



# Susquehanna TOWNSHIP

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## Susquehanna Township Board of Commissioners

### Workshop Agenda

July 27, 2023

Pincus Room

6:30 p.m.

- A. CALL TO ORDER
- B. ROLL CALL
- C. ANNOUNCEMENT OF EXECUTIVE SESSION
- D. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE
- E. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS
- F. APPROVAL OF MINUTES
  - 1. July 13, 2023 Board of Commissioners Regular Meeting Minutes
- G. RECOGNITIONS AND PRESENTATIONS
  - 1. APPOINTMENT OF FIFTH WARD COMMISSIONER  
*David Pribulka, Township Manager*

#### **Narrative**

On July 13<sup>th</sup>, the Board of Commissioners accepted the resignation of Fifth Ward Commissioner Tom Pyne and announced an application period for qualified residents to submit letters of interest in serving as the appointed Fifth Ward Commissioner. The appointment would be effective immediately and would be for the remainder of Commissioner Tom Pyne's unexpired term, or December 31, 2023. Provided with the agenda are any letters of interest received for the vacancy. The Board is asked to recognize each applicant and vote on one to fill the vacancy. If the Board is unable to agree on a replacement, the Vacancy Board will be convened and have fifteen days to decide on an appointment before it is advanced to the Dauphin County Court of Common Pleas. The Honorable Judge Marian Urrutia will be present to swear in the appointed Commissioner.

*Recommended motion: That the Board of Commissioners appoint \_\_\_\_ as Commissioner of the Fifth Ward to a term beginning July 27, 2023, and expiring December 31, 2023.*

**H. TRAFFIC STUDY REQUESTS – NONE**

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

**1. RESOLUTION 2023-R-21 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY AUTHORIZING THE BOARD PRESIDENT, TOWNSHIP MANAGER, AND FINANCE DIRECTOR TO BE SIGNATORIES ON TOWNSHIP BANK ACCOUNTS WITH MID PENN BANK**

*Jill Lovett, Director of Finance*

**Narrative**

Provided with the agenda is a copy of a resolution authorizing the Board President, Township Manager, and Finance Director to serve as signatories on Township bank accounts placed with Mid Penn Bank. Mid Penn Bank was recently appointed as the central depository for Township funds and the process to transition from Centric Bank is underway.

*Recommended motion: That the Board of Commissioners adopt the resolution authorizing the Board President, Township Manager, and Finance Director to be signatories on Township bank accounts with Mid Penn Bank.*

**2. PRELIMINARY/FINAL MINOR SUBDIVISION PLAN – 399 NORTH 39<sup>TH</sup> STREET PLAN**

*Mack Breech, Community Planner*

**Narrative**

Provided with the agenda is a copy of the Preliminary/Final Minor Subdivision Plan submitted for 399 North 39<sup>th</sup> Street. The plan aims to create two new building lots from the existing lot at 399 North 39<sup>th</sup> Street. Proposed lot 2 would be .33 acres in size and have frontage along Elmerton Avenue. Proposed lots 3 and 4 are each over an acre in size and front along North 39<sup>th</sup> Street. No development is called for with this plan. This project is located in the R-2, Medium Density Residential Zoning District (Ward 4). Additionally, the applicant has requested two waivers:

1. §22-404. Preliminary Plan Procedure: Plan was submitted as a Preliminary/Final Plan.

2. §22-403. B.5. Drawing Scale [1"=100']: Drawing scale of [1"=30'] was used.
3. §22-1102 Monuments & Markers: A corner point exists in a stream, and a marker cannot be set.

At their meeting on June 26<sup>th</sup>, the Planning Commission recommended approval of all three waivers as requested and the plan, subject to the following conditions:

1. The applicant shall provide all required signatures and seals.
2. Proposed property markers and/or monuments shall be installed and inspected by the Township Engineer before recording the plan.
3. The applicant shall provide financial security for the timely, proper, and complete construction of all applicable improvements.
4. The applicant shall pay all required fees.
5. The applicant shall provide the date of approval for all waiver requests on the cover sheet of the plans.
6. The applicant shall revise the mislabeled PID 35-050-000 on the Plan.

*Recommended motion #1: The Board of Commissioners approve the waivers from §§22-404, 22-403.B.5., 22-102 as outlined.*

*Recommended motion #2: The Board of Commissioners approve the Preliminary/Final Minor Subdivision Plan for 399 North 39<sup>th</sup> Street, subject to the conditions as recommended by the Planning Commission.*

### **3. DC LOCAL SHARE GRANT – REQUEST FOR CO-SPONSORSHIP**

*David Pribulka, Township Manager*

#### **Narrative**

The Board of Commissioners heard requests for co-sponsorship made by non-municipal agencies for the 2023/2024 Dauphin County Local Share Grant at its Regular Meeting on July 13<sup>th</sup>. Since that time, staff has received requests from potential applicants that the Board approve an exemption from the guidelines that established a July 5<sup>th</sup> deadline for submission. Staff is unable to authorize such exemptions; however, if the Board does agree to co-sponsor the applicants, letters could be submitted to the Dauphin County Gaming Board prior to the August 1<sup>st</sup> grant deadline. Provided with the agenda are copies of any additional requests for co-sponsorship received.

*Recommended motion: That the Board of Commissioners approve the co-sponsorship requests for the 2023/2024 Dauphin County Local Share Grant.*

### **4. REVIEW OF DRAFT ZONING ORDINANCE AMENDMENT**

*Mack Breech, Community Planner*

## **Narrative**

As part of implementing *Sustainable Susquehanna 2030*, a Township Planning Steering Committee has been working with a consultant and the Township Solicitor to provide a comprehensive rewrite of the Zoning Ordinance and Zoning Map. As required by the Pennsylvania Municipalities Planning Code, we request that the Zoning Ordinance be provided to the Planning Commission to hold a public meeting to discuss the draft ordinance. Prior to that referral, staff is requesting a meeting of the Working Group to review and resolve any outstanding items. Provided below are links to the DRAFT Zoning Ordinance and Map Amendments.

[DRAFT Susquehanna Township Zoning Ordinance Amendment](#)

[DRAFT Susquehanna Township Zoning Map Amendment](#)

*Recommended motion: That the Board of Commissioners direct the Working Group to review the draft Zoning Ordinance amendment and, once complete, refer the document to the Planning Commission to hold a public meeting on the draft as provided in Section 607 of the Pennsylvania Municipalities Planning Code.*

## **5. REVIEW OF DRAFT STREETS & SIDEWALKS ORDINANCE AMENDMENT**

*David Pribulka, Township Manager*

### **Narrative**

Provided with the agenda is a copy of a redlined draft amendment to Chapter 21, Streets and Sidewalks of the Susquehanna Township Code of Ordinances. The purpose of this amendment is several fold, including to impose a moratorium on new pave cuts for utilities and private contractors after the Township has completed repaving a street. This will enable longer preservation of newly paved road surfaces. Additionally, regulations have been proposed related to the maintenance of sidewalks and curbs; street cut permitting; utility notifications; inspections of work performed; traffic control; and penalties for noncompliance. Staff will introduce the agenda item, and it is requested that the Board provide review and comment of the draft amendment and refer it to the Susquehanna Township Public Works Committee for further review and a recommendation. The draft will then be presented back to the Board of Commissioners, inclusive of any comments or edits from the Public Works Committee, to authorize advertisement of a public hearing on the amendment.

*Recommended motion: That the Board of Commissioners refer the draft Streets & Sidewalks Ordinance Amendment to the Public Works Committee for review and comment.*

**6. REVIEW OF DRAFT PERSONNEL POLICY AMENDMENTS**

*David Pribulka, Township Manager*

**Narrative**

Staff has been working on amendments to the Susquehanna Township Personnel Policy to include further provisions relating to Social Media; Return to Work from injury; Remote Work; Outside Employment; Information Technology; and Drug Free Workplace (Medical Marijuana).

Provided with the agenda are copies of the draft policies presented this evening for the Board's initial review. It is notable that several of these policies will not apply to Union members or Township employees whose employment contracts have superseding language. In other applications, the policies presented this evening will apply to all employees and officials of the Township. The drafts have not been reviewed by the Township Solicitor, and it is recommended that they be reviewed for legal compliance prior to their presentation to the Board for adoption by resolution. This evening, the Board is requested to review the draft policies and refer them to the Administration & Personnel Committee for review and a recommendation.

*Recommended motion: That the Board of Commissioners refer the draft Personnel Policy Amendments to the Administration & Personnel Committee for review and comment.*

**7. AUTHORIZATION TO INSTALL A SEDIMENT/TURBIDITY BACKWASHING FILTER SYSTEM IN THE PUBLIC WORKS MAINTENANCE FACILITY**

*Nate Bragunier, Director of Public Works*

**Narrative**

Provided with the agenda is a proposal from H.L. Bowman to install a sediment/turbidity backwashing filter system in association with the new water line installed at the Public Works Maintenance Facility at 1955 Elmerton Avenue. Staff is recommending approval of the proposal to complete the project.

*Recommended motion: That the Board of Commissioners authorize the proposal by H.L. Bowman to install a sediment/turbidity backwashing filter system in the Public Works Building.*

**J. CONSENT AGENDA**

- 1. Paxton Church Road Stabilization Project – Pay Application #1 (\$76,819.50)**
- 2. Paxton Church Road Stabilization Project – Pay Application #2 (\$397,059.73)**

3. Civil Service List Certification
4. Authorization to hire Dalton Aldrich to the Susquehanna Township Police Department
5. Authorization to hire A.J. Young to the Susquehanna Township Police Department
6. Letter of Support Request – PennDOT John Harris Memorial (South) Bridge Grant Application

**K. COMMISSIONER COMMENTS**

**L. 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.**