAL					-15.00
Bill Pmt -Check	337048	09/01/2023	Kirk Aldrich	1000800 · General Fund Checking	
Bill	9012023	09/01/2023		2382000 · Police Donations	-3,000.00
TOTAL					-3,000.00
Bill Pmt -Check	337049	09/01/2023	Koons Memorial Park Swim Club	1000800 · General Fund Checking	
Bill	1779	08/17/2023		451317 · Day Camp	-852.00
TOTAL					-852.00
Bill Pmt -Check	337050	09/01/2023	LB Smith Ford	1000800 · General Fund Checking	
Bill	314300	08/28/2023		430375 · Vehicle Expenses	-600.99
TOTAL					-600.99
Bill Pmt -Check	337051	09/01/2023	Levin Promotional Products	1000800 · General Fund Checking	
Bill	19852	08/03/2023		401342 · Printing	-27.75
TOTAL					-27.75
Bill Pmt -Check	337052	09/01/2023	Life Source Water Service LLC	1000800 · General Fund Checking	
Bill	46714	08/17/2023		401241 · General Expenses	-26.99
				410241 · General Expenses	-34.50
				430241 · General Expenses	-40.25
Bill	47923	08/29/2023		401241 · General Expenses	-26.99
				410241 · General Expenses	-46.00
				430241 · General Expenses	-28.75
TOTAL					-203.48
Bill Pmt -Check	337053	09/01/2023	Lowe's	1000800 · General Fund Checking	
Bill	98001392103	08/25/2023		437260 · Small Tools and Minor Equipment	-8.53
				430210 · Material and Supplies	-343.13
				451372 · Maintenance/Repair	-25.76
				451338 · Playground Program	-182.57
				451372 · Maintenance/Repair	-54.10
				451372 · Maintenance/Repair	-61.24
				430210 · Material and Supplies	-39.72
				451372 · Maintenance/Repair	-46.94
TOTAL					-761.99
Bill Pmt -Check	337054	09/01/2023	Lynn Peavey Co	1000800 · General Fund Checking	
Bill	403037	08/11/2023		410210 · Materials and Supplies	-598.53
TOTAL					-598.53

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Susquehanna Township  
Check Detail

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	337055	09/01/2023	Mazzitti & Sullivan EAP Services	1000800 · General Fund Checking	
Bill	2305	08/28/2023		410241 · General Expenses	-7,500.00
TOTAL					-7,500.00
Bill Pmt -Check	337056	09/01/2023	McCarthy Tire & Automotive Cen	1000800 · General Fund Checking	
Bill	10124324	08/10/2023		430375 · Vehicle Expenses	-1,545.44
TOTAL					-1,545.44
Bill Pmt -Check	337057	09/01/2023	Momin Bhatti	1000800 · General Fund Checking	
Bill	202307	08/14/2023		400460 · Meetings & Continuing Education	-1,400.00
TOTAL					-1,400.00
Bill Pmt -Check	337058	09/01/2023	Mutual of Omaha	1000800 · General Fund Checking	
Bill	1574031019	08/16/2023		401190 · Employee Insurances	-43.63
				402190 · Employee Insurances	-106.30
				410190 · Employee Insurances	-1,286.25
				414190 · Employee Insurances	-144.30
				413190 · Employee Insurance	-111.90
				429190 · Employee Insurances	-342.02
				430190 · Employee Insurances	-407.09
				436190 · Employee Insurances	-220.43
				451190 · Employee Insurances	-157.33
				2381400 · Fire Fund Expense	-130.49
TOTAL					-2,959.74
Bill Pmt -Check	337059	09/01/2023	NAPA Auto Parts	1000800 · General Fund Checking	
Bill	3081805468	08/01/2023		430375 · Vehicle Expenses	-160.98
Bill	3081805467	08/01/2023		410375 · Maintenance & Repair Vehicle	-194.44
Bill	3081805534	08/02/2023		430375 · Vehicle Expenses	-144.64
Bill	3081805779	08/07/2023		430375 · Vehicle Expenses	-114.10
Bill	3081806051	08/10/2023		410375 · Maintenance & Repair Vehicle	-105.96
Bill	3081807172	08/31/2023		430375 · Vehicle Expenses	-136.14
Bill	3081807182	08/31/2023		430375 · Vehicle Expenses	-92.34
TOTAL					-948.60
Bill Pmt -Check	337060	09/01/2023	Nicole E. Cassel	1000800 · General Fund Checking	
Bill	12	08/16/2023		451319 · Classes/Activities	-1,254.00
TOTAL					-1,254.00
Bill Pmt -Check	337061	09/01/2023	NMS Labs	1000800 · General Fund Checking	
Bill	1214550	07/31/2023		410241 · General Expenses	-60.00
Bill	1214551	07/31/2023		410241 · General Expenses	-374.00
Bill	1214552	07/31/2023		410241 · General Expenses	-283.00
Bill	1214553	07/31/2023		410241 · General Expenses	-111.00
Bill	1214554	07/31/2023		410241 · General Expenses	-283.00
Bill	1214555	07/31/2023		410241 · General Expenses	-283.00
Bill	1214556	07/31/2023		410241 · General Expenses	-283.00
Bill	1214557	07/31/2023		410241 · General Expenses	-111.00
TOTAL					-1,788.00
Bill Pmt -Check	337062	09/01/2023	PA Chiefs of Police Assoc	1000800 · General Fund Checking	
Bill	6478	08/04/2023		410241 · General Expenses	-200.00
Bill	6515	08/09/2023		410241 · General Expenses	-392.00
TOTAL					-592.00
Bill Pmt -Check	337063	09/01/2023	PA Media Group	1000800 · General Fund Checking	
Bill	10718489	08/08/2023		401341 · Advertising	-162.31
TOTAL					-162.31
Bill Pmt -Check	337064	09/01/2023	PH&S Products	1000800 · General Fund Checking	
Bill	16479	08/09/2023		410210 · Materials and Supplies	-160.00
TOTAL					-160.00

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Susquehanna Township  
Check Detail

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>337065</b>	<b>09/01/2023</b>	<b>Pittsburgh Public Safety Supply</b>	<b>1000800 · General Fund Checking</b>	
Bill	37049	07/06/2023		410238 · Uniforms - Police	-1,379.72
Bill	39393	08/17/2023		410238 · Uniforms - Police	-388.72
Bill	39155	08/17/2023		410238 · Uniforms - Police	-238.90
TOTAL					-2,007.34
<b>Bill Pmt -Check</b>	<b>337066</b>	<b>09/01/2023</b>	<b>Print Works on Demand Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	96766	08/14/2023		410210 · Materials and Supplies	-679.00
Bill	96826	08/31/2023		410210 · Materials and Supplies	-24.00
TOTAL					-703.00
<b>Bill Pmt -Check</b>	<b>337067</b>	<b>09/01/2023</b>	<b>Purchase Power</b>	<b>1000800 · General Fund Checking</b>	
Bill	8000900011448085	08/06/2023		401241 · General Expenses	-935.10
TOTAL					-935.10
<b>Bill Pmt -Check</b>	<b>337068</b>	<b>09/01/2023</b>	<b>Rabold's Services</b>	<b>1000800 · General Fund Checking</b>	
Bill	25683	08/11/2023		410262 · Speed Timing Devices	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>337069</b>	<b>09/01/2023</b>	<b>Retmay Distributors</b>	<b>1000800 · General Fund Checking</b>	
Bill	16266	08/15/2023		430210 · Material and Supplies	-121.50
TOTAL					-121.50
<b>Bill Pmt -Check</b>	<b>337070</b>	<b>09/01/2023</b>	<b>Robert Martin</b>	<b>1000800 · General Fund Checking</b>	
Bill	8112023	08/11/2023		410241 · General Expenses	-15.97
TOTAL					-15.97
<b>Bill Pmt -Check</b>	<b>337071</b>	<b>09/01/2023</b>	<b>Robin Recchione.</b>	<b>1000800 · General Fund Checking</b>	
Bill	2420475	08/31/2023		2381200 · Stormwater Management	-5,760.00
TOTAL					-5,760.00
<b>Bill Pmt -Check</b>	<b>337072</b>	<b>09/01/2023</b>	<b>SecureRX</b>	<b>1000800 · General Fund Checking</b>	
Bill	232270003530	08/15/2023		2380160 · Medical Insurance Former Emplo	-996.00
				410196 · Post-Retirement Med Insurance	-166.00
TOTAL					-1,162.00
<b>Bill Pmt -Check</b>	<b>337073</b>	<b>09/01/2023</b>	<b>Sirchie Fingerprint Laboratories</b>	<b>1000800 · General Fund Checking</b>	
Bill	606780	08/22/2023		410210 · Materials and Supplies	-233.50
TOTAL					-233.50
<b>Bill Pmt -Check</b>	<b>337074</b>	<b>09/01/2023</b>	<b>Snyder Brothers Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	170207	08/17/2023		409360 · Utilities	-8.97
				430360 · Utilities	-30.12
				2381400 · Fire Fund Expense	-23.27
				2381400 · Fire Fund Expense	-45.43
				2381400 · Fire Fund Expense	-21.65
TOTAL					-129.44
<b>Bill Pmt -Check</b>	<b>337075</b>	<b>09/01/2023</b>	<b>Sports Paradise</b>	<b>1000800 · General Fund Checking</b>	
Bill	9696	08/25/2023		410238 · Uniforms - Police	-557.30
TOTAL					-557.30
<b>Bill Pmt -Check</b>	<b>337076</b>	<b>09/01/2023</b>	<b>Stanley Springs Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	64937	07/20/2023		430375 · Vehicle Expenses	-220.00
TOTAL					-220.00
<b>Bill Pmt -Check</b>	<b>337077</b>	<b>09/01/2023</b>	<b>Steeffon Community Cats</b>	<b>1000800 · General Fund Checking</b>	



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**Susquehanna Township  
Check Detail**

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	8172023	08/17/2023		420319 · Stray Animal Control	-600.00
TOTAL					-600.00
<b>Bill Pmt -Check</b>	<b>337078</b>	<b>09/01/2023</b>	<b>Stephenson Equipment, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	10198777	06/15/2023		430375 · Vehicle Expenses	-480.44
Bill	10200906	08/04/2023		430375 · Vehicle Expenses	-3,947.36
Bill	17011158	08/09/2023		433245 · Materials and Supplies	-215.83
Bill	17011209	08/21/2023		430210 · Material and Supplies	-31.16
TOTAL					-4,674.79
<b>Bill Pmt -Check</b>	<b>337079</b>	<b>09/01/2023</b>	<b>Suez</b>	<b>1000800 · General Fund Checking</b>	
Bill	208487588481	08/21/2023		451360 · Utilities-Parks	-44.45
TOTAL					-44.45
<b>Bill Pmt -Check</b>	<b>337080</b>	<b>09/01/2023</b>	<b>Summer Alaire Miller</b>	<b>1000800 · General Fund Checking</b>	
Bill	8162023	08/16/2023		414317 · Steno Fees - ZHB	-1,220.00
TOTAL					-1,220.00
<b>Bill Pmt -Check</b>	<b>337081</b>	<b>09/01/2023</b>	<b>Susquehanna Municipal Trust</b>	<b>1000800 · General Fund Checking</b>	
Bill	202323	09/30/2023		2381400 · Fire Fund Expense	-2,182.10
				484000 · Workers' Comp Insurance	-56,196.31
				429241 · General Expenses	-4,394.76
				436241 · General Expense	-842.08
TOTAL					-63,615.25
<b>Bill Pmt -Check</b>	<b>337082</b>	<b>09/01/2023</b>	<b>Tillett Toilets</b>	<b>1000800 · General Fund Checking</b>	
Bill	234264	08/20/2023		451374 · Park Restroom Supplies & Repair	-96.00
TOTAL					-96.00
<b>Bill Pmt -Check</b>	<b>337083</b>	<b>09/01/2023</b>	<b>Truck Pro, LLC.</b>	<b>1000800 · General Fund Checking</b>	
Bill	2190091591	08/28/2023		430375 · Vehicle Expenses	-41.33
Bill	2190091661	08/30/2023		430375 · Vehicle Expenses	-197.63
Bill	2190091692	08/31/2023		430375 · Vehicle Expenses	-202.25
TOTAL					-441.21
<b>Bill Pmt -Check</b>	<b>337084</b>	<b>09/01/2023</b>	<b>UGI Utilities</b>	<b>1000800 · General Fund Checking</b>	
Bill	411000812239	08/15/2023		430360 · Utilities	-39.12
Bill	411006901242	08/15/2023		409360 · Utilities	-33.54
TOTAL					-72.66
<b>Bill Pmt -Check</b>	<b>337085</b>	<b>09/01/2023</b>	<b>US Municipal Supply Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	6211755	08/29/2023		430375 · Vehicle Expenses	-185.44
TOTAL					-185.44

Susquehanna Township  
ACH Monthly Withdrawals  
Month of August 2023

Alex Arroyo	\$ 1,167.00
Dig My Earth	\$ 2,377.35
Enterprise	\$ 5,411.08
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	\$ 1,167.00
Susquehanna Solar Partners	\$ 3,949.50
Wex	<u>\$ 17,951.49</u>
<b>Total ACH Withdrawals</b>	<b>\$ 41,073.09</b>

**Payroll Disbursements for August 2023**

Payroll 8/15/23	\$ 370,741.81
Payroll 8/31/23	<u>\$ 337,620.43</u>
<b>Total Payroll Disbursements</b>	<b>\$ 708,362.24</b>

## Susquehanna Township - Highway Fund Check Detail

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>102396</b>	<b>08/10/2023</b>	<b>Alpha Space Control Co., Inc.</b>	<b>1008000 - Checking Account</b>	
Bill	58188	08/07/2023		433610 - Highway Pavement Markings	-25,568.00
TOTAL					-25,568.00
<b>Bill Pmt -Check</b>	<b>102397</b>	<b>08/10/2023</b>	<b>Atlantic Transportation Systems, I...</b>	<b>1008000 - Checking Account</b>	
Bill	23150	07/26/2023		433370 - Maint. - Traffic Signals	-2,486.04
Bill	23149	07/26/2023		433370 - Maint. - Traffic Signals	-1,589.54
TOTAL					-4,075.58
<b>Bill Pmt -Check</b>	<b>102398</b>	<b>08/10/2023</b>	<b>Daniel B Krieg Inc</b>	<b>1008000 - Checking Account</b>	
Bill	310324	07/06/2023		433245 - Street Signs	-796.75
Bill	310349	07/07/2023		433245 - Street Signs	-448.50
Bill	310638	07/27/2023		433245 - Street Signs	-1,299.50
Bill	310642	07/27/2023		433245 - Street Signs	-466.60
TOTAL					-3,011.35
<b>Bill Pmt -Check</b>	<b>102399</b>	<b>08/10/2023</b>	<b>Hornung Tru Value</b>	<b>1008000 - Checking Account</b>	
Bill	376471	07/27/2023		438245 - Public Works- Highway Supplies	-84.22
TOTAL					-84.22
<b>Bill Pmt -Check</b>	<b>102400</b>	<b>08/10/2023</b>	<b>Pennsy Supply</b>	<b>1008000 - Checking Account</b>	
Bill	3255751	07/07/2023		438500 - Maint. & Repair Road - Inhouse	-821.44
Bill	3256214	07/11/2023		438500 - Maint. & Repair Road - Inhouse	-1,198.95
Bill	3257957	07/18/2023		438500 - Maint. & Repair Road - Inhouse	-1,513.78
Bill	3258306	07/19/2023		438500 - Maint. & Repair Road - Inhouse	-249.48
Bill	3259218	07/24/2023		438500 - Maint. & Repair Road - Inhouse	-760.29
Bill	3261096	08/01/2023		438500 - Maint. & Repair Road - Inhouse	-1,214.04
TOTAL					-5,757.98
<b>Bill Pmt -Check</b>	<b>102401</b>	<b>08/28/2023</b>	<b>Hornung Tru Value</b>	<b>1008000 - Checking Account</b>	
Bill	380241	08/22/2023		438245 - Public Works- Highway Supplies	-29.04
TOTAL					-29.04
<b>Bill Pmt -Check</b>	<b>102402</b>	<b>08/28/2023</b>	<b>Pennsy Supply</b>	<b>1008000 - Checking Account</b>	
Bill	3261841	08/03/2023		438500 - Maint. & Repair Road - Inhouse	-1,438.28
Bill	3262829	08/08/2023		438500 - Maint. & Repair Road - Inhouse	-1,367.31
Bill	3263610	08/11/2023		438500 - Maint. & Repair Road - Inhouse	-606.27
Bill	3264194	08/14/2023		438500 - Maint. & Repair Road - Inhouse	-604.00
Bill	3264525	08/16/2023		438500 - Maint. & Repair Road - Inhouse	-1,211.78
TOTAL					-5,227.64
<b>Bill Pmt -Check</b>	<b>102403</b>	<b>08/28/2023</b>	<b>Sealmaster Allentown</b>	<b>1008000 - Checking Account</b>	
Bill	2058969	08/11/2023		433610 - Highway Pavement Markings	-5,627.87
TOTAL					-5,627.87

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# Susquehanna Township Street Light Fund

## Check Detail

August 8 through September 12, 2023

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1282	08/28/2023	PP&L	1008000 · Checkin...	
Bill	94001...	07/28/2023		434361 · Street Ligh...	-7,314.12
Bill	91933...	07/28/2023		434361 · Street Ligh...	-20,251.82
TOTAL					-27,565.94

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**Susquehanna Township Fire Protection Fund**  
**Check Detail**  
**August 8 through September 12, 2023**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	709922	08/10/2023	Ascendance Trucks PA LLC	1008000 - Checking Account	
Bill	1108159	06/29/2023		411239 - Misc. Expenses	-933.58
Bill	1414047	07/18/2023		411541 - Progress Fire Company	-163.52
TOTAL					-1,097.10
Bill Pmt -Check	709923	08/10/2023	B. Moyer Radio Communcations	1008000 - Checking Account	
Bill	1028	08/04/2023		411320 - Communications	-306.90
TOTAL					-306.90
Bill Pmt -Check	709924	08/10/2023	Benchmark Insurance Company	1008000 - Checking Account	
Bill	23175304	09/01/2023		411195 - W.C. Insurance	-4,673.00
TOTAL					-4,673.00
Bill Pmt -Check	709925	08/10/2023	Capital Region Water	1008000 - Checking Account	
Bill	620674070	07/25/2023		411541 - Progress Fire Company	-263.39
TOTAL					-263.39
Bill Pmt -Check	709926	08/10/2023	Colliflower Inc	1008000 - Checking Account	
Bill	2094947	08/09/2023		411542 - Rescue Fire Company	-50.60
TOTAL					-50.60
Bill Pmt -Check	709927	08/10/2023	Comcast	1008000 - Checking Account	
Bill	8993110580012408	07/19/2023		411541 - Progress Fire Company	-79.77
Bill	8993110580184413	07/19/2023		411541 - Progress Fire Company	-394.15
Bill	8993110580226115	07/23/2023		411542 - Rescue Fire Company	-31.22
TOTAL					-505.14
Bill Pmt -Check	709928	08/10/2023	Hoffman Fordland Inc	1008000 - Checking Account	
Bill	86348	07/31/2023		411375 - Vehicle Expenses- Shop 84	-98.59
TOTAL					-98.59
Bill Pmt -Check	709929	08/10/2023	M & K Truck Center	1008000 - Checking Account	
Bill	112956	08/01/2023		411541 - Progress Fire Company	-609.60
Bill	113067	08/07/2023		411541 - Progress Fire Company	-69.97
TOTAL					-679.57
Bill Pmt -Check	709930	08/10/2023	Penn Pest, LLC.	1008000 - Checking Account	
Bill	50359	08/10/2023		411541 - Progress Fire Company	-70.00
TOTAL					-70.00
Bill Pmt -Check	709931	08/10/2023	PP&L Electric Utilities	1008000 - Checking Account	
Bill	6289516003	07/21/2023		411541 - Progress Fire Company	-777.71
				411540 - Edgemont Fire Company	-254.03
				411542 - Rescue Fire Company	-481.22
TOTAL					-1,512.96
Bill Pmt -Check	709932	08/10/2023	Royers Flowers	1008000 - Checking Account	
Bill	715828	07/31/2023		411542 - Rescue Fire Company	-118.46
TOTAL					-118.46
Bill Pmt -Check	709933	08/10/2023	Suez	1008000 - Checking Account	
Bill	206833720000	07/27/2023		411542 - Rescue Fire Company	-91.59
Bill	208601030000	07/27/2023		411363 - Fire Hydrants	-10,084.26
Bill	201770221711	07/27/2023		411542 - Rescue Fire Company	-267.67
Bill	208568920000	07/27/2023		411542 - Rescue Fire Company	-132.20
TOTAL					-10,575.72

**Susquehanna Township Fire Protection Fund  
Check Detail**

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>709934</b>	<b>08/10/2023</b>	<b>Verizon Wireless</b>	<b>1008000 · Checking Account</b>	
Bill	9940524083	07/25/2023		411542 · Rescue Fire Company	-252.67
TOTAL					-252.67
<b>Bill Pmt -Check</b>	<b>709935</b>	<b>08/10/2023</b>	<b>Glick Fire Equipment Co</b>	<b>1008000 · Checking Account</b>	
Bill	409574	07/25/2023		411542 · Rescue Fire Company	-145.00
TOTAL					-145.00
<b>Bill Pmt -Check</b>	<b>709936</b>	<b>08/28/2023</b>	<b>Americhem International Inc</b>	<b>1008000 · Checking Account</b>	
Bill	257011	07/26/2023		411541 · Progress Fire Company	-391.08
TOTAL					-391.08
<b>Bill Pmt -Check</b>	<b>709937</b>	<b>08/28/2023</b>	<b>Atlantic Tactical</b>	<b>1008000 · Checking Account</b>	
Bill	80810067	08/10/2023		411241 · General Expenses	-140.00
TOTAL					-140.00
<b>Bill Pmt -Check</b>	<b>709938</b>	<b>08/28/2023</b>	<b>Benchmark Insurance Company</b>	<b>1008000 · Checking Account</b>	
Bill	23175304	10/01/2023		411195 · W.C. Insurance	-4,673.00
TOTAL					-4,673.00
<b>Bill Pmt -Check</b>	<b>709939</b>	<b>08/28/2023</b>	<b>Comcast</b>	<b>1008000 · Checking Account</b>	
Bill	8993110580046638	08/05/2023		411542 · Rescue Fire Company	-116.85
Bill	8993110580181328	08/16/2023		411542 · Rescue Fire Company	-114.85
Bill	8993110580184413	08/19/2023		411541 · Progress Fire Company	-394.15
Bill	8993110580012408	08/19/2023		411541 · Progress Fire Company	-79.77
TOTAL					-705.62
<b>Bill Pmt -Check</b>	<b>709940</b>	<b>08/28/2023</b>	<b>Kint</b>	<b>1008000 · Checking Account</b>	
Bill	150844	08/08/2023		411542 · Rescue Fire Company	-168.01
TOTAL					-168.01
<b>Bill Pmt -Check</b>	<b>709941</b>	<b>08/28/2023</b>	<b>McNeil &amp; Co Inc.</b>	<b>1008000 · Checking Account</b>	
Bill	4446206	07/25/2023		411541 · Progress Fire Company	-7,480.50
Bill	4449206	07/25/2023		411541 · Progress Fire Company	-714.50
Bill	4452206	07/25/2023		411541 · Progress Fire Company	-637.50
Bill	7130206	08/03/2023		411542 · Rescue Fire Company	-2,615.25
Bill	7140206	08/03/2023		411542 · Rescue Fire Company	-195.00
Bill	7135206	08/03/2023		411542 · Rescue Fire Company	-1,018.25
TOTAL					-12,661.00
<b>Bill Pmt -Check</b>	<b>709942</b>	<b>08/28/2023</b>	<b>Suez</b>	<b>1008000 · Checking Account</b>	
Bill	209367030000	08/08/2023		411540 · Edgemont Fire Company	-124.92
TOTAL					-124.92
<b>Bill Pmt -Check</b>	<b>709943</b>	<b>08/28/2023</b>	<b>UGI Utilities</b>	<b>1008000 · Checking Account</b>	
Bill	411000928696	08/07/2023		411542 · Rescue Fire Company	-63.46
Bill	411000375294	08/11/2023		411540 · Edgemont Fire Company	-44.31
Bill	411001602811	08/12/2023		411542 · Rescue Fire Company	-42.71
Bill	411002074580	08/14/2023		411541 · Progress Fire Company	-109.30
TOTAL					-259.78
<b>Bill Pmt -Check</b>	<b>709944</b>	<b>08/28/2023</b>	<b>Verizon - Lehigh Valley</b>	<b>1008000 · Checking Account</b>	
Bill	550772618000176	05/06/2023		411542 · Rescue Fire Company	-130.93
Bill	550772618000176	08/06/2023		411542 · Rescue Fire Company	-135.73
TOTAL					-266.66

11:00 AM  
09/12/23

Susquehanna Township - Developers Recreation Fund  
**Check Detail**  
August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1200	08/28/2023	Campbell Thomas & Co.	1008000 · Centric Checking	
Bill	2023000	07/31/2023		408120 · Greenway Planning	-23,780.03
TOTAL					-23,780.03
Bill Pmt -Check	1201	08/28/2023	Tyson fence Co., Inc.	1008000 · Centric Checking	
Bill	23385	07/17/2023		4200100 · Park Maintenance	-7,419.00
Bill	23518	08/17/2023		4200100 · Park Maintenance	-39,890.00
TOTAL					-47,309.00
Bill Pmt -Check	1202	08/28/2023	YSM Landscape Architects	1008000 · Centric Checking	
Bill	7279	07/28/2023		408100 · Wedgewood Master Plan	-12,179.78
TOTAL					-12,179.78

Susquehanna Township - Capital Improvement Fund

Check Detail

August 8 through September 12, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1637	08/17/2023	Hoffman Fordland Inc	1008000 · Capital Imp Fund - Centric	
Bill	2023 c...	08/16/2023		410740 · Police Vehicle Expenses	-85,109.00
TOTAL					-85,109.00
Bill Pmt -Check	1638	08/28/2023	AJS Truck & Trailer Center	1008000 · Capital Imp Fund - Centric	
Bill	21429	08/07/2023		430740 · Highway Equipment	-7,695.00
TOTAL					-7,695.00
Bill Pmt -Check	1639	08/28/2023	SealMaster	1008000 · Capital Imp Fund - Centric	
Bill	20586...	08/11/2023		430740 · Highway Equipment	-1,421.00
TOTAL					-1,421.00





# WORK CHANGE DIRECTIVE NO. 1

Date of Issuance: September 11, 2023

Effective Date: September 14, 2023

Owner: Susquehanna Township

Contract No.: \_\_\_\_\_

Contractor: Construction Masters Services, LLC

Contract Name: \_\_\_\_\_

Engineer: Herbert, Rowland & Grubic, Inc.

HRG Project No.: R000242.0527

Project: 2023 Susquehanna Township Paving Project

Contractor is directed to proceed promptly with the following change(s):

**Description:**

The paving limits on Crooked Hill Road are to be extended to include the area from Apollo Ave to Vesta Lane in the southbound lane and from Apollo Rd to House #3013 in the northbound lane per Township request.

The Contractor has agreed to perform the additional paving work utilizing the unit prices submitted on June 1, 2023, by the Contractor in the original bid form and outlined in the Agreement. The Contractor proposes to provide traffic control and maintenance required to complete the additional paving for a lump sum fee of \$5,400.00. A cost estimate reflecting estimated additional paving unit quantities and the associated traffic maintenance cost is shown below.

HRG20-100-002	MAINTENANCE AND PROTECTION OF TRAFFIC	1	LS	\$5,400.00	\$5,400
HRG20-400-001	MILLING, 0" TO 3" DEPTH	2200	SY	\$3.30	\$7,260
HRG20-400-054	SUPERPAVE ASPHALT MIXTURE DESIGN, WEARING COURSE, PG 64S-22, 0.3 TO <3 MILLION ESALS, 12.5 MM MIX, 2" DEPTH, SRL-G	2200	SY	\$12.40	\$27,280
HRG20-400-072	SUPERPAVE ASPHALT MIXTURE DESIGN, LEVELING COURSE, PG 64S-22, 0.3 TO <3 MILLION ESALS, 9.5 MM MIX	125	TN	\$96.50	\$12,063
HRG20-400-166	PAVEMENT MARKINGS, 4" YELLOW, WATERBORNE	1300	LF	\$0.35	\$455
HRG20-400-167	PAVEMENT MARKINGS, 4" WHITE, WATERBORNE	1300	LF	\$0.35	\$455
				<b>TOTAL</b>	<b>\$52,913</b>

Attachments: N/A



**Purpose for Work Change Directive:**

Additional paving on Crooked Hill Road to abut the limits of prior paving improvements.

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Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- Non-agreement on pricing of proposed change
- Necessity to proceed for schedule or other Project reasons.

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**Estimated Change in Contract Price and Contract Times (non-binding, preliminary):**


Contract Price: \$52,913.00 [increase] [~~decrease~~] [~~not yet estimated~~].

Contract Time: \_\_\_\_\_ days [increase] [~~decrease~~] [~~not yet estimated~~].

Basis of determining change in Contract Price:

- Lump Sum       Unit Prices       Cost of the Work       Other \_\_\_\_\_

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RECOMMENDED:	AUTHORIZED BY:	APPROVED (if applicable):
By: <u></u> Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Funding Agency
Title: <u>Project Manager</u>	Title: _____	Title: _____
Date: <u>September 11, 2023</u>	Date: _____	Date: _____

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*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

Chapter 21  
**Streets and Sidewalks**

Part 1  
**SIDEWALKS AND CURBS**

**§ 21-101 Short Title.**  
**[Ord. 67-7, 5/11/1967, § 1]**

This Part shall be known and may be cited as the "Susquehanna Township Sidewalks and Curbs Ordinance."

**§ 21-102 Definitions.**  
**[Ord. 67-7, 5/11/1967, § 2]**

The following words, terms and phrases as used in this Part shall have the meanings given herein. When not inconsistent with the context, words used in the singular include the plural, and words in the plural include the singular, and words used in the present tense include the future. The word "shall" is always mandatory.

**CURB**

The raised structural element which may be installed at the outside edge of a street or parking area, primarily for a gutter.

**OWNERS**

The real or equitable owners of property abutting sidewalks or streets, as in this Part defined.

**PROPERTY OWNER**

Any person or persons, male or female, corporation, partnership, association, company, individual, owner, occupant, lessee, tenant or any organization.

**SIDEWALK**

A path or footwalk for public use located between the cartway or curb line and right-of-way line of any public or municipal maintained street or highway.

**STREET**

Any highway within Susquehanna Township, when maintained by either the Commonwealth of Pennsylvania, the County of Dauphin or Susquehanna Township.

**SUSQUEHANNA TOWNSHIP**

The elected officials of Susquehanna Township, or any authorized representative, agency or agencies of the Township appointed by the Commissioners of the Township.

**§ 21-103 Responsibility for Sidewalk and Curb Maintenance.**  
**[Ord. 67-7, 5/11/1967, § 3; as amended by Ord. 74-20, 5/29/1974, § 1]**

The owner of land abutting any street in the Township shall be responsible for constructing, reconstructing, maintaining, and repairing the sidewalks and curbs, now existing or hereafter constructed, as may be required by the Township, on and abutting said property, in a manner satisfactory to the Township and in conformance with the requirements of Chapter 22 of the Township Subdivision and Land Development Ordinance and the owner shall pay the costs and expenses thereof.

Following the effective date of this Part, it shall be unlawful of any property owner:

1. To fail to keep the sidewalk and curb in front of their property in good order and repair.
2. To allow or permit snow or ice to lie upon, remain upon or piled or accumulated upon a sidewalk within the Township for more than 24 hours.

**§ 21-104 Clearing of Obstruction; Time Limit.**

**[Ord. 67-7, 5/11/1967, § 4]**

1. It shall be the duty of the property owner, not later than 24 hours after snow has ceased to fall, to clear or cause to be cleared a pathway in the sidewalk upon which such property abuts. Such pathways shall be not less than 30 inches in width and shall be thoroughly cleared to the extent of snow and ice or other obstruction.

2. All sidewalks and curbs shall be kept free from all obstructions or hazards, whether temporary or permanent, including, but not limited to, bushes, shrubs, foliage, weeds, basketball hoops or other structures extending out over the sidewalk, or which interfere with unimpeded travel on the sidewalks.

**§ 21-105 Procedure for Snow and Ice Removal.**

**[Ord. 67-7, 5/11/1967, § 5; as amended by Ord. 89-16, 11/21/1989]**

1. Snow or ice removed from sidewalks, driveways or private lots, shall be placed on the person's property.
2. If there shall be an excessive amount of snow or ice and there is no longer any place on the person's property to shovel the snow, then it may be placed along the curb line, but not in the street.
3. Should the snow and ice on the sidewalk pavement, or footpath, be frozen so hard that it cannot be removed without injury to the pavement or damaging the base of the footpath, the person having charge of the snow and ice removal, shall cause the sidewalk abutting or adjacent to such premises to be strewn and to be kept strewn with ashes, sand, sawdust or any suitable abrasive material, and shall as soon thereafter as the weather shall permit, thoroughly clean such sidewalks.
4. Fire hydrants must be free and clear of snow three (3) foot radius.
5. Snow or ice removed from the sidewalk or sidewalk area shall be prohibited from being deposited into the streets or roadways of the Township.

§21-106. Maintenance and Repair of sidewalks and curbs<sup>1</sup>. For the purposes of this Part, so that the sidewalks and curbs remain in a condition that is not dangerous to property or persons reasonably using the sidewalks and curbs, and so that the sidewalks and curbs will be in a condition that will not interfere with the public convenience in their use, the term "maintenance and repair of the sidewalks and curbs," in any variation it may appear within this Part, shall include, but not be limited to:

- A. Maintenance and repair of surfaces, including grinding, removal, and replacement of sidewalks and curbs, repairs and maintenance of sidewalks and curbs, removal of weeds and or debris, supervision and maintenance of signs, tree root pruning installation of root barriers, trimming of shrubs and/or ground cover and trimmed shrubs within the area between the property line of the adjacent property and the street paving line.
2. Liability for injuries to public.

Any person required by §21-103 to maintain and repair sidewalks and curbs shall owe a duty to members of the public to keep and maintain the sidewalks and curbs in a safe and non-dangerous

condition. If, as a result of the failure of any person to maintain and repair the sidewalks and curbs, any person suffers injury or damages to the person or property, the owner shall be liable to such person for the resulting damages or injury. Property owners shall be liable to the Township for any amounts paid or incurred by the Township consequent from claims, judgments, or settlements and for all reasonable investigation costs and attorney's fees resulting from the responsible property owner's failure to maintain and repair the sidewalks and curbs.

### 3. Duty of property owners; notice and order for paving and curbing.

As and when the Commissioners, or their designee, shall deem it necessary for the safety and convenience of the public or the protection of streets and property that a sidewalk or curb be constructed, reconstructed, or repaired, a notice and order to construct, reconstruct, or repair a sidewalk or curb shall be provided in writing to the owner of the land abutting the relevant street in the Township. Such owner shall have 90 days in which to construct, reconstruct, or repair the sidewalk or curb, except that when, in the opinion of the Township Manager, the required construction, reconstruction, or repair presents an emergency, including, but not limited to, whenever a public nuisance results from the condition of a sidewalk or curb and the safety of pedestrians is imminently jeopardized, the owner shall have 48 hours in which to construct, reconstruct, or repair the sidewalk.

### 4. Permit required for sidewalk or curb work.

No party or person whatsoever shall lay any sidewalk or install any curbing, nor make any repairs thereto, or remove, destroy, change the grade or location of any such sidewalk or curb, or any part thereof, until he or she has procured a permit therefor from the Township for which he or she shall pay a sum, in an amount as established from time to time by resolution, which shall be paid into the Township Treasury.

### **§21-107. Obstructions within Boundaries**

It shall be unlawful and is hereby declared to be a nuisance for any person or persons to erect, set up, place, or maintain any obstruction within the boundaries of any public street, or to plant any trees or shrubbery within the boundaries of any public street, or to maintain or allow any branches of any tree or shrub to overhang or protrude into the area of any public street so as to obstruct the safe and convenient passage of vehicles and persons along such public street. "Public street," as used herein, shall be deemed to mean the legal right-of-way established for any street or highway, including both the cartway and the area of sidewalks, if any, and the right-of-way of any street, road, avenue or lane open to the public and used by the public as a public street or right-of-way.

### **§21-108. Discharge Prohibited.**

It shall be unlawful for any person owning or occupying property along any public highway, road, street, avenue, public land or public alley in the Township to drain, to allow to drain, or to allow the percolation, flow or discharge of any wastewater or drainage from sinks, bathtubs, lavatories, water closets, privies, cesspools or any other foul, polluted or offensive water or drainage of any kind into or upon any public highway, road, street, avenue, public lane or public alley by any means whatsoever.

### §21-109. Specifications for curbing.

1. . Specifications for curbing shall include, among other things, that they shall:

A. Be 18 inches high, with 10 inches below street grade.

- B. Be eight inches thick at the bottom and seven inches thick at the top. Curb to be constructed with one-inch bevel from street grade to top of curb and three-fourths-inch radius on the front side and one-fourth-inch radius on the back side as per the Pennsylvania Department of Transportation Standard Detail.
  - C. Be constructed of cement concrete with a compressive strength of 3,300 pounds per square inch and meet the Pennsylvania Department of Transportation requirements for Class A cement concrete.
  - D. Contain contraction joints spaced in uniform lengths or sections of 15 1/2 feet maximum, except where shorter sections are necessary for closures or curves, but no section shall be less than four feet. Contraction joints may be either hand-formed or sawed joints. They shall be: Y16 of an inch wide and two inches deep. Construction joints shall have tooled edges. Pre-molded expansion joint material : Y4 of an inch thick shall be cut to conform to the cross-sectional area and be placed at structures and at the end of a day's work.
  - E. Be constructed using rigid metal forms, except wood forms may be used on sharp curves and short tangent sections when approved by the Township Engineer.
2. All work and materials shall be in accordance with Pennsylvania Department of Transportation Form 408 and/or be approved by the Township Engineer.
3. Concrete curbs (straight) shall be in accordance with standards and specifications established by the Township.

§ 21-108. Specifications for cement concrete sidewalks.

- 1. General. All work and materials shall follow Pennsylvania Department of Transportation Form 408, except as provided or approved by the Township Engineer.
- 2. Size.
  - A. Cement concrete sidewalks shall be five feet wide by four inches thick, except at driveways where the sidewalk shall be reinforced, be a minimum of six inches thick, and be constructed in accordance with Chapter 22 of the Township Subdivision and Land Development Ordinance. The sidewalk shall be separated from the curb by a one-half-inch expansion joint for the entire thickness of the sidewalk.
  - B. Replacement cement concrete sidewalks shall be constructed to the size of the adjoining sidewalk, as directed by the Township.
- 3. Concrete. Concrete shall conform to Class A concrete for cement concrete sidewalks. Class A concrete shall have a minimum compressive strength of 3,300 pounds per square inch (psi) after 28 days.
- 4. ADA ramps. ADA ramps shall be installed at locations as directed by the Township.

§ 21-110 **Penalty for Violation.**

**[Ord. 67-7, 5/11/1967, § 6; as amended by Ord. 74-20, 5/29/1974, and by Ord. 89-16, 11/21/1989]**

- 1. Any person, firm or corporation who shall violate any provision of this Part 1 shall, upon conviction thereof, be sentenced to pay a fine of not more than \$1,000 and costs, or in default of payment thereof, shall be subject to imprisonment for a term not to exceed 30 days. Every day that a violation of this Part continues shall constitute a separate offense.
- 2. Rights and remedies cumulative. The rights and remedies of the Township as prescribed by the article or otherwise by law with respect to sidewalks and curbs, and the criminal sanctions herein provided, shall

be cumulative, and the pursuit of one shall in no way preclude simultaneous or subsequent pursuit of another.

**§ 21-111 Authority for Township to Do Work When Owner Defaults.  
[Ord. 67-7, 5/11/1967, § 7]**

Upon the failure of the owner of the property to comply with a notice and order issued pursuant to § 21-106.3., Duty of property owners; notice and order for paving and curbing, and to do the work ordered therein, the Township is hereby authorized and required to satisfy the notice and order, as soon as practicable, and the owner of the property shall be responsible for the cost to the Township to satisfy the notice and order, together with an additional ten-percent penalty. Upon completion of the work, the Township shall ascertain the exact cost of the construction, reconstruction, or maintenance and repair and compute the amount for which the owner is liable and shall certify the same to the Township, and the Township shall immediately there serve written notice upon the owner setting forth the exact sum for which the owner is liable, and that the same shall be payable to the Township within 30 days from the date of the notice. In the event that that owner cannot be located, then notice shall be fixed in a conspicuous place upon the property, and the exact sum for which the owner is liable shall be payable to the Township Secretary within 30 days from the date of the posted notice. After the expiration of the 30 days, it is hereby authorized that the amount may be levied, and it shall be levied, upon the owner, and the Township shall place the sum unpaid in the hands of the Township Solicitor for collection according to law, who shall collect the same as provided by law either by a municipal lien filed therefor or by action in assumpsit.

Part 2

**STREETS AND SIDEWALK CONSTRUCTION**

**§ 21-201 Permit Required for Opening or Excavating.  
[Ord. 03-13, 12/11/2003, § 1]**

It shall be unlawful for any person, firm, partnership, corporation, authority, or other entity to make any opening or cut in any public street right-of-way or excavation in, for, or under any street, alley or thoroughfare or to develop, construct or install any utility, sewer, water or gas lines in the streets of or within the limits of said Township of Susquehanna unless and until a permit therefor be secured from the Township Secretary for each separate undertaking. Such permit and the application therefor shall be in the form prescribed by said Secretary and for the purpose enumerated therein and shall contain the further statement that the applicant agrees to the terms of this Part and that the same be accompanied by a bond or security in a form acceptable to the Township Secretary and payable to the Township of Susquehanna as set forth hereinafter. Permits herein required include a permit to open sanitary sewers or to make an excavation in connection therewith or for any cut or opening in any public street or way. The police officers, Code Enforcement Officer, or Secretary of the Township shall promptly prohibit any work being done without proper permit or contrary to the terms hereof.

**§ 21-202 Application for Permit; Fee; Emergency Work.  
[Ord. 03-13, 12/11/2003, § 1]**

1. The application for the permit shall specify the location of the opening or excavation, anticipated date and time frame of work, together with the exact length, width and depth thereof. A plot plan or diagram showing the specifics of the project shall accompany every application, along with any additional information that might be requested by the Township. Permit fees shall be established by resolution by the Board of Commissioners. Proof of liability insurance shall be submitted with the permit application. Fees shall be paid in accordance with the current Township Fee Schedule.

2. Emergency repairs involving the placing of facilities or the opening up of the surface within the right-of-way may be performed prior to obtaining a permit providing the following procedures are adhered to:
  - A. An authorized representative shall promptly notify the Township office via written notice when the necessity of an emergency repair occurs during the hours from 8:30a.m. through 5:00 p.m., Monday through Friday. Emergency work occurring at other times should be reported to the Township within twenty-four (24) hours.
  - B. Prior to opening the surface of the roadway, or working within the right-of-way, an authorized representative shall provide the following information in written notice sent to the Township:
    - (1) Date emergency work is started;
    - (2) Time the emergency work is started;
    - (3) Location of the emergency work site; and
    - (4) Description of emergency work.
  - C. The permit required under Sec. 21-201 shall be applied for within 5 days to confirm and set forth and detail any emergency work performed.

**§ 21-203 Utility Pole Erection or Replacement; Permit Fee.**  
**[Ord. 03-13, 12/11/2003, § 1]**

The charge for said permit for the erection or replacement of utility poles, whether within the cartway or with the area of dedication of any street, alley or thoroughfare, shall be as established by resolution of the Board of Commissioners in every permit issued hereunder.

**§ 21-204 Safety Precautions; Liability for Damages.**  
**[Ord. 03-13, 12/11/2003, § 1]**

It shall be the duty of any person or persons, firms, partnerships, corporations, authority or other entity to whom a permit is issued or by whom any opening or excavation is made as aforesaid to provide and maintain proper and adequate guards, barriers and lights to prevent accidents, and they shall assume all risks and be liable for all damages by reason of the openings and excavations and by reason of any failure to properly fill the hole or trench and maintain the disturbed surface in a safe condition.

**§ 21-205 Manner of Doing Work; Restoration and Resurfacing.**  
**[Ord. 03-13, 12/11/2003, § 1; as amended by Ord. 06-07, 4/20/2006; and by Ord. 08-01, 1/10/2008]**

1. It shall be the duty of any persons, firms, partnerships, corporations, authority or any other entity causing an opening or excavation to be made in streets in the Township to remove the existing material and fill the excavation compacted in eight-inch layers. With regard to fill, materials used, wearing and finish courses, asphalt, surfacing, and sealants or other work, all applications shall be made without ridges and/or depressions and shall be maintained in at least as good condition as it was prior to excavation for a period of at least two years. Edge shall be sealed with two applications of material to then-current standards or specifications of the Pennsylvania Department of Transportation as to materials to be used or, if no such standards exist, then other applicable standards as adopted by the Township. To assure compliance with this provision, the person, firm, partnership, corporation, authority or other entity obtaining a permit shall advise the Township, in writing, within adequate time



prior to the time at which work is to be performed, to allow the Township to inspect or supervise the same. No cut or opening may be closed until the Township has inspected the same and approved the closure.

2. Resurfacing Requirements.

1. The following standards shall apply to the resurfacing of all streets, following any excavation or cut:

- A. In the event that more than 25% of the public street or way from curb to curb is cut or disturbed, the Public Works Director shall require that the entire street or way be resurfaced from side to side for a length or distance of up to the next manhole in each direction or up to a maximum of 400 feet of street or way beyond the disturbance or cut.
- B. When a longitudinal opening longer than 100 linear feet has been made in the pavement, the permittee shall mill and overlay the lane in which the opening was made for the entire length of roadway that was opened, in a manner authorized by the Public Works Director.
- C. When two or more transverse openings have been made in the roadway within 100 linear feet of each other, the permittee shall mill and overlay lanes in which the openings were made for the entire length of roadway between the openings, in a manner authorized by the Public Works Director.
- D. When two or more emergency openings have been made by the same permittee within 50 linear feet of roadway, the permittee shall mill and overlay lanes in which the openings were made for the entire length of roadway between the openings, in a manner authorized by the Public Works Director.
- E. If more than 50 linear feet of longitudinal or transverse openings, or both, are made in the roadway, the Public Works Director may require the permittee to mill and overlay lanes in which the openings were made for the entire length of roadway that was opened, if the Township determines that the rideability or structural integrity of the roadway has been impaired by the openings.
- F. If four or more openings are made by the same permittee within 100 linear feet of roadway, the Public Works Director may require the permittee to restore the entire disturbed roadway between the openings by milling, planing or other authorized method and overlaying the entire disturbed roadway.

3. All streets following cut and restoration shall comply with the requirements of Chapter 22 of the Codified Ordinances of the Township of Susquehanna. If a cut or other permit has been closed, the person, firm, partnership, corporation, authority or other entity cutting or opening the street and obtaining a permit hereunder remains responsible for all maintenance until final inspection of the closed cut and, in addition, a two-year maintenance bond will be required by the Township after closure. No final acceptance of a restored cut or opening in the street shall be approved unless the street so cut is mud-free, restored to its proper condition and any walkways, curbs, gutters, streetlights, fire hydrants, shade trees, water mains, sanitary sewers, storm sewers and other improvements or items affected by the cut have been restored as required by the Township.

4. As part of the applicant's permit, the applicant shall delineate the location at which any construction equipment, material or job trailer shall be placed and whether on public or private lands, if not controlled by the applicant, the applicant shall document written permission for use of the same from the owner thereof. Further, the applicant shall delineate the duration during which construction equipment, material or trailer shall be at the site specified and, in the event that the duration set forth is exceeded, an amendment shall be required to the application. It shall be the duty of the applicant to properly maintain the area on which any equipment, material or trailer is stored or placed in compliance with all applicable ordinances, statutes and codes and so as not to be a nuisance to the public or interfere with any rights of public access and so as to avoid the same being an eyesore. Unless the applicant documents a written agreement from the owner of any lands on which equipment, material or a trailer is placed to the

contrary, the applicant must, in each case, as part of their bonded work, restore the area on which any equipment, material or trailer has been placed or stored to its pre-storage condition.

5. All drilling, cutting, or repairing on any surfaced or finished public street or way in the Township shall be by directional drilling technique approved by the Township. Missile drilling or impact drilling which may cause pressure, expansion, or bulging in areas adjacent to the drilling on a public street or way is prohibited.
6. Except in emergency situations, no opening or excavation requiring a permit under the Codified Ordinances of the Township shall be commenced except at a time during the year when the same may be restored and resurfaced in full within 30 days of commencement of work, and such restoration, including resurfacing, shall be completed within 30 days of commencement of work. Because final resurfacing cannot be done in the coldest of winter months, except in emergency conditions, no permit shall be issued for regularly scheduled work which shall commence after November 1 through March 1 of each calendar year.
7. Repaving and Reconstruction.

Upon notification from the Director of Public Works of a planned street resurfacing or reconstruction, all utilities will be required to test their lines and services and to schedule necessary capital improvements and service connections prior to resurfacing or reconstruction. Thereafter, cuts will be permitted in the new pavement only in an emergency. Pave cuts made in new pavement shall be subject to a penalty. Open cutting of all pavements on streets is prohibited unless a utility is connecting to a line that is under the pavement or unless subsurface conditions prevent boring with casing. Essential services for new building construction shall be permitted. Essential services should not include the additional of an alternate or secondary source of fuel, water, heat or other service. Pavement shall be considered new for a period of two (2) years from the date of placement.

8. Preparation of Streets for Paving, Repair, or Construction.

This Part provides for the laying, renewing, and repairing of all electrical, gas, water, sewer, steam, telephone, cable television, or other pipes or conduits, in any street, before the paving or repaving of the same, and for making the necessary house connections with said pipes, and also for the necessary house connections and branches with and leading into main or lateral sewers; providing, that in no case, except as a sanitary measure for which the Board of Commissioners shall be the judge, shall the Commissioners require such house connections to be extended further from such sewers, gas, water or other pipes or conduits, than the inner line of the curbstone of such street. The Board of Commissioners may, after notice to all companies, corporations, persons, and owners affected, and in default of compliance therewith, cause said pipes to be laid, renewed, or repaired and said connections made, and collect the cost of paving and repairing all pipes and pipe connections, from the companies, corporations, or persons owning or operating the said gas, water, and other pipes or conduits, with interest; and the cost of the sewer connections shall be a lien against the land for whose benefit such connections are made. A separate lien may be filed therefor, or such sewer connection cost may be included in any lien filed for the cost of such street improvement, and the lien and the proceedings thereon shall be as in the case of other municipal liens.

9. Determination of Lines and Grades by the Engineer.

The Township Engineer shall have the final decision for the determination of lines and grades for street construction. This decision shall be based on good engineering practice and municipal standards.

10. Utility Corridor; Vertical Assignments for New Street Construction.

1. The following for pipes and conduits are assigned to the utilities operating under this Ordinance:

- A. Gas lines shall be a minimum of 30 inches below subgrade.
- B. Water and sewer lines shall be a minimum of 48 inches below subgrade.
- C. Electric lines and conduits shall be a minimum of 36 inches below subgrade.
- D. Telecommunication lines and cable television lines and conduits shall be a minimum of 24 inches below subgrade, for main lines and a minimum of four inches for service lines.

11. Horizontal and Aerial Utility Corridors.

Aerial installations of electric power transmissions, telecommunications, and cable television lines suspended from supporting poles having their base and/or support wires within the public right of way and interfering with a roadway construction, reconstruction, or repair project shall be relocated upon written order from the Director of Public Works to a point specified therein. The Township may require the utility to place its aerial facilities underground where it is deemed necessary or desirable. Hereafter, aerial installations shall be placed subject to approval by the Township. The Township shall assign horizontal corridors on a case-by-case basis for all new construction. All gate boxes, shut-off valves, and other regulating devices underground for individual customers for gas, water, sewer, steam, electric and telecommunications and cable television lines shall be located outside the right of way.

12. Determination of Reimbursement.

The Township may participate in the actual costs less betterments of utility relocation when the utility owns an existing utility right of way and interferes with a municipal construction project.

13. Commencement of Utility Relocation Activities.

Upon receipt of a letter from the Township authorizing the start of physical work, the utility shall commence work within 30 days unless otherwise stated by the Township with reasonable cause shown in order to clear the construction area. The utility shall perform the relocation work in accordance with the construction plan approved by the Township. The utility shall accomplish utility relocation to ensure its completion prior to the commencement of roadway construction. Areas of utility relocation of work that cannot be accomplished prior to the start of construction but can be accomplished simultaneously without restricting the roadway project contractor may be done concurrently with the contractor's operations when approved by the Township. It is acknowledged that field conditions occasionally necessitate revision of the utility relocation plan. It shall be the responsibility of the utility to report and justify such revisions to correct any data on file with the Township. Minor modifications of the relocation plan may be brought to the attention of the project engineer and shall be noted in the daily inspection report.

**§ 21-206 Bond.**  
**[Ord. 03-13, 12/11/2003, § 1]**

Prior to obtaining a permit, the applicant, therefor, shall deposit with the Township financial security or bond in the amount determined by the Township Engineer sufficient to cover the cost of restoration of all curb cuts and all streets, thoroughfare ways, cuts, or openings and other costs of improvements or restoration of any property disturbed. The amount of the financial security to be posted shall be equal to 120% of the cost of completion of work and restoration as of six months following the date scheduled for completion of the project. To be approved, acceptable bonds must be in the manner required and shall be maintained and reduced in the same manner as set forth in § 22-406 of Chapter 22 of the Codified Ordinances of the Township of Susquehanna.

**§ 21-207 Inspections.**

1. The Director of Public Works or their designee, shall be responsible for inspection of the work. The following inspections shall be required during the construction process:
  - A. Stone base inspection.
  - B. 25-millimeter base inspection.
  - C. Preliminary inspection at the time of work completion.
  - D. Bond release inspection.
2. The Township and/or its duly authorized representatives shall have access to the work at all times, and the permittee shall provide proper facilities for such access.
3. A seventy-two (72) hour notice shall be given to the Township when an inspection is requested by the permittee. No inspections shall be scheduled to occur after 2:30 p.m.
4. The presence of Township employees or agents shall in no way relieve the permittee of the responsibilities included under the permit or this article or be of any warrant for the furnishing of bad materials or workmanship.
5. Fees for inspections shall be established by resolution by the Board of Commissioners.

#### **§ 21-208 Notification.**

1. The applicant shall notify the Township 24 hours in advance of starting work, upon completion of temporary restoration, and upon completion of permanent restoration. For any type of pipeline replacement/installation, the applicant shall notify the Township 48 hours in advance of the start of construction or of the resumption of construction if discontinued for more than five working days.
2. Prior to the start of work and continuously throughout construction and right-of-way and workspace restoration, the applicant shall designate a field representative responsible for overseeing compliance with the conditions of this permit. This person shall be accessible by telephone during normal business hours. This person's phone number and emergency phone number shall be provided to the Township. When determined appropriate by the Director of Public Works, the applicant shall provide written notice to all landowners within 200 feet of the work area of the work to be done, including the project's time frame, limits of work, the name, telephone number, and e-mail address of the field representative, and any other issues that may impact those landowners. This notice shall be provided to those landowners at least seven days before work is to begin. The Township shall receive a copy of the notice sent to the landowners.
3. Notice to Police/Fire Departments. If, in the opinion of the Public Works Director, the work to be undertaken is such that it will prohibit or restrict the flow of traffic on any roadway within the Township, the permittee shall give the same written notice listed in § 21-210.3 to the Police and Fire Departments of the Township. The permittee shall provide proof of such notification to the Township prior to the start of such work.

#### **§ 21-209 Road Closings and Traffic Management.**

1. Traffic flow shall be maintained at all times.
2. Road closings shall be considered only under extremely difficult conditions and on a case-by-case basis, as determined by the Public Works Director.
3. Flaggers shall be used when traffic is reduced to one lane, with a one-minute maximum delay in any

one direction.

4. In all cases, the proper work zone signing in accordance with PennDOT Publication 213 shall be installed and maintained by the applicant or his agent(s).
5. A Township road shall not be closed by any group, except the Township or any municipal Authority created thereof, without first obtaining the required Township permit.
6. A Township road shall not be closed without first submitting a detour plan in accordance with PennDOT Publication 213 and obtaining approval from the Township Engineer.
7. All work zone traffic control devices per PennDOT Publication 213 must be in place prior to the closure of a Township road.
8. All detour signs shall be maintained in proper condition at all times.
9. Advance notice of a minimum of 48 hours must be provided to the Township prior to the road closure.
10. A traffic control plan shall be submitted to the Township.
11. In the case of emergencies, the above requirements may be deferred by the Director of Public Works. However, all requirements shall be met on the following day.
12. Notice shall be given to the Dauphin County non-emergency dispatch at 717-558-6900.

**§ 21-210 Defective Work; Rectification.**  
**[Ord. 03-13, 12/11/2003, § 1]**

1. If the work in opening or in filling or closing or maintaining the surface shall not be promptly or shall be unskillfully or improperly or incompletely done, the Township Engineer, or any other designated by the Board of Commissioners, may cause the same to be done in the manner they deem proper; and the expense thereof, including any overhead expense, shall be charged to the person, firm, partnership, corporation, authority or other entity by whom the opening or excavation was made together with 25% additional as a penalty.
2. No permit shall be issued to any person, firm, partnership, corporation, authority or other entity in default for any other work regulated under this section until the costs and penalty herein provided are paid, and no further permit shall be granted to any person, firm, partnership, corporation, authority or other entity unless and until the openings and excavations already caused by him, her or it have been properly filled and the surface maintained as aforesaid, in a safe condition and at the proper grade, of which the said Engineer, or other person designated, shall be the judge.

**§ 21-211 Curb and Sidewalk Cuts.**  
**[Ord. 03-13, 12/11/2003, § 1]**

Curb and sidewalks shall only be removed in sections extending from expansion joint to expansion joint. Replacement shall be according to Township specifications.

**§ 21-212 Restrictions Regarding Trees and Shrubbery.**

The permission herein granted does not confer upon the permittee or its contractors the right to cut, remove or destroy trees or shrubbery within the legal right-of-way except under specifications, regulations and conditions as the Township may prescribe.

**§ 21-213 Protection of Adjoining Property.**

The permittee shall at all times and at his or its own expense preserve and protect from injury any adjoining

property by providing proper foundations and taking other measures suitable for the purpose. Where, in the protection of such property, it is necessary to enter upon private property for the purpose of taking appropriate protecting measures, the permittee shall obtain a license from the owner of such private property for such purpose, and if he cannot obtain a license from such owner, the administrative authority may authorize him to enter the private premises solely for the purpose of making the property safe. The permittee shall, at his own expense, shore up and protect all buildings, walls, fences or other property likely to be damaged during the progress of the excavation work and shall be responsible for all damage to public or private property or highways resulting from his failure to protect and carry out said work. Whenever it may be necessary for the permittee to trench through any lawn area, the sod shall be carefully cut and rolled and replaced after ditches have been backfilled, as required in this article. All construction and maintenance work shall be done in a manner calculated to leave the lawn area clean of earth and debris and in a condition as nearly as possible to that which existed before such work began.

**§ 21-214 Penalty.**

**[Ord. 03-13, 12/11/2003, § 1]**

1. Whoever shall violate any of the provisions of this Part shall, upon conviction thereof, be sentenced to pay a fine of not more than \$1,000 and, in default of the payment of the said fine, to undergo imprisonment not to exceed 30 days.
2. Each day that a violation of this Part continues shall constitute a separate offense.
3. The Township reserves the right to bar any contractor or his employee whose work is found in noncompliance with this Part, from working within the Township limits. The Township reserves the right to refuse issuance of a permit to any applicant who fails to maintain work within the right of way in accordance with this Part, or who fails to pay sums due the Township within 30 days from the date of billing. The Township reserves the right to refuse issuance of a permit to cut new Pavement.

**§21-215 Enforcement.**

1. It shall be the responsibility of the Public Works Director or their designee for the enforcement of this Part.

Part 3

**DEDICATION OF STREETS**

**§ 21-301 Purpose.**

**[Ord. No. 18-07, 4/12/2018]**

1. To provide a listing of the requirements and procedures to be followed by a developer that desires to dedicate a street and related improvements or a portion thereof to Susquehanna Township.
2. To provide a listing of the requirements and procedures for the dedication of a private street and related improvements or a portion thereof to Susquehanna Township.

**§ 21-302 Definitions.**

**[Ord. No. 18-07, 4/12/2018]**

As used in this Part, the following terms shall have the meanings indicated:

**CARTWAY**

The portion of a street or alley which is improved, designated, or intended for vehicular use.

## **DEDICATION**

The implied or express grant of property by its owner for general public use.

## **RECORD DRAWINGS**

A graphic drawing of the original facilities or design showing those changes made during the construction process.

## **SIDEWALK**

A path or footwalk for public use located between the cartway or curbline and right-of-way line of any public or municipal maintained street or highway.

## **STREET CENTER LINE**

The center of the existing street right-of-way or, where such cannot be determined, the center of the traveled cartway.

## **STREET RIGHT-OF-WAY**

That portion of land dedicated to public use for street or utility purposes.

## **STREET, PRIVATE**

A street which is not dedicated for public use and maintenance.

## **STREET, PUBLIC**

A street which is dedicated for public use and maintenance.

## **§ 21-303 General Requirements. [Ord. No. 18-07, 4/12/2018]**

1. Offers for dedication may be submitted to the Township at any time during the calendar year; however, the Township will not act to formally accept any offer of dedication prior to April 15 nor later than September 1 of any calendar year.
2. The offer to dedicate streets and related improvements or portions thereof does not impose any duty upon the Township concerning maintenance or improvement of any streets and related improvements or portions thereof until the Township has made actual acceptance of the dedication by ordinance or resolution.
3. The developer or homeowners' association, whichever may be applicable, shall maintain all streets and related improvements or portions thereof in the subdivision or development in travelable condition, including the prompt removal of snow therefrom, until such time as the streets and related improvements or portions thereof are accepted by the Township as part of the Township highway system by ordinance or resolution. Nothing in this subsection shall waive or otherwise modify the rights granted to the Township by Sections 510 and 511 of the Municipalities Planning Code.
4. Where the Township accepts dedication of any street and related improvements or portion thereof, the Township shall require the posting of financial security as outlined in § **21-306**.
5. This Part is intended to provide a general list of requirements and procedures to facilitate street dedication. Unknown or unforeseen conditions may arise and could require the developer to provide additional information or documentation, as may be required by the Township, to fully evaluate the adequacy of the offered improvements.

**§ 21-304 Required Documentation.**  
**[Ord. No. 18-07, 4/12/2018]**

1. One original and three copies of the following documents shall be submitted to the Township with any offer of dedication:
  - A. Record Drawings. Prior to the offer of dedication and/or the consideration of the final release of the financial security posted to secure the completion of the approved plans, the developer shall provide the Township with one Mylar, one digital copy, and two prints of the final as-built plan sealed by a registered surveyor, showing the following:
    - (1) Actual location of all concrete monuments which were placed to monument the right-of-way line along at least one side of each street at the beginning and end of all curves, including intersection radii and at all angles. When the outside perimeter of a tract falls within or along an existing road right-of-way, then the right-of-way of that roadway shall be monumented at the above-referenced points.
    - (2) Actual location of all iron pins or drill holes in curbs for all individual lot lines.
    - (3) Actual cul-de-sac radius.
    - (4) Actual horizontal and vertical location of cartway center line versus right-of-way center line.
    - (5) Actual location of floodplain by elevation and dimension from property line.
    - (6) Actual location and cross section of swales and accompanying easements.
    - (7) Actual horizontal and vertical location of stormwater management facilities, including type and size of storm drainage pipes.
  - B. Legal descriptions for each street or portion thereof offered for dedication.
  - C. Graphic exhibit for each street or portion thereof offered for dedication.
  - D. Maintenance agreement for each street or portion thereof offered for dedication.
  - E. Street damage agreement (if required).
  - F. Deed of conveyance titled "Deed of Dedication" and should contain the following clause after the legal description:

The Board of Commissioners  
of Susquehanna Township,  
Dauphin County,  
Pennsylvania, in consideration  
of the within Deed of  
Dedication for the streets  
described above, and having  
satisfied ourselves that the  
above described streets have  
been constructed in accordance  
with the specifications for  
streets within the Township, do  
hereby accept dedication of the



above streets.

ATTEST: TOWNSHIP OF  
SUSQUEHANNA

\_\_\_\_\_  
\_\_\_\_\_

Township President, Board of  
Secretary Commissioners

2. All application and escrow fees as established by the Board of Commissioners and a separate check to cover all recording fees.

**§ 21-305 Procedures.**  
**[Ord. No. 18-07, 4/12/2018]**

Any offer to dedicate any street and related improvements or portion thereof shall be made on forms as may be provided by the Township, along with all required supporting documentation and required fees.

1. Following submission of the required plans, documents and fees, one copy is forwarded to the Township Solicitor and one copy is forwarded to the Township Engineer for their respective review and processing.
2. Following submission of all required documents, plans, etc., an on-site observation will be conducted to determine the need for (or lack thereof) any repairs to the improvements.
3. Upon completion of the review of the documents, the on-site observation and the completion of any necessary repairs, the request will be scheduled for official action by the Board of Commissioners at a public meeting held between April 15 and September 1.
4. If all is determined to be acceptable, the Board needs to execute and/or authorize the execution of all necessary documents. The applicable executed documents are then forwarded to the Township Solicitor for final review and recordation.
5. When the necessary documents have been recorded, the Township needs to forward executed and recorded copies of the necessary documents to PennDOT to have the street added to the Township's Liquid Fuels Register.

**§ 21-306 Financial Security.**  
**[Ord. No. 18-07, 4/12/2018]**

1. Posting of financial security to secure structural integrity of said street and related improvements or portion thereof as well as the functioning of said street and related improvements or portion thereof in accordance with the design and specifications as depicted on the final plan for a term of 18 months from the date of acceptance of dedication.
2. Financial security shall be of the same type as otherwise required in Section 509 of the Pennsylvania Municipalities Planning Code (MPC) with regard to installation of such improvements, and the amount of such financial security shall be 15% of the actual cost of the installation of the said street and related improvements or portion thereof.

§ 21-307 **Criteria for Streets Dedicated to the Public.**  
**[Ord. No. 18-07, 4/12/2018]**

1. Streets that are proposed to be dedicated as part of a subdivision or land development application shall meet the minimum standards set forth under Chapter **22**, Part **5**, of the Subdivision and Land Development Ordinance for collective street standards (as a minimum) along with any other street standards.
  - A. When a developer requests the Township to consider the acceptance of dedication of any street and related improvements or portion thereof and less than 100% of the total number of lots or units of occupancy of the project are complete, and in exchange for such consideration, the developer shall enter into a developer's agreement with the Township and shall be required to provide financial security, to secure against street damage caused by construction of the remaining lots or units of occupancy. Said agreement shall be in a form acceptable to the Township.
  - B. The form of the developer's agreement as well as the conditions to be included therein shall be developed and agreed upon by the Township and the developer at such time as the developer requests the Township to consider the acceptance of dedication of any street and related improvements or portion thereof and less than 100% of the total number of lots or units of occupancy of the project are complete. The Township shall hold such financial security and utilize it to pay for the repair of any damage occurring to the street and related improvements or portion thereof during the period between the commencement of construction of any particular lot or unit of occupancy and the completion of such construction, irrespective of whether or not it can be established that the damage to the street was caused by contractors or other persons working in and about the lot or unit of occupancy.
  - C. Acceptance of street not guaranteed. Acceptance of a street offered for dedication is at the sole discretion of the Board of Commissioners. Compliance with the requirements of this article does not guarantee acceptance of an offer of dedication.
2. Existing, built private streets originally proposed to remain private, but which are now being offered to the Township for dedication, shall meet the minimum standards as follows:
  - A. The street must have a minimum cartway width of 30 feet. A minimum thirty-three-foot right-of-way must be dedicated.
  - B. For streets that terminate where no alternate vehicular path exists, the street must terminate in a circular cul-de-sac with a minimum forty-foot radius. Streets which terminate in a T-shaped turnaround, no-turnaround, or parking spaces will not be considered for adoption.
  - C. Streets which allow for forty-five-degree or ninety-degree on-street parking will not be considered for adoption.
  - D. Sidewalk must be provided on both sides of the street.
  - E. Curbs and gutters must be installed.
  - F. The street should be a minimum of 250 feet in length and shall not exceed 800 feet in length.
  - G. All requirements for minor streets/cul-de-sacs must be met from § **22-502** of the Township Subdivision and Land Development Ordinance, including material specifications.
  - H. The Township Engineer shall perform an assessment of the street, including a core boring to determine the respective subbase depth, in order to verify compliance with Township requirements. The cost of the Township Engineer's field work shall be the responsibility of the applicant.

- I. The applicant shall be fully responsible for all professional fees and costs related to the preparation of plans and documents required for the offer of dedication of the roadway. An escrow shall be provided for the review of the plans and documents by the Township Engineer and Solicitor.
- J. The applicant shall be required to post a maintenance guarantee consistent with the requirements of a new street dedication as outlined in § **21-306**.
- K. The entire right-of-way of the proposed road shall be fully monumented, including all horizontal changes in direction, such as points of curvature and tangency, along both sides of the ROW.

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# Susquehanna Township

## Trap – Neuter - Return Program Guidelines

Free-roaming and feral cats (aka Community Cats) live in our community and make their homes wherever they can find food and shelter. They are typically un-owned or semi-owned cats, comprised of both strays (lost and abandoned former pets who may be suitable for home environments) and feral (extremely fearful of people and not welcoming of human attention, making them unsuitable for home environments), who are the offspring of other feral or stray cats. Susquehanna Township recognizes the need for innovation in addressing the issues presented by Community Cats. To that end, it recognizes that Trap-Neuter-Return (TNR) is an effective and humane method to manage and, over time, reduce the population of Community Cats.

Susquehanna Township is here to help residents manage the Community Cat population by supporting participants in board-approved TNR programs. Participants of the TNR program must comply with the guidelines outlined in this policy as recommended by the Township.

### Definitions

**Community Cat:** A cat that is abandoned, stray, lost, or feral. A community cat is not to be classified as a Public Nuisance Animal merely for being repeatedly found at large.

**Community Cat Caregiver:** A person who, following Trap-Neuter-Return, provides care, including food, shelter, or medical care, to a Community Cat. A Community Cat Caregiver shall not be considered the owner, harbored, controller, or keeper of a Community Cat.

**Ear tipping:** The removal of the ¼ inch tip of a Community Cat's left ear, performed -while the cat is under anesthesia, to identify the Community Cat as being sterilized and lawfully vaccinated for rabies.

**Trap-Neuter-Return (TNR):** The process of humanely trapping, sterilizing, vaccinating for rabies, ear tipping, and returning Community Cats to their original location.

### Health Concerns with Community Cats

Community Cat colonies can cause health concerns among residents of the area. While most feline infectious diseases primarily affect cats, some can be transmitted from cats to people. Cat fecal matter can transmit diseases, as can cat scratches and bites. Mites and fleas are also associated with cats. These health concerns, along with cats getting into trash cans, hiding in cars, destroying gardens and flower beds, attracting insects, and spraying, can impact the quality of life of Township residents.

## Rules

The following rules are established as best management practices in participating in a TNR program that can reduce unpleasant smells, sounds, and property damage from Community Cats. Best Practices are important not only for the cats and people who care for them, but for the entire community.

### Feeding Times

1. Establish a set time and place to feed the cats each day, during daylight hours, and only feed enough to last one feeding. This practice helps the cats get on a schedule, and it will eliminate attracting other wildlife.
2. Cats should be fed as much as they can eat in a 30-minute period, then all remaining food should be removed.
3. Food should be placed in unset traps for one to two weeks before setting them so the cats can become accustomed to walking into them.
4. Use bowls or plates rather than placing the food directly on the ground, which can leave residue and attract bugs.
5. Replace water regularly, using clean bowls.
6. Automatic feeders cannot be used.

### Feeding Station

1. Feeding stations should be placed in areas free of human traffic and in discreet locations that are unlikely to attract attention.
2. The feeding station must be kept neat and tidy. Clean up uneaten food, bowls, cans, and anything else that might be considered trash (and which, if left unattended, might draw attention to the cats).
3. The feeding station should shield the food and water from the elements and allow a cat or two to be inside while eating.
4. Locate the feeding station in a place where traps can be left safely overnight.

### Shelter

1. Provide a shelter so the cats are not nesting in places where they are not wanted.
2. Shelters should be hidden and placed in secluded areas to help guide them away from unwanted areas, such as gardens, cars, and .
3. Shelters shall be located away from the property line of neighboring properties.

### Cat Waste

1. Establish a litter box. Create a defined sandy area to keep the cats from eliminating in areas you don't want them to.
2. Cover the litter box with a lid to reduce odors from the litter box.
3. The litter box must be located away from neighboring properties.
4. The litter box and any feces outside the litter box must be regularly picked up daily. Always remove cat waste from outdoor areas using a bag and
5. throwing it away.
6. The sand or litter material used in the litter box must be replaced at least monthly.

7. Plant a bed of catnip in the area near the litter area to draw cats away from flowerbeds.

All cats in the colony should be trapped, altered, and vaccinated against rabies. Ear tipping is required once trapped, which allows community members to know how many Community Cats have been sterilized and vaccinated.

More information on deterring cats from your property can be found on the Township website at [www.susquehannatwp.com/TNR](http://www.susquehannatwp.com/TNR).

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