



Susquehanna

TOWNSHIP

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Susquehanna Township Board of Commissioners

Workshop Agenda

June 22, 2023

Pincus Room

6:30 p.m.

- A. CALL TO ORDER
 - B. ROLL CALL
 - C. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE
 - D. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS
 - E. APPROVAL OF MINUTES – None.
 - F. RECOGNITIONS AND PRESENTATIONS
1. A PROCLAMATION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA DESIGNATING JULY TO BE PARKS AND RECREATION MONTH IN SUSQUEHANNA TOWNSHIP AND JULY 21ST AS PARKS AND RECREATION PROFESSIONALS DAY
Doug Knaus, Director of Parks and Recreation

Narrative

Provided with the agenda is a copy of a proclamation designating the month of July as Parks & Recreation Month in Susquehanna Township and July 21st as Parks & Recreation Professionals Day. This year's theme is "Where Community Grows," and celebrates the vital role of parks and recreation professionals in bringing people together, providing essential services, and fostering growth in our community.

Recommended motion: That the Board of Commissioners adopt the proclamation designating July to be Parks and Recreation Month and July 21st to be Parks and Recreation Professionals Day in Susquehanna Township.

G. TRAFFIC STUDY REQUESTS

1. Davis Street Traffic Study (Ward 6)

- a. *Staff Recommendation – That the Board of Commissioners table this item until the road project is completed on Davis Street.*

H. ACTION ON ORDINANCES, RESOLUTIONS, CONTRACTS, SUBDIVISION AND LAND DEVELOPMENT PLANS, AND GENERAL BUSINESS

1. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA, DESIGNATING MID PENN BANK AS THE CENTRAL BANKING DEPOSITORY FOR SUSQUEHANNA TOWNSHIP

Jill Lovett, Director of Finance

Narrative

In March 2023, a Request for Proposals (RFP) for banking services was issued to twelve banks with responses due April 14th. The objectives of this RFP were to identify the banking institution that can offer the most beneficial services and competitive rates at the best value to the Township. By the deadline, Susquehanna Township received six responses. Each response was evaluated against a rubric developed by staff emphasizing key variables for consideration. Essentially, interest rates and service fees were the main drivers in the rubric. On June 13th, staff met with the Budget & Finance Committee members to discuss the responses and recommended Mid Penn Bank as the institution that met the criteria. Staff concurs with this recommendation. Provided with the agenda is a copy of the resolution designating Mid Penn Bank as the central banking depository for Susquehanna Township. The Susquehanna Township Authority maintains its funds with Mid Penn Bank, as well.

Recommended motion: That the Board of Commissioners adopt the resolution designating Mid Penn Bank as the central depository for Susquehanna Township.

2. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER TO EXECUTE A MASTER SERVICES AGREEMENT WITH COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC FOR DEDICATED FIBER TO THE TOWNSHIP OFFICES AT 1900 LINGLESTOWN ROAD

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of an agreement for Comcast dedicated fiber Internet service. Due to the increasing demand on bandwidth from Township functions, there is an immediate need to provide suitable download and upload Internet speeds for

operational support and efficiency. This is largely the result of increasing reliance on cloud-based technology for applications such as digital forensics, police in-car and body-worn camera footage, permitting and code enforcement, phone service, and more. To address the short- and long-term needs for expanded bandwidth, staff is recommending the Board authorize an agreement with Comcast for the installation of dedicated fiber to the Township building.

Recommended motion: That the Board of Commissioners authorize the Township Manager to execute a Master Services Agreement with Comcast for dedicated fiber to the Township offices located at 1900 Linglestown Road.

3. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER TO EXECUTE A SERVICE ORDER AGREEMENT WITH COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC FOR INTERNET SERVICE TO THE TOWNSHIP OFFICES AT 1900 LINGLESTOWN ROAD

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of an agreement for Comcast Internet service. This agreement will consolidate the existing Internet accounts providing service to the Township facility and upgrade the speeds from 75 MBPS to 250 MBPS. The result will be a cost savings to the Township due to the consolidation of accounts, and an immediate upgrade over current bandwidth. This service would be used to provide backup Internet and support voice and other ancillary needs.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the Township Manager to execute a Service Order Agreement with Comcast for Internet Service to the Township Offices at 1900 Linglestown Road.

4. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA APPOINTING ALTERNATE MEMBERS TO SERVE ON THE SUSQUEHANNA TOWNSHIP PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2026

Betsy Logan, Assistant Township Manager

Narrative

Pursuant to Section 203(e) of the Pennsylvania Municipalities Planning Code, staff is recommending the Board appoint three residents to serve as alternates to the Planning Commission. This would provide additional support for meetings where a quorum of

core members cannot be achieved. Alternates are appointed to four-year terms and may participate fully in any deliberation of the Planning Commissioner; however, they may not vote unless designated by the Chair and in the absence of quorum. The recommended appointments are Gary Rothrock, Diane Kripas, and Stephen Drachler for term ending December 31, 2026.

Recommended motion: That the Board of Commissioners adopt the resolution appointing Gary Rothrock, Diane Kripas, and Stephen Drachler to serve as Alternate Members of the Planning Commission for a term expiring December 31, 2026.

5. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT AND SECRETARY TO EXECUTE AN EASEMENT AGREEMENT WITH CAPITAL BLUE CROSS, INC. FOR PROPERTY LOCATED AT 2500 ELMERTON AVENUE (TAX PARCEL 62-023-068)

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution accepting conveyance of an easement for \$1.00 consideration to enable construction of a turnaround at the end of Goose Valley Road. The easement area is located in the rear of property at 2500 Elmerton Avenue and the property owner is Capital Blue Cross. A “hammerhead” feature is proposed to be constructed with the 2023 paving projects.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the President and Secretary to execute an easement agreement with Capital Blue Cross, Inc. for property located at 2500 Elmerton Avenue.

6. AWARD OF CONTRACT 2023-C2ST – ROAD PROJECTS

Alex Greenly, Township Engineer

Narrative

Provided with the agenda is a copy of the bid tabulations for Contract 2023-C2ST – Road Projects. Streets that were bid as a base bid include segments of Valley Road; Goose Valley Road; Crooked Hill Road; and Rose Hill Road. Additionally, several alternates were included in the bid package including two different methodologies for paving Locust Lane; the Goose Valley Road turnaround; and Maple Shade paving and shoulder work. The Public Works Committee met on Thursday, June 15th and is recommending the Board award the contract including Alternates #1, 2, and 4 to Construction Master Services, LLC in an amount of \$954,119.50.

Recommended motion: That the Board of Commissioners award Contract 2023-C2ST,

Road Projects including Alternates #1, 2, and 4 to Construction Master Services, LLC in an amount of \$954,119.50.

7. AWARD OF CONTRACT 2023-P2ST – EDGEMONT PARK ADA UPGRADES
Doug Knauss, Director of Parks and Recreation

Narrative

With the renovation to the Edgemont Community Park Playground, the access to the playground also needs to be ADA accessible. The current path to the playground area does not meet ADA accessibility per code since we are updating the playground, we also need to make the site ADA accessible.

HRG has prepared plans and bid the project. The Township received seven bids with Kinsley Construction Sitework as the low bidder at \$125,200. This is approximately \$25,000 more than planned due to the cost of the aluminum handrail (\$335 per/lf.). This project will be paid for through the Developers Recreation Fund.

Recommended motion: That the Board of Commissioners award Contract 2023-P2ST – Edgemont Park ADA Upgrades to Kinsley Construction Sitework in an amount of \$125,200.

8. AWARD OF CONTRACT 2023-P3ST – VETERANS PARK FENCE REPAIR
Doug Knauss, Director of Parks and Recreation

Narrative

Due to a storm on June 3, 2023, the tennis court at Veterans Park sustained major damage with a section of fencing blown over at one end, fencing and footers being lifted out of the ground at the other end, and poles being bent on one side of the fencing causing the need for a complete replacement of the fence.

Staff has submitted the damage as an insurance claim with the PennPRIME and it has been assigned a claim number. Staff received a quote from Tyson Fence to install a new fence around the tennis court area. The cost of replacement is \$39,890 through COSTARS; however, the direct cost to the Township will be the \$1,000 insurance deductible. Provided with the agenda is a copy of the proposal and contract from Tyson Fence.

Recommended motion: That the Board of Commissioners award Contract 2023-P3ST – Veteran’s Park Fence Repair to Tyson Fence Company, Inc. in an amount of \$39,890.00

9. AWARD OF CONTRACT 2023-C3ST – THERMOPLASTIC

Travis Mease, Public Works Operations Manager

Narrative

The Capital Region Council of Governments issued its annual line painting bid solicitation, and Alpha Space Control, LLC was the successful low bidder for Susquehanna Township. Provided with the agenda is the estimate from Alpha Space Control for Thermoplastic application as described in the attached email from the Public Works Director dated June 12th. Staff is recommending the Board award the contract in the amount of \$55,768 to Alpha Space Control, LLC. The Township will use Liquid Fuels funds for the contract.

Recommended motion: That the Board of Commissioners award Contract 2023-C3ST – Thermoplastic to Alpha Space Control, LLC in an amount of \$55,768.

10. ORDINANCE AMENDMENT DISCUSSION – CHAPTER 16, PARKS AND RECREATION

Doug Knauss, Director of Parks and Recreation

Narratives

The Parks and Recreation Department has identified several needed updates to Chapter 16, Parks and Recreation of the Susquehanna Township Code of Ordinances. Provided with the agenda is a memorandum from Doug Knauss, Director of Parks and Recreation, summarizing the proposed changes. This evening, the Board is asked to authorize staff to draft an amendment to the ordinance including those items identified and refer the draft amendment to the Recreation Advisory Committee for review and a recommendation.

Recommended motion: That the Board of Commissioners direct staff to draft an ordinance amendment to Chapter 16, Parks and Recreation and refer the draft to the Recreation Advisory Committee for review and a recommendation.

I. CONSENT AGENDA

1. Building Renovation Project – Pay Application #10 (\$2,947.10)
2. Authorization of new hire in the Susquehanna Township Police Department
3. Bartlett Tree Experts Proposal – Shutt Mill Park Tree Work

J. COMMISSIONER COMMENTS

K. ADJOURNMENT

NOTE: TO ACCOMMODATE ALL CITIZENS, INDIVIDUAL SPEAKERS WILL BE PERMITTED THREE MINUTES TO ADDRESS THE BOARD.

NOTE: PLEASE PLACE ALL CELL PHONES AND OTHER ELECTRONIC DEVICES ON SILENT MODE.

NOTE: THE TOWNSHIP MEETINGS ARE RECORDED.