



# 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.**

**MINUTES**

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

**REGULAR MEETING  
JULY 13, 2023**

**REGULAR MEETING:**

President Lynch called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, July 13, 2023, at 6:45 PM.

**EXECUTIVE SESSIONS:**

President Lynch informed those in attendance that Executive Sessions occurred prior to this meeting and the Workshop Meeting on June 22, 2023. At these meetings matters as allowed by law were discussed.

**ROLL CALL:**

**COMMISSIONERS:**

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

**TOWNSHIP PERSONNEL:**

David Pribulka – Secretary-Manager  
Morgan Madden, Esq. – Township Solicitor  
Betsy Logan – Assistant Township Manager  
Alex Greenly, P.E. – Township Engineer  
Douglas Knauss – Director of Parks & Recreation  
Nathan Bragunier – Director of Public Works  
Kathy Fry, Executive Assistant

**OTHERS IN ATTENDANCE:**

Martin Harris, Pastor Earl Harris, Deepak Sharma, Charles Graves, Nupur Aggarwal, Olufemi Ogunnaike, Kendra McDowell, Michael Fure, James Short, Sharon Bass, Andrea Weikert, Jonathan Baus, Mike Gennett, Debbie Tramontin. Daniel Mills, Joseph Green, John & Sheila Heapes, and Laura Pyne

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

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

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

Mike Gennett and Debbie Tramontin of 205 Montrose Street were in attendance to voice their concerns regarding truck traffic and the signs that were posted in their area after the traffic study. They noted that the signs that were posted are confusing, and trucks cut through their residential neighborhood. This makes for a very unsafe situation for the kids, dogs, bicyclists, and pedestrians in this area.

**APPROVAL OF MINUTES**

Commissioner Hisiro moved to approve the June 8, 2023, Board of Commissioners Regular Meeting Minutes. The motion was seconded by Commissioner Pyne and then unanimously approved.

Commissioner Hisiro moved to approve the June 22, 2023, Board of Commissioners Workshop Meeting Minutes. The motion was seconded by Commissioner Pyne and then unanimously approved.

**RECOGNITIONS AND PRESENTATIONS:**

**1. 2023/2024 DAUPHIN COUNTY LOCAL SHARE GRANT PROGRAM - CO-SPONSORSHIP REQUEST PRESENTATIONS**

David Pribulka, Township Manager reported that the fund for these grants is received from the proceeds from gaming revenue at the casino located in East Hanover Township. He noted that the County opens a small portion of the funding for these grants to contiguous and non-contiguous municipalities and to municipal and non-municipal applicants.

Martin Harris, owner of American Design Technology was in attendance to request support of the \$75,000 grant proposal he will be submitting to the County for the facility he plans to open for professional and management training. The funds if received, would be used for start up improvements of a leased building, electronic equipment, and office materials.

Pastor Earl Harris and Olufemi Ogunnaike, the Administrator of Apex Healthcare Services were in attendance to request support for a \$70,000 grant they will be submitting to the County to purchase newer used vehicles. These vehicles will assist employees who do not own their own vehicles or have access to public transportation with getting to disabled client’s homes so that they may provide the assistance that they need.

Michael Fure of the Ecumenical Retirement Village was in attendance to request support for the grant application they will be submitting to the County in the amount of \$75,000. This grant, if received, will assist in the purchase of locks for their facility. The lock hardware in their buildings is approximately 25 years old and was damaged due to cleaning that had to occur during the pandemic.

James Short of the Greater Zion Missionary Baptist Church was in attendance to request support for the Grant application they will be submitting to the County in the amount of \$125,000. This grant, if received will be used to replace 7 air conditioning units and the sidewalk along Progress Avenue. He noted that the air conditioning units are more than 20 years old, and the refrigerant used will go out of production soon. Commissioner Hisiro noted that he believed the maximum grant amount that could be requested was \$75,000. This amount was then confirmed by Solicitor Madden.



Deepak Sharma and Nupur Aggarwal owners of the Kiddie Academy of Harrisburg were in attendance to request support in securing a \$75,000 grant from the County to purchase playground equipment, interactive projection, smart boards, disinfecting equipment, computers, laptops, and tablets.

Kendra McDowell, Director of Premier Health & Human Services was in attendance to request support for this grant from the County in the amount of \$75,000 for two new projects. The first project would help assist people with transportation to medical appointments by utilizing non-emergency transportation. The second project would create podcasts that would assist disadvantaged children with improving their reading skills.

Pastor Joseph Green of the Saint Paul Missionary Baptist Church was in attendance to request support for this grant to the County in the amount of \$75,000. This grant, if received would help to offset the costs of updating the church's restrooms, roof repairs, sound and video equipment, and the paving and resealing of the parking lot.

Andrea Weikert of the HANNA Foundation was in attendance to request support for a \$75,000 grant request from the County to purchase cameras for the Susquehanna Township High School and Thomas W. Holtzman Elementary School. These cameras will assist in the security and safety of students and staff at these buildings.

Commissioner Hisiro moved that the Board of Commissioners approve the requests for co-sponsorship from non-municipal applicants for the 2023/2024 Dauphin County Local Share Grant Program. He noted that the letter from Greater Zion Missionary Baptist Church would need to be updated to the correct requested amount of \$75,000. The motion was seconded by Commissioner Faylona and then unanimously approved.

## **REPORTS OF COMMITTEES**

1. Building & Grounds – No Report
2. Budget, Finance, Insurance & Pension – Commissioner Pyne had no report but did note that the audit report is still pending.
3. Public Works – No Report
4. Health & Sanitation – Commissioner Rebarchak reported that there will be one yard waste pickup this month and it will occur on July 15<sup>th</sup>.
5. Administration & Personnel – No Report
6. Police – No Report
7. Fire, EMS, EMA – Commissioner Hisiro reported that a fundraising event for EMS was held last evening at Texas Roadhouse where they received 15% of the proceeds.

Manager Pribulka noted that a Fire Study is currently underway and site visits will occur next week.

8. Recreation – Commissioner Faylona reported that the Recreation Advisory Committee met on June 20<sup>th</sup> and the Wedgewood Hills Master Plan was presented on June 27<sup>th</sup>.

9. Planning & Zoning – Commissioner Rothrock reported that the Planning Commission met on June 26<sup>th</sup>. At this meeting, a Preliminary/Final Minor Subdivision Plan for 399 North 3<sup>rd</sup> Street was presented and recommended to the Board of Commissioners for their approval. Six other items on the agenda were table until a later meeting.

Commissioner Rothrock also reported on the Zoning Hearing Board that occurred on July 5<sup>th</sup>. At this hearing, a special exception and variances were requested and approved for the expansion of a non-conforming use.

10. School Board – No Report

11. Authority – Vice President Napper reported that the budget and future projects were discussed at the most recent meeting.

12. Shade Tree – Commissioner Pyne reported that tree planting is slated to occur this fall. He also noted that the Shade Tree Committee Meeting has been rescheduled to July 27<sup>th</sup>.

13. Communications – No Report

14. Human Relations – Commissioner Hisiro reported that the Township will be sponsoring a table at the Pride Fest that is to be held at Soldier’s Grove on July 29<sup>th</sup> from 11:00 AM to 6:00 PM.

## **BIDS AND AGREEMENTS**

### **1. AUTHORIZATION TO PURCHASE TWO NEW DUMP BEDS FOR PUBLIC WORKS**

Nathan Bragunier, Director of Public Works reported that the chassis of these trucks have already been purchased. This purchase would allow for the upfitting which includes dump beds, plows, and LED lighting.

Vice President Napper moved that the Board of Commissioners approve the purchase of two new dump beds from U.S. Municipal for a total amount of \$181,320. The motion was seconded by Commissioner Engle and then unanimously approved.

## **ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS**

### **1. RESOLUTION 2023-R-20 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA RATIFYING A SIDE LETTER AGREEMENT WITH THE SUSQUEHANNA TOWNSHIP POLICE ASSOCIATION TO ESTABLISH A RECRUITMENT INCENTIVE FOR NEWLY HIRED OFFICERS**

Manager Pribulka reported that this recruitment incentive for newly hired police officers, if approved would provide them with payments totaling up to \$10,000 over three years. This agreement would be

retroactive to January 1, 2023, in effect for one year, and would be subject to an annual renewal by mutual agreement.

Commissioner Pyne moved that the Board of Commissioners adopt the resolution ratifying a Side Letter Agreement with the Susquehanna Township Police Association for the establishment of a recruitment incentive. The motion was seconded by Commissioner Faylona and then unanimously approved.

## **REPORTS**

1. Township Manager – Manager Pribulka gave an overview of his report to the Board of Commissioners. These highlights included the items discussed at the recent Sewer Authority, Public Works Committee, and the Pennsylvania Municipal League meetings, and the Rental Housing Survey that was recently published.
2. Public Safety/Police – No Report
3. Community and Economic Development – Assistant Manager Logan reported that the Planning Commission Meeting scheduled for July 24, 2023, has been cancelled due to lack of agenda items. She also noted that the PA Game Commission Project is the first under the new Ordinance revisions.
4. Public Works – Director Bragunier reported that the Paxton Church Road Project is going well. He also noted the start dates of the upcoming sewer extension projects.
5. Engineer – Mr. Greenly reported that the paving project agreement for Edgemont has been received and is being reviewed by the Solicitor.
6. Solicitor – No Report
7. Parks & Recreation – Director Knauss reported that week 4 of Summer Camp was just completed with an increase in registrations. He noted that the Movie in the Park has been rescheduled to July 21<sup>st</sup> and National Night Out will occur on August 1<sup>st</sup>. The Peer-to-Peer grant has been received in the amount of \$19,800 to conduct the study at the former Latshmere Pool. So far of the four requests for the study that were sent out, two have already been received.

## **NEW BUSINESS**

### **1. CONSENT AGENDA**

- a. Statement of Bills Paid
- b. Financial Security Reduction – Susquehanna Union Green Traffic Signal (\$70,000)
- c. Tree Pruning Proposal – Shutt Mill Park

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

### **2. 2023/2024 DAUPHIN COUNTY LOCAL SHARE GRANT PROGRAM –MUNICIPAL SPONSORSHIP REQUESTS**

Manager Pribulka provided the Board of Commissioners with an overview of the requests for funding in this application cycle. These items include \$150,000 for the design and evaluation of a new Progress Fire Station; \$50,000 for sidewalk installation in front of the municipal building, \$50,000 for the Phase 1 development of Wedgewood Hills Park. He noted that some local matching funds would be required if the grants are received.

Commissioner Hisiro moved that the Board of Commissioners direct the Township Manager to submit a sponsorship request letter to Dauphin County for the projects outlined in the Township Manager's memorandum dated July 13, 2023. The motion was seconded by Commissioner Engle and then unanimously approved.

### **3. ACCEPTANCE OF THE RESIGNATION OF 5TH WARD COMMISSIONER TOM PYNE**

President Lynch stated that at the Board of Commissioners Workshop on June 22<sup>nd</sup>, it was announced that Commissioner Tom Pyne would be resigning from his position as Commissioner of Ward 5. He noted that his letter of resignation has been received and will be effective July 26, 2023. He thanked Commissioner Pyne for all his work in Susquehanna Township.

Commissioner Engle very reluctantly accepted the resignation of Commissioner Pyne effective July 26, 2023. The motion was seconded by Vice President Napper.

Commissioner Pyne was thanked by his fellow Commissioners for all his hard work and dedication.

The motion then passed with a unanimous vote.

President Lynch noted that there is a vacancy that needs to be advertised and letters of interest will need to be accepted for the next 10 days. This vacancy is to be posted on the Township's website. Anyone who is interested will need to write a letter of interest and be prepared to address the Board of Commissioners at their Workshop on July 27, 2023.

President Lynch then presented Commissioner Pyne with a plaque that expressed the Township's gratitude for all his years of dedication.

Commissioner Pyne thanked everyone. He noted some of the items he is most proud of that occurred during his tenure as Commissioner. These items included the installation of sidewalk on Union Deposit Road, the proposed park in Ward 5, the sewer extension to 120 residents, and all the various forms of assistance that he was able to provide to his constituents.

He also noted his gratitude to God and how grateful he is for his wife Laura.

**COMMISSIONERS COMMENTS** – No additional comments were received from the Board of Commissioners

### **ADJOURNMENT**

Commissioner Engle moved to adjourn the Board of Commissioners meeting. The motion was seconded by Commissioner Hisiro.

The motion was approved with a unanimous vote and the meeting concluded at 8:25 P.M.

Signed

David Pribulka  
Secretary-Manager

**From:** [Sean Sanderson](#)  
**To:** [David Pribulka](#)  
**Subject:** 5th Ward Vacancy  
**Date:** Monday, July 17, 2023 10:02:44 PM

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Manager Pribulka,

I would like to serve the township as the 5th Ward commissioner, filling the vacancy soon to be left by Commissioner Pyne. With more than 20 years of experience and service in local government, I believe my qualifications suit the needs of the community. Please accept this email as my official request to the board. Thank you.

Sean Sanderson  
717 576 4815

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**RESOLUTION NO. 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**

**WHEREAS**, the Board of Commissions of Susquehanna Township designated Mid Penn Bank of Harrisburg, Pennsylvania as central depository of Susquehanna Township funds.

**BE IT RESOLVED**, by the authority of Susquehanna Township, Dauphin County, Pennsylvania, and it is hereby resolved by the authority of the same, that Frank Lynch, President, Board of Commissioners; David Pribulka, Township Manager; and Jill Lovett, Director of Finance are authorized signatories for Township funds to be deposited, be withdrawn upon a check, draft, note or orders of the organization; and

**BE IT FURTHER RESOLVED**, that the signatures of two of the three designated signatories shall be required on any document in order to transact business, and

**BE IT FURTHER RESOLVED**, that David Pribulka, Township Manager and Jill Lovett, Director of Finance are authorized to make decisions for online users and assign access rights for staff and approved officials for the depository's online platform.

**BE IT, AND THE SAME IS HEREBY RESOLVED**, this 27<sup>th</sup> day of July 2023.

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

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Frank Lynch, President

[SEAL]

**ATTEST:**

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David Pribulka, Secretary

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I, David G. Pribulka, Secretary of Susquehanna Township, Dauphin County, Pennsylvania, hereby certify that Susquehanna Township is duly and legally organized and existing and that a quorum of the Board of Commissioners of Susquehanna Township duly held a meeting on the 27<sup>th</sup> day of July, 2023, which is in full force and effect on this date and does not conflict with the statutes and ordnances of Susquehanna Township, the Commonwealth of Pennsylvania, or the United States of America.

I further certify that I have the authority to execute this Non-Corporate Resolution on behalf of Susquehanna Township, and that the Board of Commissioners of Susquehanna Township that took action called for by the resolution annexed hereto has the power to take such action.

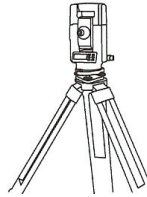
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David Pribulka, Secretary

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Date

**BURGET & ASSOCIATES, INC.**



1797 New Bloomfield Road  
New Bloomfield, PA 17068  
Phone: 717-582-7011  
Fax: 717-582-3557

June 8, 2023

Susquehanna Township

Re: Herbert C. Moore Final Minor Subdivision Plan  
AOR Requests

Please accept this letter as a formal request for Alteration(s) of Requirements (AOR) for the Herbert C. Moore Subdivision Plan.

I am requesting the follow relief from requirements:

1. Section 22-404 (Preliminary Plan Procedure)  
Due to the fact that this plan is proposing to create only 2 new lots, we ask to submit this as a Final Plan.
2. Section 22-403.B.5 (Drawing Scale [1"=100'])  
To create a clear and legible plan, we as for relief from the required drawing scale to be 1"=30'.
3. Section 22-1102 (Monuments – within stream)  
Due to the fact that one corner point is within the stream, we ask for relief from setting that marker. All other markers will be set.






**Staff Report – Preliminary/Final Minor Subdivision Plan**

399 North 39<sup>th</sup> Street

Second Staff Review

<b>Request:</b>	Create 2 new residential building lots from a recently subdivided property		
<b>Deadline:</b>	9/24/2023		
<b>Consultants:</b>	Burget & Associates Inc.		
<b>Property Owners:</b>	Herb C. Moore		
<b>Parcel IDs:</b>	62-025-064		
<b>Zoning District:</b>	R-2 Medium Density Residential Zoning District		
<b>Prepared By:</b>	Mack Breech Community Planner & Zoning Administrator 		
<b>Items Reviewed:</b>	<i>Submission</i>	<i>Dated</i>	<i>Last Revised</i>
	Preliminary/Final Minor Subdivision Plan	06.08.2023	6.26.2023
	Waiver Request Letter	06.08.2023	
	Comment Response Letter	6.26.2023	

**Project Summary:**

The purpose of the plan is to create two new building lots from the existing 399 North 39<sup>th</sup> Street. Proposed lot 2 would be .33 acres in size and have frontage along Elmerton Avenue. Proposed lot 3 and 4 both would be over an acre in size and front along North 39<sup>th</sup> Street. No development is called for with this plan, just the movement of lot lines. This project is located in the R-2, Medium Density Residential Zoning District. (Ward 4)

**Waivers/Modifications:**

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 – Corner exists in a stream, marker cannot be set.

**Staff Review Comments:**

Zoning:

	<b>Required</b>	<b>Proposed Lot 2</b>	<b>Proposed Lot 3</b>	<b>Proposed Lot 4</b>
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<b>Minimum Lot Area</b>	10,000 s.f.	14,501 s.f	53,475 s.f.	80,760 s.f.
<b>Minimum Lot Width</b>	75 feet	93.77 feet	126.70 feet	200.74 feet
<b>Minimum Setbacks</b>	Front: 30 feet Side: 8 feet Rear:30 feet	Front: 30 feet Side: 8 feet Rear: 30 feet	Front: 30 feet Side: 8 feet Rear:30 feet	Front: 30 feet Side: 8 feet Rear:30 feet
<b>Maximum Impervious Cover</b>	40%	0%	0%	0%

1. All comments have been addressed.

Subdivision and Land Development:

1. Tax Parcel 35-050-000 is incorrectly listed as Tax Parcel 35-050-00. Please revise.  
[General]

**Consistency with the Official Map:**

The Official Map shows a future trail connection adjacent to the sewer easement/Asylum Run along the southern side of proposed lot 4.

**Consistency with the Comprehensive Plan:**

By proposing to add sidewalk along Elmerton Avenue and 39<sup>th</sup> Street, this plan is providing an important improvement to pedestrian infrastructure in the Township. It is imperative

**Recommendations:**

Waivers:

1. §22-404, Preliminary Plan Procedure – Staff recommends approval of this waiver as requested.
2. §22-403. B.5, Drawing Scale [1" = 100'] – Staff recommends approval of this waiver as requested.
3. §22-1107, Monuments – Staff recommends approval of this waiver as requested.

Plan Approval:

Staff recommends approval of the plan with 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 prior to recording of the plan.



3. 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 coversheet of the plans.





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

## SUBDIVISION REVIEW LETTER #2

### SUSQUEHANNA TOWNSHIP

Attn: Mack Breech

399 N. 39<sup>th</sup> Street Minor Subdivision Plan

July 7, 2023

We have completed our review of the following information for the above-referenced project:

Submission:	Dated:	Last Revised:
Plan Sheets 1-3 of 3 (Plan)	June 8, 2023	June 26, 2023

The applicant has submitted the following requests for relief:

Requested Waiver(s):	Ordinance Section:
Preliminary Plan Procedure	SALDO 22-404
Drawing Scale (1" = 100')	SALDO 22-403.B.5
Monuments Within Stream	SALDO 22-1102

We offer the following comments:

### ADMINISTRATIVE ITEMS TO BE COMPLETED PRIOR TO/UPON PLAN APPROVAL

1. The applicant shall provide all required signatures and seals [22-403.B.8.b].
2. Proposed property markers and/or monuments shall be installed and inspected by the Township Engineer prior to recording of the plan [22-1102.3].
3. Provide financial security for the timely, proper, and complete construction of all applicable improvements [22-406.4].
4. The applicant shall pay all required fees [22-1402].
5. The applicant shall provide the date of approval for all waiver requests on the coversheet of the plans [22-1501].
6. The applicant shall obtain a Certificate of Nonconformance for the existing single-family home located on Lot 1 to insure the owner's right to continue the non-conforming building [27-2205.1].

399 N. 39<sup>th</sup> Street Subdivision  
Susquehanna Township  
July 7, 2023  
Page 2

*This review is based solely on the documents referenced above and does not relieve the design professional of any responsibility, nor does it imply any design responsibility by Herbert, Rowland & Grubic, Inc. HRG reserves the right to make additional comments in the future based on newly-supplied or revised information as provided by the applicant or their representative(s).*

Sincerely,

Herbert, Rowland & Grubic, Inc.

A handwritten signature in black ink, appearing to read 'Alex Greenly', with a stylized flourish at the end.

Alex Greenly, P.E.  
Project Manager

AG  
R000242.0002 (Phase 1287)

P:\0002\000242\_0002\1287 - 399 N. 39th St. - Moore Subdivision\A - PLAN REVIEW\PR#2 - PH.1287.docx

c: Susquehanna Township

RECORDER OF DEEDS CERTIFICATE	
(Seal) Recorder of Deeds	Recorded in the office of the Recorder of Deeds of the County of Dauphin, Commonwealth of Pennsylvania, in Instrument Given under my hand and seal this day of _____, 20__.
STATEMENT OF OWNERSHIP	
Commonwealth of Pa. County of _____, 20__.	OWNERS(S) CERTIFICATION
On this day of _____, 20__, before me, the undersigned officer, personally appeared.	
Owner Herbert C. Moore	
Who being duly sworn according to law, disposes and says they are the owners of the property shown on this plan, and that they acknowledge the same to be their act and deed and desire the same to be recorded as such according to law.	
Witness my hand and notarial seal the day and the date above written.	SURVEY
My commission expires the _____ day of _____, 20__.	
(Seal) _____ Notary Public	
It is hereby certified that the undersigned are the owners of the property shown on this plat and that all streets or parts thereof, if not previously dedicated, are hereby tendered for dedication to public use.	WETLANDS
PROFESSIONAL CERTIFICATIONS	
I hereby certify that, to the best of my knowledge, the survey and plan shown and described hereon is true and correct to the accuracy required by Susquehanna Township Subdivision and Land Development Ordinance.	Professional Surveyor _____, 20__.
I, _____, hereby certify that there are wetlands on the subject property, the proposed project will not impact on-site or off-site wetlands, and permits are not required from the state or federal government.	
Professional Surveyor _____, 20__.	

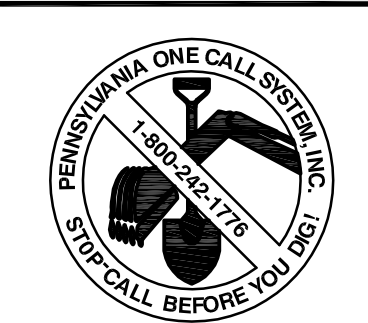
# FINAL MINOR SUBDIVISION PLAN FOR HERBERT C. MOORE

Plan Set Dated: June 8th, 2023

RECORDED SUBDIVISIONS WITHIN 1000'		
Plan Book G, Vol. 1, Page 9	"Colonial Acres"	7/10/1937
Plan Book K, Vol. 1, Page 49	"Colonial Park Addition NO. 3"	5/7/1938
Plan Book K, Vol. 1, Page 127	"Colonial Park Addition"	9/11/1941
Plan Book X, Vol. 1, Page 102	"Crestwood Hills Section-2"	7/15/1980
Plan Book Z, Vol. 1, Page 94	"Colonial Acres Extension"	6/17/1982
Plan Book D, Vol. 6, Page 6	"Woodvale"	6/20/2001
Instrument 20210015504	"Moore"	05/06/2021

SOILS LEGEND
At - Atkins silt loam (Hydric)
BkC2 - Berks shaly silt loam, 6-15% slopes, moderately eroded

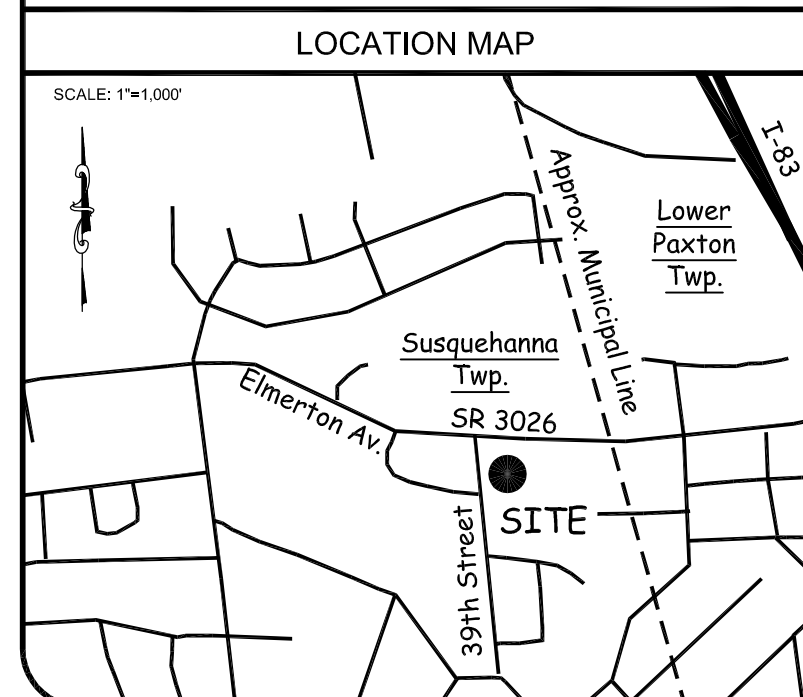
UTILITY LISTING
CAPITAL REGION WATER ADDRESS: 3003 N. FRONT STREET HARRISBURG, PA 17110 CONTACT NAME: THOMAS YORK EMAIL: thomas.york@capitalregionwater.com
VERIZON PENNSYLVANIA LLC ADDRESS: 1026 HAY STREET PITTSBURGH, PA 15221 CONTACT NAME: DEBORAH BARUM EMAIL: deborah.d.della@verizon.com
VEOLIA WATER PENNSYLVANIA INC. ADDRESS: 6310 ALLENTOWN BOULEVARD HARRISBURG, PA 17112 CONTACT NAME: CHRISTOPHER BRIDE EMAIL: christopher.bride@veolia.com
PPL ELECTRIC UTILITIES CORPORATION ADDRESS: 437 BLUE CHURCH ROAD PAXINOS, PA 17860 CONTACT NAME: DOUG HAUPT EMAIL: dhaupt@pplweb.com
COMCAST ADDRESS: 4601 SMITH STREET HARRISBURG, PA 17109 CONTACT NAME: MICHAEL SWEIGARD EMAIL: mike_sweigard@cable.comcast.com
UGI UTILITIES, INC. ADDRESS: 1301 AIP DRIVE MIDDLETOWN, PA 170575987 CONTACT NAME: STEPHEN BATEMAN EMAIL: sbateman@ugi.com
SUSQUEHANNA TWP AUTH./SUSQUEHANNA TWP. ADDRESS: 1900 LINGLESTOWN ROAD HARRISBURG, PA 171103301 CONTACT NAME: TRAVIS MEASE EMAIL: tmease@susquehannatwp.com



PENNSYLVANIA LAW REQUIRES THREE WORKING DAYS NOTICE PRIOR TO EARTH MOVING ACTIVITIES  
SERIAL NUMBER: 20191561190  
DATE: 6/05/2023

Sheet Index (all sheets will be recorded)

- Sheet 1 - Cover
- Sheet 2 - Existing Conditions Plan
- Sheet 3 - Subdivision Plan



PLAN GENERAL NOTES
1. THE PURPOSE OF THIS PLAN IS TO CREATE TWO ADDITIONAL RESIDENTIAL BUILDING LOTS (LOT 3 AND 4) FROM A PRIOR APPROVED LOT (LOT 2).
2. EXISTING LOT 1 (PRIOR APPROVED LOT) CONTAINS AN EXISTING DWELLING & OUTBUILDINGS, UTILIZING PUBLIC WATER & SEWER WITH EXISTING ACCESS TO ELMERTON AVENUE & N. THIRTY-NINTH STREET.
3. THE MAJORITY OF THE EXISTING SITE IS MOWED GRASS LAWN.
4. ALL PROPOSED LOTS SHALL UTILIZE PUBLIC WATER & SEWER SERVICES.
5. ALL INFORMATION ON THIS PLAN IS A RESULT FROM AN ACTUAL FIELD SURVEY PERFORMED BY BURGET & ASSOCIATES IN 2013 & 2019 & 2023.
6. THIS SURVEY AND PLAN WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT.
7. ALL ELEVATIONS ON THIS PLAN ARE REFERENCED TO AN NAVD-88 DATUM.
8. NO FLOODPLAINS EXIST WITHIN THE SITE AS DETERMINED BY THE NATIONAL FLOOD INSURANCE MAP(S) FOR SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PA., BUT AS PER DEP. A FLOOD HAZARD BOUNDARY EXISTS BEING 50 FEET FROM TOP OF BANK OF THE EXISTING STREAM.
9. WETLANDS EXIST AS SHOWN AS DETERMINED BY AN ACTUAL WETLANDS DELINEATION BY AQUA-NICHE IN 2023.
10. NO EARTH DISTURBANCES ARE BEING PROPOSED BY THIS PLAN.
11. NO EARTH DISTURBANCE IS PROPOSED WITHIN ANY KNOWN WETLANDS, ANY FUTURE DISTURBANCE (FILLING, DRAINING, OR EARTH MOVING ACTIVITIES) WITHIN KNOWN WETLANDS SHALL REQUIRE NECESSARY PERMITS AND APPROVALS BE OBTAINED FROM THE APPROPRIATE FEDERAL, STATE, AND LOCAL AGENCIES.
12. ALL UNDERGROUND UTILITY LOCATIONS BASED ON ABOVE GROUND FEATURES, ABOVE GROUND MARKINGS AND PLANS OF RECORD. ACTUAL LOCATIONS SHALL BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION.
13. A HIGHWAY OCCUPANCY PERMIT IS REQUIRED PURSUANT TO SECTION 420 OF THE ACT OF JUNE 1, 1945 (PL 1242, #428), KNOWN AS THE "STATE HIGHWAY LAW", AS AMENDED BY ACT #1986-43 OF MAY 1986, BEFORE FUTURE DRIVEWAY ACCESS TO A STATE HIGHWAY IS PERMITTED.
14. TWO (2) PARKING SPACES (9'X18' EACH) WILL BE PROVIDED FOR ANY NEW DWELLING CONSTRUCTED.
15. ALL EXISTING OVERHEAD UTILITY LINES ARE COVERED BY A PROPOSED 20' WIDE UTILITY EASEMENT (UNLESS OTHERWISE NOTED) CENTERED ABOUT THE EXISTING LINES.
16. ALL PERMITS INVOLVING THE CONSTRUCTION OF ANY IMPROVEMENTS SHALL BE OBTAINED FROM TOWNSHIP AND COUNTY PRIOR TO CONSTRUCTION BY THE CONTRACTOR BEFORE ANY WORK MAY BEGIN.
17. WHERE AREAS OF EARTH DISTURBANCE WILL EXCEED 1 ACRE AN NPDES PERMIT WILL BE REQUIRED.
18. ANY FUTURE CONSTRUCTION SHALL CONFORM TO PENNDOT PUBLICATIONS 408 AND 72 STANDARDS AND ALL APPLICABLE SUSQUEHANNA TOWNSHIP ORDINANCES.
19. THE DEVELOPER/CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE A MINIMUM OF 48 - HOURS NOTICE AND TO COORDINATE WITH THE TOWNSHIP/TOWNSHIP ENGINEER IN REGARDS TO ALL MUNICIPAL INSPECTION WORK REQUIRED ON THE PROJECT SITE.
20. NO PROTECTIVE COVENANTS (OTHER THAN THOSE SHOWN ON THIS PLAN: I.E. RIGHT-OF-WAY'S, EASEMENTS, SETBACKS, ETC.) EXIST ON THIS PROPERTY OR ARE BEING PROPOSED BY THIS SUBDIVISION PLAN.
21. ALL PROPOSED PERMANENT MARKERS AND MONUMENTS WILL BE SET PRIOR TO FINAL PLAN RECORDING.
22. FEE IN-LIEU OF DEDICATION OF RECREATIONAL SPACE SHALL BE PROVIDED BY THE OWNER TO SUSQUEHANNA TOWNSHIP UPON FINAL APPROVAL.
23. THE EXISTING DWELLING ON EXISTING LOT 1 IS NON-CONFORMING IN REGARDS TO CURRENT BUILDING SETBACK REQUIREMENTS.
24. UPON REVIEW BY PENN-DOT, THE EXISTING DRIVEWAY ACCESS ONTO ELMERTON AVENUE (SR 3026) IS AN UN-PERMITTED.
25. CURRENT AND FUTURE OWNERS OF PROPOSED LOT 2 SHALL INSTALL CONCRETE SIDEWALK ALONG ELMERTON AVENUE AT THE TIME OF DEVELOPMENT, INCLUDING SINGLE FAMILY RESIDENTIAL.
26. CURRENT AND FUTURE OWNERS OF PROPOSED LOT 3 AND LOT 4 SHALL INSTALL CONCRETE SIDEWALK ALONG N 39th STREET AT THE TIME OF DEVELOPMENT, INCLUDING SINGLE FAMILY RESIDENTIAL.

REVISIONS	SOURCE OF TITLE	SHEET NUMBER
	Instrument No. 20180018243	1 OF 3

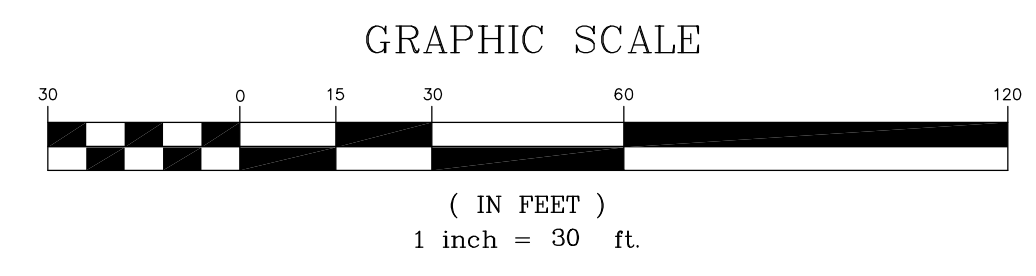
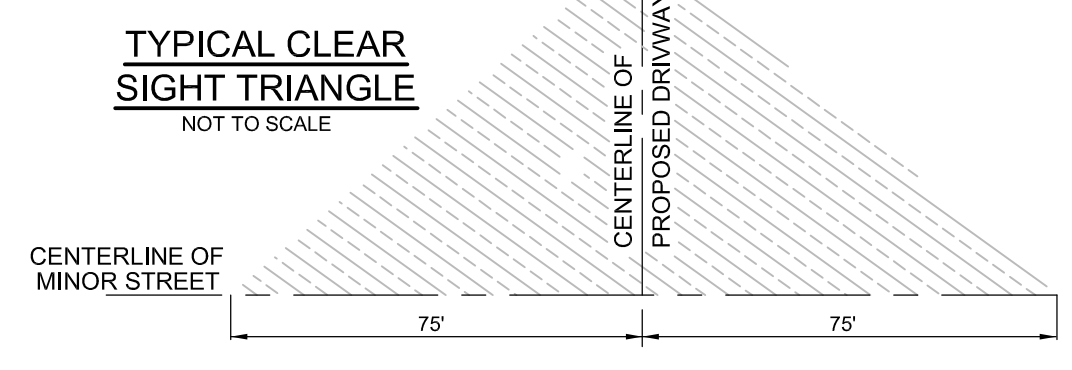
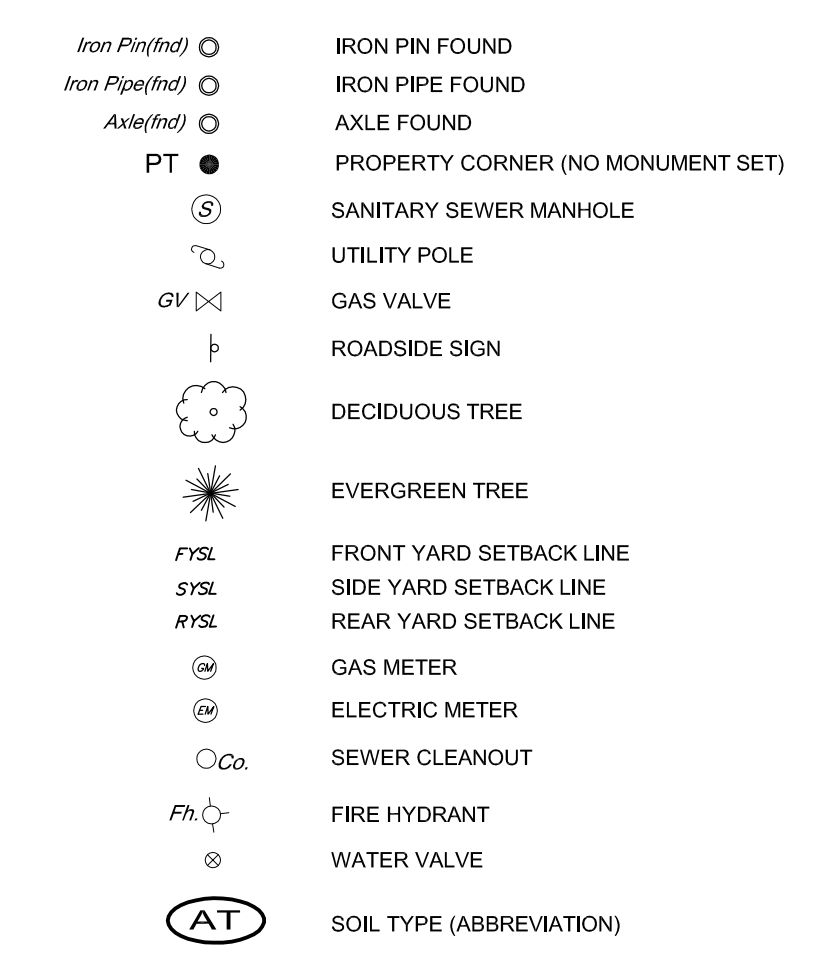
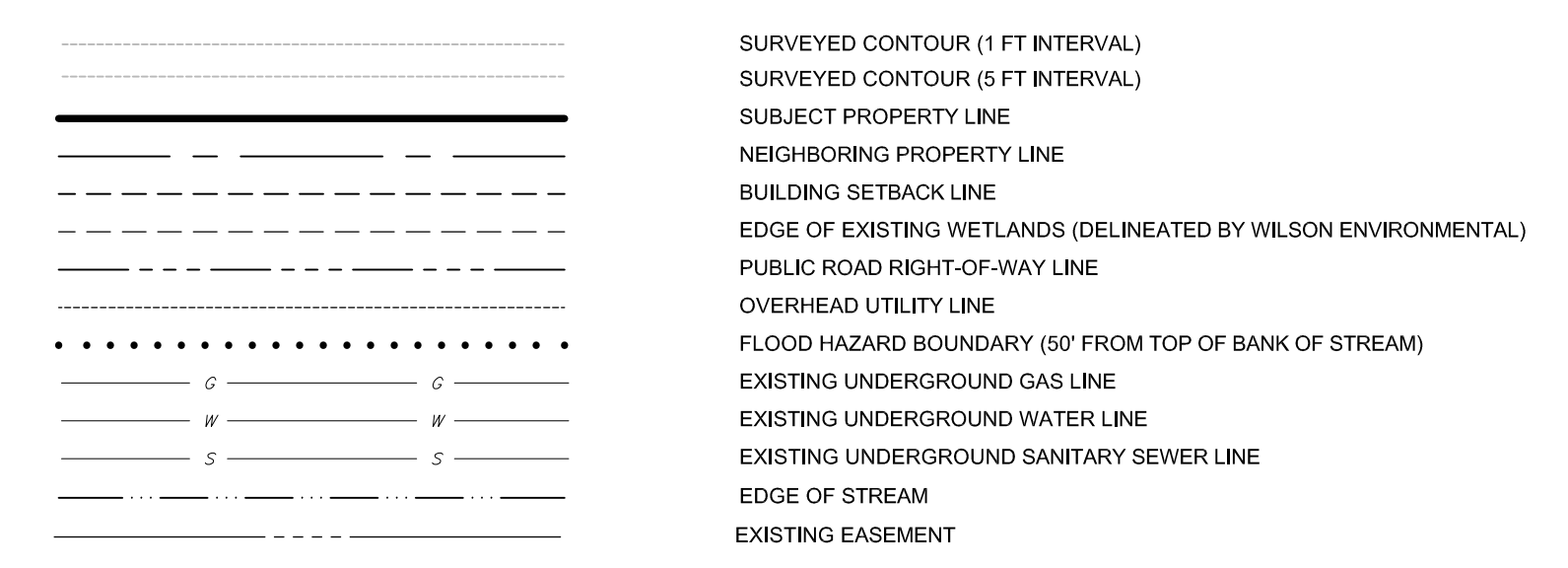
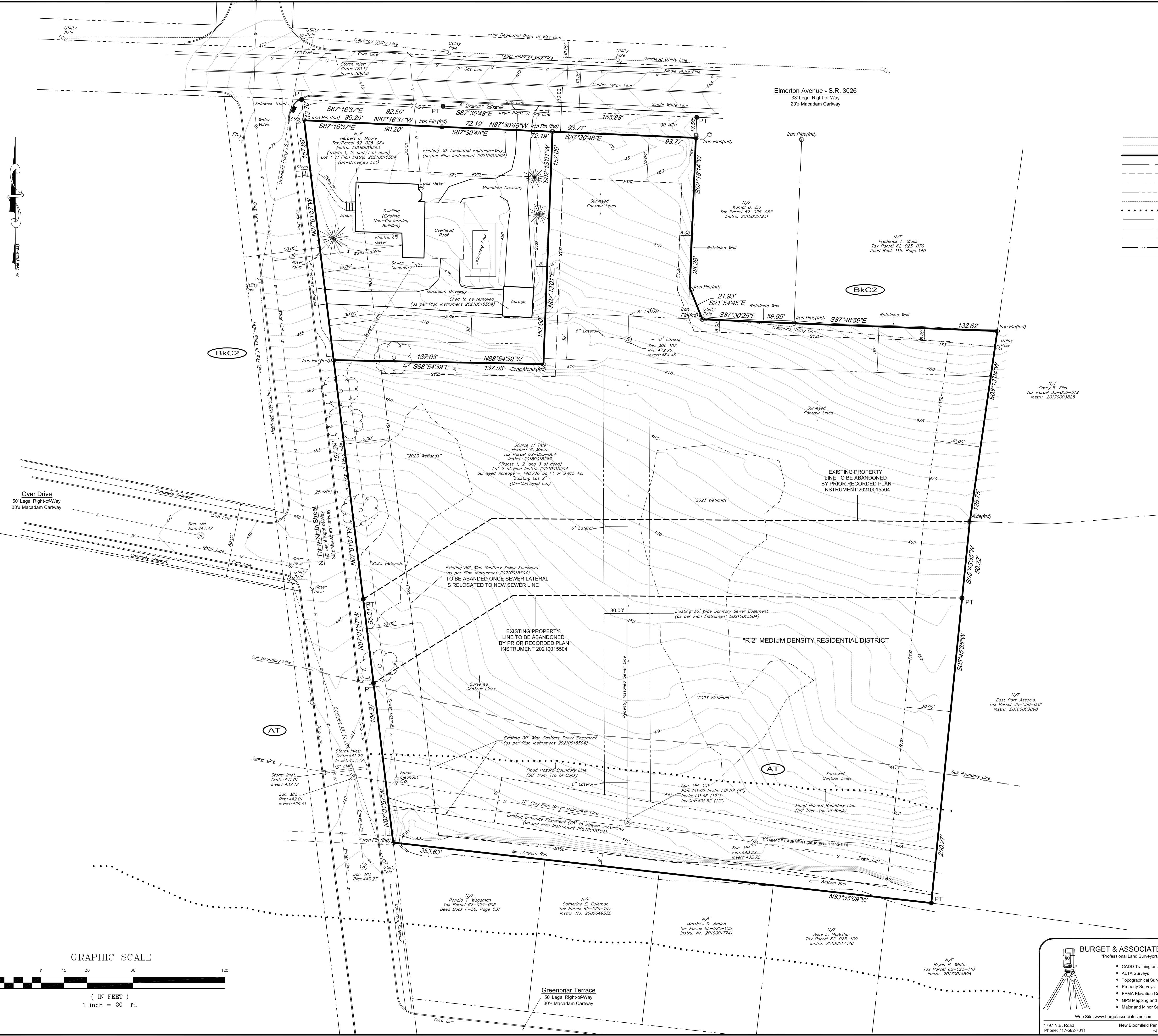
TAX MAP NUMBER
Tax Parcel 62-025-0064

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- ALTA Surveys
- Topographical Surveys
- Property Surveys
- FEMA Elevation Certificates
- GPS Mapping and Control Surveys
- Major and Minor Subdivisions

Web Site: www.burgetassociatesinc.com  
1797 N.B. Road, New Bloomfield, Pennsylvania 17068  
Phone: 717-662-7011 Fax: 717-662-3557  
Joe Allen Burget, Jr., P.L.S.

PLAN REVIEW AND APPROVAL CERTIFICATES	
DAUPHIN COUNTY	<b>BY THE DAUPHIN COUNTY PLANNING COMMISSION.</b> This plan reviewed by the Dauphin Co. Planning Commission on this ____ day of ____ 20__. Secretary, Dauphin County Planning Commission _____ Chairman, Dauphin County Planning Commission _____
	<b>BY THE SUSQUEHANNA TOWNSHIP PLANNING COMMISSION.</b> This plan recommended for approval by the Susquehanna Township Planning Commission, this ____ day of ____ 20__. SUSQUEHANNA TOWNSHIP PLANNING COMMISSION Secretary _____ Chairman _____
SUSQUEHANNA TOWNSHIP	<b>BY THE SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS.</b> This plan approved by the Susquehanna Township Board of Commissioners, and all conditions imposed with respect to such approval were completed on this day of ____ 20__. SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS Secretary _____ President _____
	<b>BY THE SUSQUEHANNA TOWNSHIP ENGINEER.</b> This plan reviewed by the Susquehanna Township Engineer, this ____ day of ____ 20__. SUSQUEHANNA TOWNSHIP ENGINEER Township Engineer _____
SUSQUEHANNA TOWNSHIP ZONING AND SITE DATA	<b>ZONING / DESIGN DATA REQUIREMENTS</b> Zoning District: R-2 - Medium Density Residential Zone Minimum Lot Area: 10,000 SF Building Setbacks: Minimum Lot Width: 75' to front: 30 Ft. Maximum Impervious Coverage: 40% to rear: 30' Maximum Building Height: 30' (Principal) to side: 6' Off-Street Parking: "as per Chapter 27-Part 23" Single-Fam. Dwelling: 2 spaces per unit (9'x18' space)
	<b>EXISTING SITE DATA</b> Lot 1 of Prior Approved Plan Instrument 20210015504 Part of Tax Parcel 62-025-064 Existing Use: Residential Dwelling Existing Lot Area: 23,037 Sq Ft or 0.529 Ac. Existing Lot Width: Along Elmerton Avenue 162' and Along 39th Street 157.89' Lot 2 of Prior Approved Plan Instrument 20210015504 Part of Tax Parcel 62-025-064 Existing Use: Vacant Lands (Field) Existing Lot Area: 148,736 Sq Ft or 3.415 Ac. Existing Lot Width: Along 39th Street 317.57'
SUSQUEHANNA TOWNSHIP ZONING AND SITE DATA	<b>PROPOSED SITE DATA</b> Lot 1 of Prior Approved Plan Instrument 20210015504 Part of Tax Parcel 62-025-064 Existing Use: Residential Dwelling Existing Lot Area: 23,037 Sq Ft or 0.529 Ac. Existing Lot Width: Along Elmerton Avenue 162' and Along 39th Street 157.89' Lot 2 Proposed Use: Residential Proposed Lot Area: 14,501 Sq Ft or 0.333 Acres Proposed Lot Width: 93.77 Ft (Along Elmerton Avenue) Proposed Impervious Lot Coverage: 0% (0 Sq Ft) Lot 3 Proposed Use: Residential Proposed Lot Area: 53,475 Sq Ft or 1.228 Acres Proposed Lot Width: 126.70 Ft (Along 39th Street) Proposed Impervious Lot Coverage: 0% (0 Sq Ft) Lot 4 Proposed Use: Residential Proposed Lot Area: 80,780 Sq Ft or 1.854 Acres Proposed Lot Width: 200.74 Ft (Along 39th Street) Proposed Impervious Lot Coverage: 0% (0 Sq Ft)
	<b>WAIVER REQUEST(S)</b> WAIVER AND SECTION REQUESTING WAIVER FROM APPROVED 1. Section 22-404 (Preliminary Plan Procedure) _____ 2. Section 22-403.B.5 (Drawing Scale [1"=100']) _____ 3. Section 22-1102 (Monuments - within stream) _____
<b>EQUITABLE OWNER(S)/DEVELOPER(S)</b> Equitable Owner/Applicant: Herbert C. Moore Site Address: 3905 Donna Jane Ct, 399 N. 39th Street Harrisburg, PA 17109 Phone: 717-648-9681 Harrisburg, PA	
<b>FINAL MINOR SUBDIVISION PLAN</b> FOR <b>HERBERT C. MOORE</b> OF <b>399 N. 39TH STREET</b> SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PA JOB NUMBER: 13063 DRAWING NUMBER: 13063-400 Not To Scale Date: June 8th, 2023	



**"EXISTING CONDITIONS PLAN"**

**FINAL MINOR SUBDIVISION PLAN**  
FOR  
**HERBERT C. MOORE**  
OF  
**399 N. 39TH STREET**  
Susquehanna Township Dauphin County, Pa.

**REVISIONS**


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1757 N.B. Road New Bloomfield Pennsylvania 17068  
Phone: 717-582-7011 Fax: 717-582-3557

DRAWN BY:	B.D.K.
CHECKED BY:	J.A.B.
JOB NO.:	13063
DATE:	06-08-2023
DRAWING NO.:	13063-400
SHEET	2 OF 3

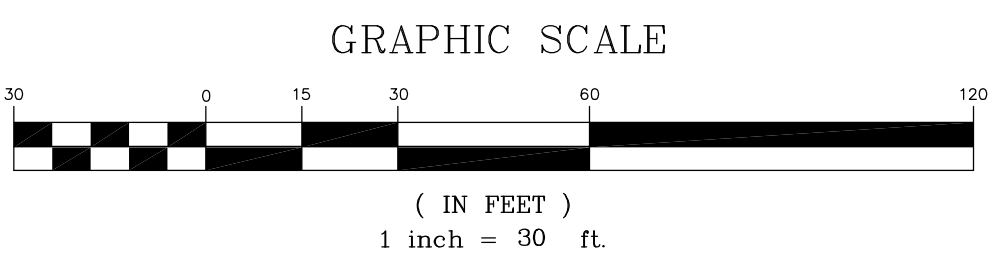
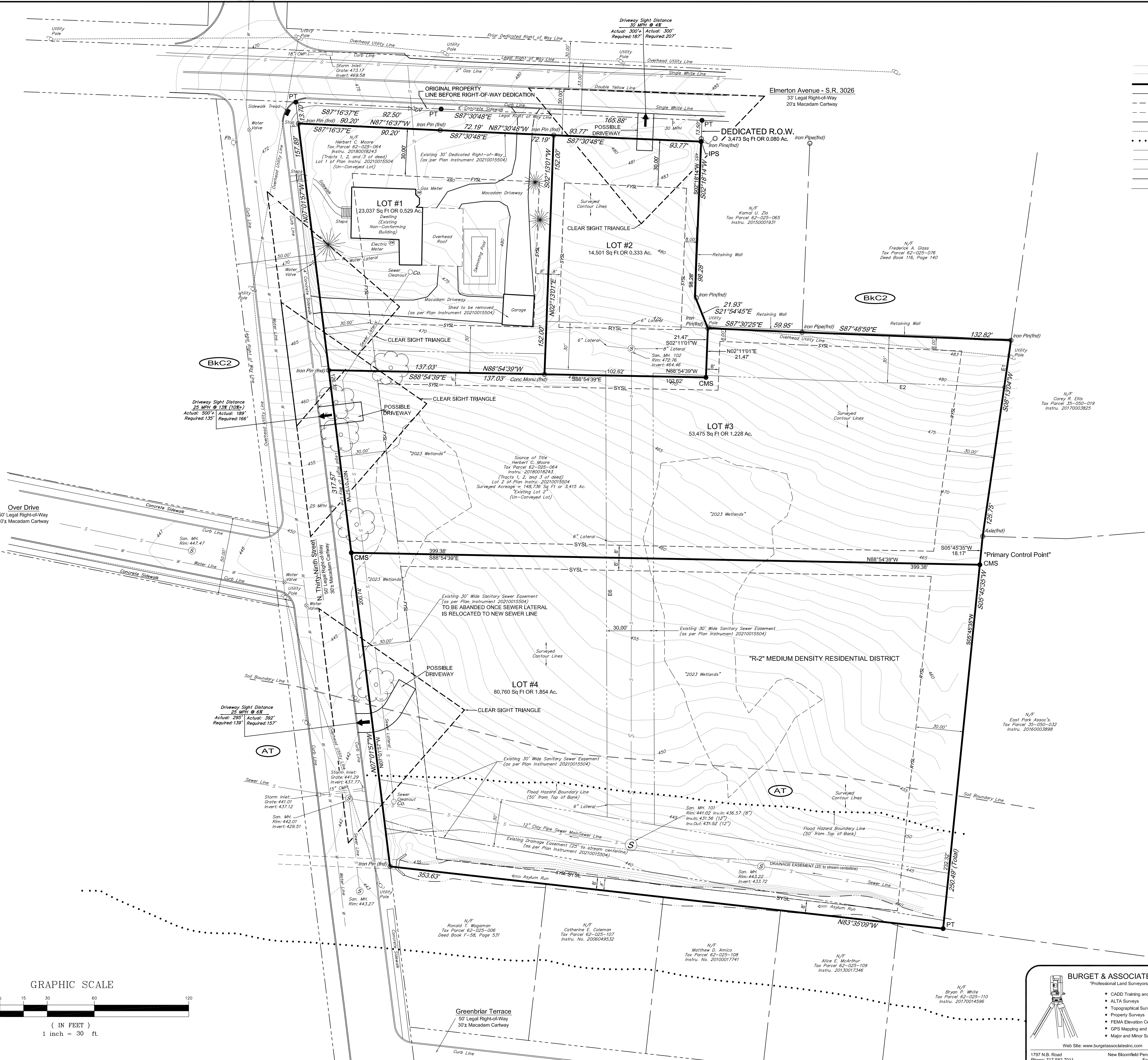
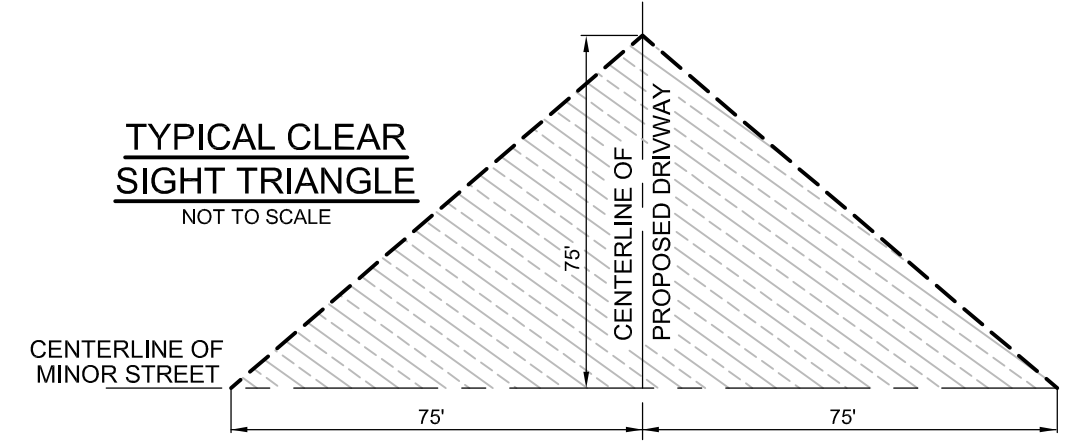
PA. CHART (MCM2018)

**LINETYPE LEGEND**

---	SURVEYED CONTOUR (1 FT INTERVAL)
- - -	SURVEYED CONTOUR (5 FT INTERVAL)
---	SUBJECT PROPERTY LINE
---	NEIGHBORING PROPERTY LINE
---	BUILDING SETBACK LINE
---	EDGE OF EXISTING WETLANDS (DELINEATED BY WILSON ENVIRONMENTAL)
---	PUBLIC ROAD RIGHT-OF-WAY LINE
---	OVERHEAD UTILITY LINE
---	FLOOD HAZARD BOUNDARY (50' FROM TOP OF BANK OF STREAM)
---	EXISTING UNDERGROUND GAS LINE
---	EXISTING UNDERGROUND WATER LINE
---	EXISTING UNDERGROUND SANITARY SEWER LINE
---	EDGE OF STREAM
---	EXISTING EASEMENT

**SYMBOL LEGEND**

○	IRON PIN FOUND
○	IRON PIPE FOUND
○	AXLE FOUND
●	PROPERTY CORNER (NO MONUMENT SET)
●	PROPERTY CORNER - CONCRETE MONUMENT SET
●	PROPERTY CORNER - IRON PIN / CAP SET
⊙	SANITARY SEWER MANHOLE
⊙	UTILITY POLE
⊙	GAS VALVE
⊙	ROADSIDE SIGN
⊙	DECIDUOUS TREE
⊙	EVERGREEN TREE
⊙	FRONT YARD SETBACK LINE
⊙	SIDE YARD SETBACK LINE
⊙	REAR YARD SETBACK LINE
⊙	GAS METER
⊙	ELECTRIC METER
⊙	SEWER CLEANOUT
⊙	FIRE HYDRANT
⊙	WATER VALVE
⊙	SOIL TYPE (ABBREVIATION)



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**"PROPOSED SUBDIVISION PLAN"**

**FINAL MINOR SUBDIVISION PLAN**

FOR  
**HERBERT C. MOORE**  
OF  
**399 N. 39TH STREET**  
Susquehanna Township, Dauphin County, Pa.

DRAWN BY: B.D.K.  
CHECKED BY: J.A.B.  
JOB NO.: 13063  
DATE: 06-08-2023  
DRAWING NO.: 13063-400  
SHEET 3 OF 3

REVISIONS





---

3500 Elmerton Avenue | Harrisburg, PA 17109  
Phone: 717-220-3839 | HANNAsPantry.org  
EIN: EIN: 92-0370619

July 24, 2023

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

Re: Request for Co-Sponsorship of Local Share  
Municipal Grant Application

Dear Mr. Pribulka:

On behalf of HANNA's Pantry, Inc, I am writing to request that Susquehanna Township co-sponsor the Local Share Municipal Grant Application that we intend to submit for the Dauphin County 2023-24 grant cycle.

HANNA's Pantry plays an important role with Susquehanna Township by providing groceries to the Township's food-insecure families, at no cost. To further our mission, we intend to apply for local share funding to pay for groceries that provide nutritious food and essential items to Township families. Additionally, the loading dock where food is delivered and distributed to families is in disrepair, not industry standard height, and is becoming a safety issue.

These projects are important to our community and will benefit Susquehanna Township, its School District, and the County by supporting our low-income and minority students, their families, and others in Susquehanna Township in need of assistance. Helping families obtain the items they need to stay healthy and productive will contribute to a better community for all of us. To advance the project, we intend to apply for a grant of \$60,000: \$30,000 for groceries, and \$30,000 for loading dock repair.

Thank you for your consideration of our request.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Shienvold".

Lori Shienvold  
Executive Director

## **HANNA's Pantry, Inc. Project Purpose**

HANNA's Pantry's growth since its establishment in 2019 has seen a startling increase. In 2019, approximately 60 Susquehanna Township families utilized the Pantry each month; in January through June of 2023, more than 600 families attended each month's distributions. When the Pantry developed its 2022-23 annual budget, it anticipated growth to mirror the previous year's, estimating an additional 20% membership enrollment. However, the jump far exceeded that projection, reaching a 50% growth in January.

That dramatic increase in membership along with the higher cost and lesser availability of food from the Central Pennsylvania Food Bank (CPF) has resulted in a shortfall of funds. Generous contributions from the community's businesses, religious and service organizations supplement the CPF grant from the State Food Purchase Program used to purchase groceries. Grants from local foundations have provided additional funds and other grant applications have been submitted with pending results. HANNA's Pantry is seeking funds to cover a percentage of the food shortfall so that its Susquehanna Township member families can continue to receive the well-rounded and nutritious grocery selection that positively impacts children's and adults' success in school, workplace, and the community as a whole.

Groceries are delivered by box trucks from vendors to the pantry and distributed to families from the STSD loading dock at the high school. Tractor trailers, box trucks, and other refrigerated vehicles deliver the necessary supplies to STSD on the same dock. Frequent use and weather have eroded the aging cement and it is in need of repair. Volunteers and families need to be safe during the distribution process. Together, funding for the groceries and dock repair equate to a more efficient and safe experience for all.

## **Location**

HANNA's Pantry provides groceries (food and other essential items) to Susquehanna Township's most vulnerable residents through an outdoor drive-through, choice distribution twice a month. The Pantry, located at Susquehanna Township High School, focuses primarily on students and their families from Susquehanna Township School District (STSD), but any township resident is eligible to become a member.

## **Project Description**

HANNA's Pantry began in response to a nutritional need for Susquehanna Township School District's students. An agency of the Central Pennsylvania Food Bank, it originally operated as a backpack program for children. Nurse Mary Olley discovered that children who were seeking help for stomach aches at Thomas Holtzman Elementary School were actually hungry. STSD approved its expansion into Adopt-a-Family School Food Pantry, and for 18 years provided food and household goods for as many as 90 families operated under Mary Olley's leadership and with the support of Rockville United Methodist Church.

In 2019 Adopt-a-Family transitioned into HANNA's Pantry under the leadership of the HANNA Foundation. Foundation trustees, members of Tree of Life Lutheran Church and Faith Immanuel Presbyterian Church, community volunteers, and Susquehanna Township students and staff built the new pantry on site at STSD High School and it began operating as a choice-pantry in September of that year. The Pantry's target membership was, and continues to be, the food insecure students and families of Susquehanna Township School District. Other vulnerable Township residents including seniors are also encouraged to participate.

Approximately 40 families attended those early twice-monthly distributions. In March 2020 when the COVID epidemic closed schools and businesses, HANNA's Pantry continued to operate, creating pre-made boxes of food for an outdoor drive-by distribution, serving approximately 150 families. As restrictions were lifted, the Pantry once again evolved, returning to an outdoor drive-through **choice** distribution. In recent months, membership has grown dramatically; Since November 2022, HANNA's Pantry is now serving more than 300 families at each distribution, more than 600 families each month.

Today, the Pantry operates an outdoor drive-through choice grocery distribution the first and third Saturdays of each month for residents of Susquehanna Township. Families stop at multiple stations along a route selecting foods from options at each location. A canned protein station that offers canned meats, tuna or salmon, beans, or peanut butter is followed by a grain station with rice, noodles, or potatoes. Canned fruits and vegetables and other staples are offered in a similar fashion. Fresh milk and eggs are provided along with frozen protein options such as chicken or beef or a vegetarian alternative. Fresh produce is distributed when possible. Summer months are rich in fruits and vegetables, picked from the Pantry garden, donated through local farms or obtained through the Central Pennsylvania Food Bank (CPFEB). While choices dwindle during winter months, the Pantry strives to provide at least two fresh items each distribution. Apples, potatoes, lettuce, grapes or oranges are some of the fruits and vegetables that remain available during the winter. Yogurt and cheese are added when obtainable. Cereal and juice are always offered, and when available, a treat such as popcorn or cookies rounds out the offerings. Approximately 100 pounds of groceries are supplied each distribution. The Pantry strives to accommodate families' and individuals' cultural, religious or health preferences. No-meat options, Halal meat and special diets such as gluten-free, low sodium or vegetarian are provided when available. Distributions recognize cultural holidays and add additional food when students are on school breaks and not receiving school breakfasts or lunches.

The amount of food members receive is based on family size. Members are divided into groups, "A" families have 1-2 members; "B" families have 3-4 members; "C" families have 5-6 and D families are 7+. They have the option to select the same foods, but in varying quantities. For example, an "A" family may be offered one can of fruit or vegetables; a "D" family may be offered 3 cans. "A" families will be offered 1 pound of spaghetti; "D" families will be offered 4 pounds. The same holds true with frozen proteins. An "A" family may be given a one-pound pack of ground beef or turkey; a "D" family will receive 4-5 pounds.

HANNA's Pantry goes beyond food items and when available offers health and beauty aids and household goods. A non-food item such as toilet paper, dish detergent, shampoo or soap is provided each distribution. Masks and COVID tests have been supplied. Immunization clinics are held during distribution Saturdays, as are church pancake breakfasts. The Pantry newsletter that is given to each family at every distribution announces community services that may be of use (for instance LIHEAP or SNAP benefits), offers nutrition and health tips and gives recipes that relate to the foods families receive. A collaboration with Healthy Steps Diaper Bank has enabled the Pantry to give diapers to its families with young children, reaching Healthy Steps' substantial limit of 100 children once a month.

Additional distribution options have been added to accommodate the Township's need. A second distribution day has been added for a limited number of families. Members who are unable to attend Saturday's distribution may pre-register for a Tuesday pick-up. While some foods are pre-packed, the types and quantities remain the same. More than 20 emergency requests come from community referrals or the School District each month. These families are given boxes of staples to carry them until the next distribution. They are invited to enroll in the Pantry and attend future distributions if eligible. In recent months there has been an increase in the number of homeless and families living in hotels who

become members. Food distribution for them takes into consideration their potential storage and cooking limitations. HANNA's Pantry also collaborates with school social workers, guidance counselors and other key staff to identify students and their families who would benefit from food distribution and provides nutritious snacks and easy to prepare food items to each of the District's school buildings for those children who demonstrate a need throughout the school day.

Distributions are stationed on the both the loading dock and the "deck" (the covered area opposite the dock) at the high school. Thousands of pounds of groceries are moved across the dock several times a week in preparation of the grocery distributions. In addition, the loading dock regularly receives deliveries for STSD Food Services and many other STSD departments.

STSD has been generous with its space and resources. Through grants, a walk-in cooler/freezer has been installed to store the huge amounts of fresh and frozen foods; shelving, carts and other essentials have been purchased through grants or community donations, all of which have supported the Pantry's ever-growing population.

HANNA's Pantry's community recognition and involvement has mirrored its membership expansion. More than 100 volunteers each month join the part-time executive director in planning, purchasing, organizing, staging and distributing the carefully planned grocery choices each distribution. An executive board meets monthly to oversee the Pantry's operation; representatives come from the School District, founding churches, and community. Businesses generously donate their time, services, and goods, all of which contribute to HANNA's Pantry ongoing success.

## **Project Budget**

HANNA's Pantry, Inc. is seeking operational funds to address the dramatic increase in families that are utilizing its service. When the FY 2022-2023 budget was approved in spring of 2022, HANNA's Pantry was serving a little over 400 families each month. \$33,000 was estimated for food costs, \$28,875 of that calculation was provided from the CPFEB through the State Food Purchasing Program (SFPP) and other CPFEB-sponsored grants. In addition, milk and eggs were provided for free through the CPFEB. Budget calculations projected a 20% annual membership increase, estimated at about 480 members for 2022-23. In the first half of the 2022-23 year, however, membership doubled that estimate, now serving over 600 families or a 50% increase from 2021-22. Membership is expected to continue to rise as a result of reduced benefits for families that began in March 2023.

The rising cost and lower availability of food items has impacted HANNA's Pantry's purchasing power. Milk and eggs, once free, now need to be purchased. Free or low-cost proteins are largely unavailable. Using CPFEB prices, meats cost approximately \$3.00 pound. Although staples, on occasion become available for low or no-cost, there is typically a charge for those items that have been free in past years. One distribution of canned fruit, canned vegetables, and rice for 300 members could now cost as much as \$1,484.00. Protein could total \$4,170; 100% juice purchases come to \$1035.00; milk amounts to \$1,105. In all, a single distribution might cost as much as \$7,794. At full price, the annual cost for a basic distribution equates to more than \$197,000.

HANNA's Pantry makes every effort to obtain these food items at low or no cost, but expenses still exceed the projected amount. Other grant applications and donations from the community have helped to defray these unexpected costs; unfortunately still more funding is needed.

In addition, repair and upgrade to the loading dock where the pantry is located will keep volunteers, staff, vendors, and contractors safe when they are delivering, serving, unloading food or other necessary

equipment at the high school. The current loading dock is lower than the industry standard height and does not allow for trucks without a lift gate to deliver food and goods without utilizing additional STSD equipment and staff to offload the supplies. That takes additional time, and adds additional safety concerns. Bringing the dock up to standard industry height would benefit both the pantry and STSD.

A generous grant award of \$60,000 will join other grant requests in helping to meet the budget shortfall HANNA's Pantry is currently experiencing. Funds will be used to purchase food items that will guarantee all members will receive the nutritious food options and distribution quantities for which the Pantry has become known and members appreciate. In addition, it will provide a needed safety improvement for the pantry volunteers, STSD staff, vendors, and others utilizing the dock.

### **How this grant will impact the citizen of Susquehanna Township**

Susquehanna Township School District is the most diverse in Pennsylvania; 90% of the families are minority, primarily Nepali, Hispanic and African American. Free and reduced lunch percentage is over 60%. Almost 15% of students have been identified for special education and 7% are English Language Learners. The Annie E. Casey's Kids Count 2022 report indicates an ongoing increase in the number of children within Susquehanna Township who are living in poverty. In 2006, approximately 9% were living in poverty; the latest statistics from 2017, *prior to COVID*, report 11.81%. HANNA's Pantry's members' self-declaration forms indicate that 99% of them are below the poverty guidelines. On average, 45% of individuals served at HANNA's Pantry are adults 18-59, and 14% are seniors, age 60 and over. More than 3,000 individuals attended June 2023 distributions. Over 1,200 children under 17 were provided food in June 2023 which equates to roughly 25% of all of the Township's students.

The Central Pennsylvania Food Bank (CPF)B's "The End of SNAP Emergency Allotments in the Central Pennsylvania Food Bank Service Territory" paints a gloomy picture for the near future. "SNAP Emergency Allotments ended in February 2023. Average monthly benefits per person across the CPF)B's territory are projected to fall by \$105, from \$271 to \$166, an average drop of 39%. The expected drop is also occurring at a time when the number of SNAP participants in the CPF)B service territory, 387,582 in March, 2022, has reached an all-time high and is more than 20,000 people higher than the May 2020 pandemic peak of 366,554 people. This drop in benefits will likely increase demand for charitable food assistance across the CPF)B service territory." It is anticipated that HANNA's Pantry membership will continue to grow as a result of this benefit decrease and more food insecure families seek help.

### **Relationship to Susquehanna Township and its Citizens**

HANNA's Pantry service area, defined by the Central Pennsylvania Food Bank, is Susquehanna Township. Those who live in the Township are asked to provide proof of residency once a year, per annual registration requirements and are welcome to seek assistance from HANNA's Pantry twice a month. Those who do not live in the Township are still provided food along with the location of a pantry in their neighborhood.

Vendors, staff, and contractors have voiced safety concerns about the aging loading dock. While the purchase of groceries are the Pantry's priority, additional funding for dock repair would enable volunteers to more confidently and safely work from the dock and allow the safe delivery of pantry groceries, STSD supplies, and STSD Food Service foods. STSD has been generous in its partnership, providing the space for the pantry, at no cost. Dock repairs would be a mutually beneficial project and would allow the Pantry to provide a kind of "thank you" for the incredible support it has lended in feeding the entire Susquehanna Township community.



### HANNA's Pantry Project Budget

Food Item	Amount Needed/ Distribution*	5/2023 ** Average Purchase Cost	Total Cost/ Distribution	Total Annual Cost (24 distributions)
<b>Frozen Protein</b>	1,390 pounds	\$3.00 pound	\$4,170	\$100,080
<b>Canned Fruit</b>	565 15 oz cans	\$25/case of 24 15 oz cans	\$588	\$14,102
<b>Canned Vegetable</b>	565 15 oz cans	\$25/case of 24 15 oz cans	\$588	\$14,102
<b>Starch (Rice)</b>	435 1 pound bags	\$17.00/24 1 pound bags	\$309	\$7,412
<b>100% Juice</b>	435 half gallons	\$19.00/8 64 oz bottles	\$1,035	\$24,847
<b>Fresh Milk</b>	695 half gallons	\$1.59 half gallon	\$1,105	\$26,521
<b>Eggs</b>	450 dozen	\$1.00/dozen	\$450	\$10,800
<b>Total Grocery Cost</b>			<b>\$8,244</b>	<b>\$197,866</b>
<b>Dock Resurfacing</b>			<b>\$15,000</b>	
<b>Dock Leveling</b>			<b>\$15,000</b>	
<b>Total Dock Repair Cost</b>				<b>\$30,000</b>
<b>TOTAL PROJECT COST</b>				<b>\$227,866</b>

#### Income as of 6/30/23

Grant awards as of 6/23	\$28,000
Financial Donations 6/23	\$27,788
Central Pennsylvania Food Bank Grants <i>(anticipated in credit based on last years award**)</i>	\$20,000
<b>Total anticipated Income as of 6/23</b>	<b>\$75,788</b>
2023-24 Budgeted for Food Purchases	\$33,000
2023-24 Budgeted for Special Projects	\$5,000
2023-24 Fundraiser Expectations	\$10,000
<b>Total Budgeted Funding for Project</b>	<b>\$123,788</b>
<b>Total Projected Cost</b>	<b>\$227,866</b>
<b>Shortfall</b>	<b>\$104,078</b>
<b>Pending Grant Requests with Other Organizations</b>	<b>\$50,000</b>
<b>Funding Request</b>	<b>\$55,000</b>

\* Uses distribution quantities by family size, estimated at March 2023 membership, following MyPlate nutritional recommendations

\*\* The Annual State Budget has not been finalized, so we do NOT know what our allocation will be for this year yet.

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 MAINTENANCE

§ 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 Repair and Clearance Ordinance of 1967 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 histheir 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.~~shall not be covered.~~
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

1. 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. 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.

§ 21-1069 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 \$~~600~~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.

§ 21-11007 Authority for Township to Do Work When Owner Defaults.

**[Ord. 67-7, 5/11/1967, § 7]**

If the owner of any property neglects to perform the duties required of him as set forth in this Part, the Board of Commissioners may serve written notice upon him requiring him to do what is necessary. If such property owner fails to comply with the requirements of such notice within 30 days from the date of its service, the Board of Commissioners may perform the same and the cost thereof, together with a penalty of 10% shall be paid by the property owner, and may be collected by action of assumpsit or by filing a municipal lien against the property. 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 ~~or~~ 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.

~~The charge for said permit shall be as established by resolution by the Board of Commissioners for each separate undertaking except poles as stated in § 21-203. The application for the permit and every such permit shall specify a time and include a plan of said opening, construction or excavation when said opening or excavation shall begin and end, or the time when the same is to remain open and the place where said opening, construction or excavation may be made, together with the probable length, width and depth thereof, and such further information as the Secretary may require; and any additional surface to be disturbed, and any additional time required must be endorsed or set forth on the permit by said Secretary, provided that emergency breaks or leaks may be repaired and a permit therefor secured within 24 hours. Extension of the time beyond that set forth in the original permit may be granted on payment of an additional fee for each day, provided that in no event may a cut or opening in a public street or way exist longer than 10 days.~~

**§ 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. In the event that more than 25% of the public street or way from curb to curb is cut or disturbed, the Township Secretary 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.
3. All streets following cut and restoration shall comply with the requirements of ~~§ 22-603, Subsection 6,~~ [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, then 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.

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

- (1) Gas lines shall be a minimum of 30 inches below subgrade.
- (2) Water and sewer lines shall be a minimum of 48 inches below subgrade.
- (3) Electric lines and conduits shall be a minimum of 36 inches below subgrade.
- (4) 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.

**§ 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.

#### § 21-2107 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.

**§ 21-21108 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.

**§ 21-209-12 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 \$~~600~~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.

§21-213 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 curblineline 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 ~~109~~90% 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 ~~1009~~90% 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.

DRAFT

**SUSQUEHANNA TOWNSHIP**  
**BRING YOUR OWN DEVICE**

**I. PURPOSE:**

- A. The intent of this policy is to provide standards and rules of behavior for *personally-owned smart phones, tablets, and other devices* by Susquehanna Township employees (herein referred to as users) used to access Susquehanna Township network resources, store and retrieve Township data, and conduct Township business.
- B. Expectation of Privacy: The Township will respect the privacy of your personal device and will only request access to the device by technicians to implement security controls, as outlined in this policy, or to respond to legitimate Right-to-Know requests arising out of administrative, civil, or criminal proceedings. Additionally, the Township shall not utilize the device's Global Positioning System (GPS) Technology to track the device's whereabouts remotely without the written permission of the device's owner. This policy is **only** applicable to personal devices that are used to conduct Township business and/or store and retrieve Township data.

This is different from the policy for Township-provided equipment/services, where users do not have the right, nor the expectation of privacy while using Township equipment/services. While access to personal devices is restricted, the Township's policies and rules of behavior regarding the use and access of Township e-mail and other systems and services remain in effect.

**II. SCOPE**

- A. Accessing work email 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. Synchronizing employee email, calendar, and contact lists to a device 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 additional security requirements identified in the Additional Requirements section of this policy, as well as the Overall Requirements.
- C. Storing permitted Township 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 additional security requirements identified in the Additional Requirements section of this policy, as well as the Overall Requirements.

**III. POLICY:**

- A. Overall requirements for all personal devices used in accordance with Township business:

1. Users will not download or transfer 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.
  2. Users will password protect the device and follow all applicable password protection guidelines.
  3. 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 (installing software that allows the user to bypass standard built-in security features and controls).
  4. 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."
  5. Non-exempt personnel who wish to use their personally-owned smart phones, tablets, and other devices in conjunction with this policy agree that time spent utilizing said device in the performance of official duties outside normal operating hours of the Township shall not be considered compensable time, except with written permission from the relevant Department Head or Township Manager.
- B. Additional Requirements for all personal devices used to synchronize employee email, calendar, and contact list:**
1. If the 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.
  2. 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.
  3. Users agree to change the device's password protection every six (6) months, at a minimum.
  4. Users agree to maintain anti-virus protection on the device, where applicable. The Township's Information Technology Systems Administrator can assist the user in the installation of anti-virus software.
  5. Where possible, the employee's device may be remotely wiped if 1) the device is lost or stolen, 2) the employee terminates his or her employment, 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.

6. 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, wipe 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 of an employee separating from Township employment, the employee 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 or 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 an 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:
  1. Employees are prohibited from using their personally-owned devices while operating a motor vehicle owned by the Township.
  2. 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.
  3. 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.

#### **V. DEVICES, APPLICATIONS, AND SUPPORT:**

- A.** Certain 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 they can access the 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.

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## **DRUG FREE WORKPLACE POLICY**

1. In accordance with the Drug Free Workplace Act of 1988, the Township is mandated to establish a policy consistent with provisions of the Act regarding a drug free workplace.
2. 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.
3. 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.
4. Any employee who is convicted of any criminal drug related crime occurring in the workplace shall notify the Township Manager in writing of the violation no later than five (5) calendar days after such conviction.
5. 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.
6. 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 the lawful right to 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 is prohibited in all circumstances for Township CDL drivers and law enforcement officers, including off duty medicinal use provided for under state law.

If a Non-CDL/Non-law enforcement 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. For example, the Pennsylvania Medical Marijuana Act provides that patients may be prohibited by an employer from performing any duty which could result in a public health or safety risk while under the influence of medical marijuana, and may be prohibited from performing any task deemed to be life threatening. Under the Act, a patient also may not perform any job duties at heights or in confined spaces, while under the influence of medical marijuana. The Employer will also

determine whether the medical condition which necessitates the usage of medical marijuana constitutes a disability under Americans with Disabilities Act, thereby requiring an interactive discussion of the employee's ability to perform job functions and any potential reasonable accommodations.

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. As such, all employees, whether certified as a user of medical marijuana or not, are subject to the prohibitions in the Personnel Policy.

7. In lieu of or in addition to appropriate personnel actions, the Township Manager, or his designee, may require an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
8. 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.

## **OUTSIDE EMPLOYMENT POLICY**

### **I. Purpose**

Susquehanna Township recognizes that some employees may need or want to hold additional jobs outside their employment with the Township. Employees of the Township are permitted to engage in outside work or hold other jobs, 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 to protect its operations, assets, and reputation. These concerns may include, but are not limited to:

- A. Conflict of Interest:** Situations where an employee's outside employment or affiliations create a conflict with their responsibilities at Susquehanna Township, leading to divided loyalty or potential favoritism towards external parties.
- B. Competition:** When an employee's outside work directly competes with the services, products, or interests of Susquehanna Township, potentially leading to reduced focus or diverting sensitive information.
- C. Impact on Job Performance:** If the additional work interferes with the employee's ability to meet their job requirements, resulting in decreased productivity or poor performance.
- D. Misuse of Resources:** Using Susquehanna Township's tools, equipment, confidential information, or work hours to benefit the outside employer or personal endeavors.
- E. Reputation Risk:** Engaging in activities outside of work that could negatively impact the Township's reputation or public image.
- F. Legal Compliance:** Concerns related to legal requirements, industry regulations, or ethical standards that could be violated 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 outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- A.** Work-related activities and conduct away from Susquehanna Township must engage in outside employment, which would hinder their objective and impartial performance of their Township duties, embarrass Susquehanna Township, or impair their efficiency on the job. Outside employment shall not adversely affect job performance and the ability to fulfill all responsibilities to Susquehanna Township. Employees are prohibited from performing any 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 outside business during work time for Susquehanna Township.

- B. Township employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside 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 outside work activity causes or contributes to job-related problems at Susquehanna Township, the employee will be asked to discontinue the outside employment, and the employee may be subject to normal disciplinary procedures for dealing with the resulting job-related problem(s).
- 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 outside employment may result in immediate termination of employment with Susquehanna Township.

#### IV. Approval Process

- A. **Employee Notification:** Employees who wish to engage in outside employment should notify their immediate supervisor and Township Manager in writing. The notification should include the details of the proposed outside work, the expected time commitment, and any potential impact on their primary role with the company.
- B. **Initial Review:** The supervisor and Township Manager will review the employee's request, considering factors such as the nature of the outside work, its potential impact on the Township, and the employee's current performance and attendance record.
- C. **Assessing Reasonable Business Concerns:** The supervisor and Township Manager will evaluate whether any reasonable business concerns may arise from the employee's outside employment or remote work arrangement. This includes assessing potential conflicts of interest, competition, or any negative impact on job performance or company interests.
- D. **Consultation:** In cases where the outside employment involves potential legal or ethical implications, the supervisor 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 decide on 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 outside work arrangement.

Employees who are granted permission to engage in outside 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 outside work arrangement will be monitored periodically to ensure that it does not adversely affect the employee’s performance or the company’s interests. If any concerns arise during the arrangement, the supervisor may request a meeting with the employee to address the issues.

**G. Revisions and Termination:** The approval of outside work is not indefinite and may be subject to revision or termination if circumstances change. If the arrangement no longer aligns with the company’s needs or if new concerns arise, the supervisor or Township Manager may ask the employee to discontinue the outside work or amend the arrangement.

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# RETURN TO WORK POLICY

## I. Purpose

Susquehanna Township is committed to providing employees with a safe and healthy work environment. As part of that commitment, we have established a Return-To-Work Program for employees who have sustained a work-related injury or illness if it prevents them from performing their normal job duties. This policy provides guidelines for administering a modified duty program to utilize injured or ill workers in a productive capacity while recovering from a work-related injury or illness.

We will make every reasonable effort to provide suitable employment for an injured or ill employee. This may include modifying the employee's original position or providing an alternative position, depending on the employee's medical restrictions, provided that it does not create an undue hardship to the Township. If the employee's original department cannot place an employee in a suitable position, an appropriate position in another department may be identified. All attempts to place an employee in another area must be made in cooperation with managers, workers, union representatives (if applicable), and the employee.

## II. Objectives

The objectives of Susquehanna Township's Return-to-Work Program are to:

- A. Allow the employee to remain in the workforce and resume productive employment as soon as possible.
- B. Enable the worker to gradually overcome medical restrictions through a transitional period of modified duty and work reconditioning assignments.
- C. Comply with all applicable parts of the Americans with Disabilities Act (ADA) and all appropriate parts of the Family and Medical Leave Act (FMLA).
- D. Comply with all applicable state laws.

## III. Definition(s)

**Modified duty:** Temporary, transitional work within the healthcare provider's prescribed activities, restrictions, and other recommendations for the employee, which reflects that individual's functional capacity and/or rehabilitative needs. Modified duty is intended to be temporary and transitional.

## IV. Responsibilities

### A. Injured/Ill Employee

1. Report all job-related injuries and any medical restrictions to their supervisor immediately.
2. Obtain a Work Status Report form at every doctor appointment and provide a copy to Human Resources.
3. Keep Human Resources and your immediate supervisor informed of any change in job-related restrictions.
4. Follow all medical restrictions and recommendations prescribed by your treating physician.
5. Question any medical directives and restrictions that you do not understand.
6. Do NOT perform any activities outside your prescribed restrictions at work and home. If the tasks assigned violate these restrictions, immediately inform your supervisor.



7. Attend all appointments. Appointments should be scheduled outside of work hours or over your lunch break. An example of this is scheduling your physical therapy appointments on your way home from work.

NOTE: Failure to adhere to work-related restrictions may result in disciplinary action.

#### **B. Supervisors/Managers**

1. Ensure that all employees with job-related restrictions are adhering to their restrictions as prescribed by their physician.
2. Assign employees to jobs that can accommodate their restrictions. If no jobs are available, contact your Human Resources representative to discuss options or arrange other work assignments in a different department.
3. Maintain a list of departmental duties that meet modified duty requirements. Provide this list to Human Resources.

#### **C. Human Resources**

1. Arrange for a temporary work assignment of modified duty employees where no work is available within the employee's regular department.
2. Make decisions regarding the appropriateness of modified duty.
3. Maintain updated restrictions on all injured workers.
4. Maintain contact with the claim representative and case manager (if assigned).
5. Provide medical professionals information on an injured employee's current job description, the modified duty policy, and the available modified duty types.

#### **V. Notice and Process**

- A. All work injuries are to be reported as soon as possible. Injured workers should report the injury to their direct supervisor. The supervisor should report the injury directly to Human Resources, who will notify the insurance agent or carrier.

A Work Status Report (Appendix A) form is provided to the injured worker before seeking medical treatment. It is the injured worker's responsibility to get this form completed at every doctor's appointment. This form must be completed and signed by a medical doctor.

- B. Upon completion of initial medical treatment, the injured worker provides the completed Work Status Report form directly to Human Resources. The appropriate person will conduct a thorough accident investigation and provide their assessment on an injury accident investigation form for review by the Safety Committee.

#### **VI. Medically Unable to Report**

Any employee unable to report for work due to an injury or illness must check in with their supervisor at least once per week. This employee shall contact Human Resources to verify if there has been a change in their status regarding returning to work. If you cannot come to work, a doctor's note is expected from the treating physician. The injured worker may be asked to produce appropriate medical documentation on their condition to verify there has or has not been a change in their physical status as it affects returning to work.

## **VI. Restrictions**

If the injured workers' restrictions preclude them from performing their pre-injury job, every reasonable effort will be made to identify or create a productive assignment that will accommodate temporary restrictions identified by the treating physician. These accommodations may include performing some elements of the pre-injury job, assisting other employees with aspects of their jobs, and other assigned tasks. All work must be within the prescribed restrictions. Any problems with the restrictions should be reported immediately to Human Resources to be reviewed with the treating doctor.

## **VII. Accommodations**

Accommodations may involve arrangements for less than a normal workday. Once job accommodations have been completed, you will be notified of your modified duty job assignment in writing. This notification will also provide the hourly rate and number of hours you can expect to work. If the accommodated position is one that you are unfamiliar with, a modified duty job description will be provided. The main job tasks will be included in the written notification.

Upon receipt of the modified duty job accommodation letter, you are to acknowledge receipt and notify the contact person indicated in the letter. A copy of this letter will be kept in your personnel file.

The job may change or be revised depending on work availability and changes in the injured workers' restrictions. The Township maintains the right to assign employees on modified duty to any job within the Township that will not exceed their restrictions and that the injured worker can perform.

Employees on modified duty may be assigned to work on any shift at the Township's discretion. While modified duty employees may not be able to work or be assigned to work a full-time schedule, in no case, shall modified duty employees work overtime.

Department supervisors will supervise all employees undergoing rehabilitation and/or modified duty. Employees assigned to a different department shall report to the supervisor of that department. On evenings, nights, and weekends, job duties may be modified at any time by the supervisor of an employee who has reported an injury.

## **VIII. Duration**

Modified duty job accommodations are meant to be temporary in nature. They aim to assist with the injured worker's rehabilitation and maintain productivity. If the injured worker is given permanent modified duty restrictions that preclude the injured worker from performing their job, Human Resources will review them with management to determine if long-term restrictions can or cannot be accommodated. Human Resources will notify all parties when the injured worker is released for full or unrestricted duty.

## **IX. Wages and Related Considerations**

The rate that the injured worker will be paid will be determined by Human Resources depending upon various factors, including but not limited to the type of work the worker is performing, the

level of skill required to perform the job, and what wages similar employees completing similar work earn.

The employee may not apply for any posted job openings while in a restricted capacity. Since the injured worker will perform the available work, normal shift scheduling practices may not be possible. If a set schedule is not possible, the injured workers must contact their supervisor or manager to obtain their scheduled hours for each week if not previously provided.

**X. Failure to Participate**

Employees assigned to modified duty must keep medical appointments and participate in follow-up rehabilitation treatment, as necessary. Failure to participate in medical and rehabilitation treatment may be considered a violation of work rules and may result in disciplinary action.

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## **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 various 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, specifically to provide guidelines for usage during work hours.
- 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**

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.

### **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 via public interaction.
- E. Social Media:** All forms of communicating or posting information or content of any sort on the Internet, such as communication posts or other activity on your own or someone else's social media profile (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. Authorized Users may be appointed on a temporary or permanent basis at the discretion of the Township Manager.

All 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 \_\_ Rules of Conduct.

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.

### **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 municipality regarding content, tone, and response to public comments. This includes being accurate and honest, correcting errors promptly as needed, and posting professionally and non-confrontational.
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 they will 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 Attorney.
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.
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.
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.
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.
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 personal accounts, employees should be aware that their actions and behavior are still associated with their municipality employment.

- B. Confidentiality and Privacy:** Employees must respect the confidentiality of information related to their work and the municipality. 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 municipality. When expressing personal opinions online, it should be made clear that the views expressed are their own, not those of the municipality. 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 municipality'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 municipality's reputation or undermine public trust. This includes posting or sharing false, misleading, or defamatory information about the municipality, 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 them to their supervisor or the designated authority within the municipality. The municipality 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.

DRAFT



HL Bowman  
 2259 Woodlawn Street  
 Harrisburg, PA. 17104  
 (717) 561-1206

**BILL TO**

Susquehanna Twp  
 1900 Linglestown Road  
 Harrisburg, PA 17110 USA

<b>ESTIMATE</b> 68792733	<b>ESTIMATE DATE</b> Mar 23, 2023
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**JOB ADDRESS**

Sus TWP Building - Public Works Building  
 1955 Elmerton Avenue  
 Harrisburg, PA 17110 USA

**Job:** 67642445

TASK	DESCRIPTION	QTY	PRICE	TOTAL
CST-001	1. To Furnish and Install sediment/turbidity backwashing filter system with 16 x 65 tank serviceable 15 GPM (Lancaster's sediment filters will remove dirt, silica, and most suspended matter from your water supply down to a low micron filtering levels. Filter-AG and Filter-AG Plus requires no chemical regenerents - just a simple, periodic backwash.)  2. To disconnect existing well from building supply lines  3. To Re-pipe up to 20' of 1" copper piping and fittings  4. Connecting back into existing Supply lines	1.00	\$6,459.00	\$6,459.00

<b>POTENTIAL SAVINGS</b>	\$0.00
<b>SUB-TOTAL</b>	\$6,459.00
<b>TAX</b>	\$0.00
<b>TOTAL</b>	\$6,459.00

Thank you for choosing HL Bowman!

**CUSTOMER AUTHORIZATION**

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.

Sign here

Date

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

**DELIVERED VIA E-MAIL**

May 5, 2023

Mr. David Pribulka  
 Susquehanna Township  
 1900 Linglestown Road  
 Harrisburg, Pennsylvania 17110

Re: **Paxton Church Road Stabilization  
 Contractor Estimate No. 01**

Dear Mr. Pribulka:

Enclosed is Estimates #01 for the subject project funded through the Dauphin County Infrastructure Bank (DCIB). Based upon our review of the estimate, we recommend payment to the contractor in the amount of \$76,819.50. If you concur with this recommendation, please coordinate payment through the DCIB to the contractor at the following address:

JVI Group, Inc.  
 8210C Carlisle Pike  
 York Springs, PA 17372

The following is a summary of estimates to date:

DCIB Funding				
Total Value	Previous Estimates	Current Estimate	Estimate Total To Date	% Complete
\$1,145,307.00	\$0.00	\$76,819.50	\$76,819.50	6.7%

If you have any questions, please feel free to contact me at 717.580.0378 or by email at [rhostteter@hrg-inc.com](mailto:rhostteter@hrg-inc.com).

Sincerely,

**Herbert, Rowland & Grubic, Inc.**

Ryan J. Hostetter, PE  
 Group Manager | Transportation

RJH/kjt  
 0242.0519

\\Hrg.local\hrgdfsfiles\Project\0002\000242\_0519\Construction\Pay Estimates\01\2023.05.05 Recommendation for Payment Estimate 01.docx

Enclosures

c: File



**Contractor's Application for Payment No. 1**

Application Period:	Period Ending 05/19/23	Application Date:	6/1/2023
To (Owner):	Susquehanna TWP	From (Contractor):	JVI Group, Inc
Project:	Paxton Church RD Stabilization	Contract:	Paxton Church RD Stabilization
Owner's Contract No.:		Contractor's Project No.:	
		Via (Engineer):	Herbert, Rowland & Grubic, Inc.
		Engineer's Project No.:	R000242.0519

**Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY		
CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$	<u>\$1,145,307.00</u>
2. Net change by Change Orders.....	\$	
3. Current Contract Price (Line 1 ± 2).....	\$	<u>\$1,145,307.00</u>
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	<u>\$85,355.00</u>
5. RETAINAGE:		
a. 10% X <u>\$85,355.00</u> Work Completed.....	\$	<u>\$8,535.50</u>
b. X <u>                    </u> Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	<u>\$8,535.50</u>
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	<u>\$76,819.50</u>
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	
8. AMOUNT DUE THIS APPLICATION.....	\$	<u>\$76,819.50</u>
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	<u>\$1,068,487.50</u>

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- 1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- 2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- 3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor Signature**

By: Matthew Daubert Date: 06/01/23

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_ (Engineer) \_\_\_\_\_ (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Date)  
Funding or Financing Entity (if applicable)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): Paxton Church RD Stabilization										Application Number: 1			
Application Period Ending 05/19/23										Application Date: 6/1/2023			
A					B	C	C	D	D	E	F		
Item				Contract Information									
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Bid Item (\$)	Quantity Installed This Period	Quantity Previously Installed	Value of Work Installed This Period	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
<b>Paxton Church Road Stabilization</b>													
4201-0001	CLEARING AND GRUBBING MODIFIED	1	LS	\$50,000.00	\$50,000.00	0.9		\$45,000.00	\$45,000.00		\$45,000.00	90.0%	\$5,000.00
4203-0001	CLASS 1 EXCAVATION MODIFIED	5200	CY	\$27.00	\$140,400.00								\$140,400.00
4203-0003	CLASS 1A EXCAVATION MODIFIED (AS NEEDED)	56	CY	\$85.00	\$4,760.00								\$4,760.00
0204-0001	CLASS 2 EXCAVATION	50	CY	\$50.00	\$2,500.00								\$2,500.00
0205-0100	FOREIGN BORROW EXCAVATION	3357	CY	\$28.00	\$93,996.00								\$93,996.00
0205-0263	SELECTED BORROW EXCAVATION ROCK, CLASS R-3	64	CY	\$65.00	\$4,160.00								\$4,160.00
0205-0264	SELECTED BORROW EXCAVATION ROCK, CLASS R-4	700	CY	\$65.00	\$45,500.00								\$45,500.00
4205-0266	SELECTED BORROW EXCAVATION ROCK, CLASS R-6, CHOKED WITH ROCK, CLASS R-4	2847	CY	\$85.00	\$241,995.00								\$241,995.00
4205-0466	SELECTED BORROW EXCAVATION ROCK, CLASS R-6, CHOKED WITH ROCK, CLASS R-4	42	CY	\$130.00	\$5,460.00								\$5,460.00
0212-0014	GEOTEXTILE, CLASS 4, TYPE A	6459	SY	\$3.00	\$19,377.00								\$19,377.00
0313-0424	SUPERPAVE ASPHALT MIXTURE DESIGN, BASE COURSE, PG 64S-22, 0.3 TO < 3 MILLION	2930	SY	\$28.00	\$82,040.00								\$82,040.00
0350-0106	SUBBASE 6" DEPTH (NO. 2A)	2930	SY	\$15.00	\$43,950.00								\$43,950.00
0350-0120	SUBBASE (NO. 2A)	165	CY	\$55.00	\$9,075.00								\$9,075.00
0413-0246	SUPERPAVE ASPHALT MIXTURE DESIGN, WEARING COURSE, PG 64S-22, 0.3 TO < 3	2930	SY	\$12.00	\$35,160.00								\$35,160.00
0413-6045	SUPERPAVE ASPHALT MIXTURE DESIGN, BINDER COURSE, PG 64S-22, 0.3 TO < 3 MILLIO	2729	SY	\$18.00	\$49,122.00								\$49,122.00
0460-0001	ASPHALT TACK COAT	5659	SY	\$0.50	\$2,829.50								\$2,829.50
0601-0400	18" THERMOPLASTIC PIPE, GROUP VI, 15'-2" FILL	239	LF	\$125.00	\$29,875.00								\$29,875.00
0601-0500	18" THERMOPLASTIC PIPE, GROUP VI, 15'-2" FILL, SHORE/TRENCH BOX	61	LF	\$140.00	\$8,540.00								\$8,540.00
0605-2620	TYPE D-W ENDWALL	2	EACH	\$1,400.00	\$2,800.00								\$2,800.00
0605-2730	TYPE M CONCRETE TOP UNIT AND GRATE	3	EACH	\$1,150.00	\$3,450.00								\$3,450.00
0605-2731	TYPE M CONCRETE TOP UNIT AND BICYCLE SAFE GRATE	2	EACH	\$1,150.00	\$2,300.00								\$2,300.00
0605-2850	STANDARD INLET BOX, HEIGHT <= 10'	5	EACH	\$3,600.00	\$18,000.00								\$18,000.00
0608-0001	MOBILIZATION	1	LS	\$65,000.00	\$65,000.00	0.5		\$32,500.00	\$32,500.00		\$32,500.00	50.0%	\$32,500.00
0619-0459	PERMANENT IMPACT ATTENUATING DEVICE, TYPE II, TEST LEVEL 3, TANGENT (MASH)	2	EACH	\$4,100.00	\$8,200.00								\$8,200.00
0620-0400	TERMINAL SECTION, SINGLE	2	EACH	\$230.00	\$460.00								\$460.00
0620-0503	REMOVE EXISTING GUIDE RAIL (CONTRACTOR'S PROPERTY)	971	LF	\$4.00	\$3,884.00								\$3,884.00
0620-1600	TYPE 31-S GUIDE RAIL	850	LF	\$36.00	\$30,600.00								\$30,600.00
0620-1625	TYPE 31-SC GUIDE RAIL	25	LF	\$56.00	\$1,400.00								\$1,400.00
0620-1670	TYPE 31-STRONG POST IN-LINE ANCHOR	1	EACH	\$2,150.00	\$2,150.00								\$2,150.00
0623-0052	SINGLE FACE CONCRETE BARRIER	309	LF	\$125.00	\$38,625.00								\$38,625.00
0623-0122	END TRANSITION, SINGLE FACE CONCRETE BARRIER	2	EACH	\$1,600.00	\$3,200.00								\$3,200.00
0627-3020	TEMPORARY BARRIER, TEST LEVEL 3, BARRIER DEFLECTION DISTANCE < /=2'	193	LF	\$55.00	\$10,615.00								\$10,615.00
4636-0001	ASPHALT CONCRETE CURB MODIFIED	91	LF	\$10.00	\$910.00								\$910.00
0686-0010	CONSTRUCTION SURVEYING, TYPE A	1	LS	\$7,500.00	\$7,500.00	0.25		\$1,875.00	\$1,875.00		\$1,875.00	25.0%	\$5,625.00
0689-0001	NARRATIVE SCHEDULE	1	LS	\$500.00	\$500.00								\$500.00
0802-0001	TOPSOIL FURNISHED AND PLACED	221	CY	\$60.00	\$13,260.00								\$13,260.00
0804-0001	SEEDING AND SOIL SUPPLEMENTS – FORMULA B, INCLUDING MULCH	31	LB	\$27.00	\$837.00								\$837.00
0804-0003	SEEDING AND SOIL SUPPLEMENTS – FORMULA D, INCLUDING MULCH	63	LB	\$27.00	\$1,701.00								\$1,701.00
0804-0004	SEEDING – FORMULA E, INCLUDING MULCH (AS NEEDED)	21	LB	\$33.00	\$693.00								\$693.00
0806-0140	PERMANENT ROLLED EROSION CONTROL PRODUCT, TYPE 5A	138	SY	\$4.50	\$621.00								\$621.00
0845-0001	UNFORESEEN WATER POLLUTION CONTROL	1000	DOLLAR	\$1.00	\$1,000.00								\$1,000.00
0849-0010	ROCK CONSTRUCTION ENTRANCE	3	EACH	\$3,750.00	\$11,250.00								\$11,250.00
0855-0003	PUMPED WATER FILTER BAG (AS NEEDED)	1	EACH	\$1,550.00	\$1,550.00								\$1,550.00
0855-0004	REPLACEMENT PUMPED WATER FILTER BAG (AS NEEDED)	1	EACH	\$200.00	\$200.00								\$200.00
0860-0000	INLET FILTER BAG FOR TYPE M INLET	8	EACH	\$165.00	\$1,320.00								\$1,320.00
0867-0012	COMPOST FILTER SOCK, 12" DIAMETER	842	LF	\$5.00	\$4,210.00	842		\$4,210.00	\$4,210.00		\$4,210.00	100.0%	
0867-0022	COMPOST FILTER SOCK, 24" DIAMETER	91	LF	\$7.00	\$637.00	110		\$770.00	\$770.00		\$770.00	120.9%	-\$133.00
0901-0001	MAINTENANCE AND PROTECTION OF TRAFFIC DURING CONSTRUCTION	1	LS	\$10,000.00	\$10,000.00	0.1		\$1,000.00	\$1,000.00		\$1,000.00	10.0%	\$9,000.00

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): <b>Paxton Church RD Stabilization</b>										Application Number: 1			
Application Period Ending 05/19/23										Application Date: 6/1/2023			
A					B	C	C	D	D	E	F		
Item				Contract Information									
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Bid Item (\$)	Quantity Installed This Period	Quantity Previously Installed	Value of Work Installed This Period	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
0931-0001	POST MOUNTED SIGNS, TYPE B	13	SF	\$70.00	\$910.00								\$910.00
0935-0001	POST MOUNTED SIGNS, TYPE F	5	SF	\$40.00	\$200.00								\$200.00
0941-0001	RESET POST MOUNTED SIGNS, TYPE B	6	EACH	\$205.00	\$1,230.00								\$1,230.00
0962-1000	4" WHITE WATERBORNE PAVEMENT MARKINGS	1575	LF	\$0.75	\$1,181.25								\$1,181.25
0962-1005	4" YELLOW WATERBORNE PAVEMENT MARKINGS	1591	LF	\$0.75	\$1,193.25								\$1,193.25
0963-0004	4" PAVEMENT MARKING REMOVAL	420	LF	\$7.00	\$2,940.00								\$2,940.00
0971-0001	REMOVE POST MOUNTED SIGN, TYPE B	1	EACH	\$40.00	\$40.00								\$40.00
9000-0001	REMOVE AND RESET EXISTING MAILBOX	3	EACH	\$250.00	\$750.00								\$750.00
9000-0002	LANDSCAPING RESTORATION	1250	DOLLAR	\$1.00	\$1,250.00								\$1,250.00
9000-0003	TEMPORARY SITE ACCESS FOR UTILITIES	20000	DOLLAR	\$1.00	\$20,000.00								\$20,000.00
<b>Paxton Church Road Stabilization Sub-Total</b>					<b>\$1,145,307.00</b>			<b>\$85,355.00</b>	<b>\$85,355.00</b>		<b>\$85,355.00</b>	<b>7%</b>	<b>\$1,059,952.00</b>
<b>Totals</b>					<b>\$1,145,307.00</b>			<b>\$85,355.00</b>	<b>\$85,355.00</b>		<b>\$85,355.00</b>	<b>7.5%</b>	<b>\$1,059,952.00</b>







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

**DELIVERED VIA E-MAIL**

July 10, 2023

Mr. David Pribulka  
 Susquehanna Township  
 1900 Linglestown Road  
 Harrisburg, Pennsylvania 17110

Re: **Paxton Church Road Stabilization  
 Contractor Estimate No. 02**

Dear Mr. Pribulka:

Enclosed is Estimates #02 for the subject project funded through the Dauphin County Infrastructure Bank (DCIB). Based upon our review of the estimate, we recommend payment to the contractor in the amount of \$397,059.73. If you concur with this recommendation, please coordinate payment through the DCIB to the contractor at the following address:

JVI Group, Inc.  
 8210C Carlisle Pike  
 York Springs, PA 17372

The following is a summary of estimates to date:

DCIB Funding				
Total Value	Previous Estimates	Current Estimate	Estimate Total To Date	% Complete
\$1,145,307.00	\$76,819.50	\$397,059.73	\$473,879.23	41.4%

If you have any questions, please feel free to contact me at 717.580.0378 or by email at [rhostteter@hrg-inc.com](mailto:rhostteter@hrg-inc.com).

Sincerely,

**Herbert, Rowland & Grubic, Inc.**

Ryan J. Hostetter, PE  
 Group Manager | Transportation

RJH/kjt  
 0242.0519

\\Hrg.local\hrgdfsfiles\Project\0002\000242\_0519\Construction\Pay Estimates\01\2023.05.05 Recommendation for Payment Estimate 01.docx

Enclosures

c: File



## Contractor's Application for Payment No. 2

	Application Period: <b>Period Ending 06/29/23</b>	Application Date: <b>7/5/2023</b>
To (Owner): <b>Susquehanna TWP</b>	From (Contractor): <b>JVI Group, Inc</b>	Via (Engineer): <b>Herbert, Rowland &amp; Grubic, Inc.</b>
Project: <b>Paxton Church RD Stabilization</b>	Contract: <b>Paxton Church RD Stabilization</b>	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: <b>R000242.0519</b>

### Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$ <u>1,145,307.00</u>
2. Net change by Change Orders.....	\$ _____
3. Current Contract Price (Line 1 ± 2).....	\$ <u>1,145,307.00</u>
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ <u>526,532.48</u>
5. RETAINAGE:	
a. 10% X <u>526,532.48</u> Work Completed.....	\$ <u>52,653.25</u>
b. X _____ Stored Material.....	\$ _____
c. Total Retainage (Line 5.a + Line 5.b).....	\$ <u>52,653.25</u>
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ <u>473,879.23</u>
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ <u>76,819.50</u>
8. AMOUNT DUE THIS APPLICATION.....	\$ <u>397,059.73</u>
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ <u>671,427.77</u>

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- 1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- 2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- 3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor Signature**

By: **Matthew Daubert** Digitally signed by Matthew Daubert  
DN: C=US, E=mdaubert@jvigroupinc.com, O=JVI Group, INC., CN=Matthew Daubert  
Date: 2023.07.10 07:12:56-0400

Date: **07.10.23**

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_ (Engineer) \_\_\_\_\_ (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Date)

Funding or Financing Entity (if applicable) \_\_\_\_\_ (Date)

**Progress Estimate - Unit Price Work**

**Contractor's Application**

For (Contract): Paxton Church RD Stabilization										Application Number: 2			
Application Period: Period Ending 06/29/23										Application Date: 7/5/2023			
A					B	C	C	D	D	E	F		
Item				Contract Information									
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Bid Item (\$)	Quantity Installed This Period	Quantity Previously Installed	Value of Work Installed This Period	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
<b>Paxton Church Road Stabilization</b>													
4201-0001	CLEARING AND GRUBBING MODIFIED	1	LS	\$50,000.00	\$50,000.00	0.1	0.9	\$5,000.00	\$50,000.00		\$50,000.00	100.0%	
4203-0001	CLASS 1 EXCAVATION MODIFIED	5200	CY	\$27.00	\$140,400.00	3276		\$88,452.00	\$88,452.00		\$88,452.00	63.0%	\$51,948.00
4203-0003	CLASS 1A EXCAVATION MODIFIED (AS NEEDED)	56	CY	\$85.00	\$4,760.00								\$4,760.00
0204-0001	CLASS 2 EXCAVATION	50	CY	\$50.00	\$2,500.00								\$2,500.00
0205-0100	FOREIGN BORROW EXCAVATION	3357	CY	\$28.00	\$93,996.00	1079		\$30,212.00	\$30,212.00		\$30,212.00	32.1%	\$63,784.00
0205-0263	SELECTED BORROW EXCAVATION ROCK, CLASS R-3	64	CY	\$65.00	\$4,160.00								\$4,160.00
0205-0264	SELECTED BORROW EXCAVATION ROCK, CLASS R-4	700	CY	\$65.00	\$45,500.00	146.67		\$9,533.55	\$9,533.55		\$9,533.55	21.0%	\$35,966.45
4205-0266	ROCK, CLASS R-6, CHOKED WITH ROCK, CLASS R-4	2847	CY	\$85.00	\$241,995.00	2788		\$236,980.00	\$236,980.00		\$236,980.00	97.9%	\$5,015.00
4205-0466	ROCK, CLASS R-6, CHOKED WITH ROCK, CLASS R-4 AND GROUTED	42	CY	\$130.00	\$5,460.00								\$5,460.00
0212-0014	GEOTEXTILE, CLASS 4, TYPE A	6459	SY	\$3.00	\$19,377.00	2000		\$6,000.00	\$6,000.00		\$6,000.00	31.0%	\$13,377.00
0313-0424	SUPERPAVE ASPHALT MIXTURE DESIGN, BASE COURSE, PG 64S-22, 0.3 TO < 3 MILLION	2930	SY	\$28.00	\$82,040.00								\$82,040.00
0350-0106	SUBBASE 6" DEPTH (NO. 2A)	2930	SY	\$15.00	\$43,950.00								\$43,950.00
0350-0120	SUBBASE (NO. 2A)	165	CY	\$55.00	\$9,075.00								\$9,075.00
0413-0246	SUPERPAVE ASPHALT MIXTURE DESIGN, WEARING COURSE, PG 64S-22, 0.3 TO < 3	2930	SY	\$12.00	\$35,160.00								\$35,160.00
0413-6045	SUPERPAVE ASPHALT MIXTURE DESIGN, BINDER COURSE, PG 64S-22, 0.3 TO < 3 MILLI	2729	SY	\$18.00	\$49,122.00								\$49,122.00
0460-0001	ASPHALT TACK COAT	5659	SY	\$0.50	\$2,829.50								\$2,829.50
0601-0400	18" THERMOPLASTIC PIPE, GROUP VI, 15'-2" FILL	239	LF	\$125.00	\$29,875.00	60		\$7,500.00	\$7,500.00		\$7,500.00	25.1%	\$22,375.00
0601-0500	18" THERMOPLASTIC PIPE, GROUP VI, 15'-2" FILL, SHORE/TRENCH BOX	61	LF	\$140.00	\$8,540.00								\$8,540.00
0605-2620	TYPE D-W ENDWALL	2	EACH	\$1,400.00	\$2,800.00	2		\$2,800.00	\$2,800.00		\$2,800.00	100.0%	
0605-2730	TYPE M CONCRETE TOP UNIT AND GRATE	3	EACH	\$1,150.00	\$3,450.00								\$3,450.00
0605-2731	TYPE M CONCRETE TOP UNIT AND BICYCLE SAFE GRATE	2	EACH	\$1,150.00	\$2,300.00								\$2,300.00
0605-2850	STANDARD INLET BOX, HEIGHT < / = 10'	5	EACH	\$3,600.00	\$18,000.00								\$18,000.00
0608-0001	MOBILIZATION	1	LS	\$65,000.00	\$65,000.00	0.5	0.5	\$32,500.00	\$65,000.00		\$65,000.00	100.0%	
0619-0459	PERMANENT IMPACT ATTENUATING DEVICE, TYPE II, TEST LEVEL 3, TANGENT (MASH)	2	EACH	\$4,100.00	\$8,200.00								\$8,200.00
0620-0400	TERMINAL SECTION, SINGLE	2	EACH	\$230.00	\$460.00								\$460.00
0620-0503	REMOVE EXISTING GUIDE RAIL (CONTRACTOR'S PROPERTY)	971	LF	\$4.00	\$3,884.00	971		\$3,884.00	\$3,884.00		\$3,884.00	100.0%	
0620-1600	TYPE 31-S GUIDE RAIL	850	LF	\$36.00	\$30,600.00								\$30,600.00
0620-1625	TYPE 31-SC GUIDE RAIL	25	LF	\$56.00	\$1,400.00								\$1,400.00
0620-1670	TYPE 31-STRONG POST IN-LINE ANCHOR	1	EACH	\$2,150.00	\$2,150.00								\$2,150.00
0623-0052	SINGLE FACE CONCRETE BARRIER	309	LF	\$125.00	\$38,625.00								\$38,625.00
0623-0122	END TRANSITION, SINGLE FACE CONCRETE BARRIER	2	EACH	\$1,600.00	\$3,200.00								\$3,200.00
0627-3020	TEMPORARY BARRIER, TEST LEVEL 3, BARRIER DEFLECTION DISTANCE < / = 2'	193	LF	\$55.00	\$10,615.00								\$10,615.00
4636-0001	ASPHALT CONCRETE CURB MODIFIED	91	LF	\$10.00	\$910.00								\$910.00
0686-0010	CONSTRUCTION SURVEYING, TYPE A	1	LS	\$7,500.00	\$7,500.00	0.5	0.25	\$3,750.00	\$5,625.00		\$5,625.00	75.0%	\$1,875.00
0689-0001	NARRATIVE SCHEDULE	1	LS	\$500.00	\$500.00								\$500.00
0802-0001	TOPSOIL FURNISHED AND PLACED	221	CY	\$60.00	\$13,260.00								\$13,260.00
0804-0001	SEEDING AND SOIL SUPPLEMENTS - FORMULA B, INCLUDING MULCH	31	LB	\$27.00	\$837.00								\$837.00
0804-0003	SEEDING AND SOIL SUPPLEMENTS - FORMULA D, INCLUDING MULCH	63	LB	\$27.00	\$1,701.00								\$1,701.00
0804-0004	SEEDING - FORMULA E, INCLUDING MULCH (AS NEEDED)	21	LB	\$33.00	\$693.00								\$693.00
0806-0140	PERMANENT ROLLED EROSION CONTROL PRODUCT, TYPE 5A	138	SY	\$4.50	\$621.00								\$621.00
0845-0001	UNFORESEEN WATER POLLUTION CONTROL	1000	DOLLAR	\$1.00	\$1,000.00								\$1,000.00
0849-0010	ROCK CONSTRUCTION ENTRANCE	3	EACH	\$3,750.00	\$11,250.00	1		\$3,750.00	\$3,750.00		\$3,750.00	33.3%	\$7,500.00
0855-0003	PUMPED WATER FILTER BAG (AS NEEDED)	1	EACH	\$1,550.00	\$1,550.00								\$1,550.00
0855-0004	REPLACEMENT PUMPED WATER FILTER BAG (AS NEEDED)	1	EACH	\$200.00	\$200.00								\$200.00
0860-0000	INLET FILTER BAG FOR TYPE M INLET	8	EACH	\$165.00	\$1,320.00								\$1,320.00
0867-0012	COMPOST FILTER SOCK, 12" DIAMETER	842	LF	\$5.00	\$4,210.00				\$4,210.00		\$4,210.00	100.0%	
0867-0022	COMPOST FILTER SOCK, 24" DIAMETER	91	LF	\$7.00	\$637.00				\$770.00		\$770.00	120.9%	-\$133.00
0901-0001	MAINTENANCE AND PROTECTION OF TRAFFIC DURING CONSTRUCTION	1	LS	\$10,000.00	\$10,000.00				\$1,000.00		\$1,000.00	10.0%	\$9,000.00
0931-0001	POST MOUNTED SIGNS, TYPE B	13	SF	\$70.00	\$910.00								\$910.00
0935-0001	POST MOUNTED SIGNS, TYPE F	5	SF	\$40.00	\$200.00								\$200.00
0941-0001	RESET POST MOUNTED SIGNS, TYPE B	6	EACH	\$205.00	\$1,230.00								\$1,230.00
0962-1000	4" WHITE WATERBORNE PAVEMENT MARKINGS	1575	LF	\$0.75	\$1,181.25								\$1,181.25

**Progress Estimate - Unit Price Work**

**Contractor's Application**

For (Contract): <b>Paxton Church RD Stabilization</b>										Application Number: 2			
Application Period Ending 06/29/23										Application Date: 7/5/2023			
A					B	C	C	D	D	E	F		
Item					Contract Information								
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Bid Item (\$)	Quantity Installed This Period	Quantity Previously Installed	Value of Work Installed This Period	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
0962-1005	4" YELLOW WATERBORNE PAVEMENT MARKINGS	1591	LF	\$0.75	\$1,193.25								\$1,193.25
0963-0004	4" PAVEMENT MARKING REMOVAL	420	LF	\$7.00	\$2,940.00								\$2,940.00
0971-0001	REMOVE POST MOUNTED SIGN, TYPE B	1	EACH	\$40.00	\$40.00								\$40.00
9000-0001	REMOVE AND RESET EXISTING MAILBOX	3	EACH	\$250.00	\$750.00								\$750.00
9000-0002	LANDSCAPING RESTORATION	1250	DOLLAR	\$1.00	\$1,250.00								\$1,250.00
9000-0003	TEMPORARY SITE ACCESS FOR UTILITIES	20000	DOLLAR	\$1.00	\$20,000.00	10815.93		\$10,815.93	\$10,815.93		\$10,815.93	54.1%	\$9,184.07
<b>Paxton Church Road Stabilization Sub-Total</b>					<b>\$1,145,307.00</b>			<b>\$441,177.48</b>	<b>\$526,532.48</b>		<b>\$526,532.48</b>	<b>46%</b>	<b>\$618,774.52</b>
<b>Totals</b>					<b>\$1,145,307.00</b>			<b>\$441,177.48</b>	<b>\$526,532.48</b>		<b>\$526,532.48</b>	<b>46.0%</b>	<b>\$618,774.52</b>

## Stored Material Summary

## Contractor's Application

For (Contract): Paxton Church RD Stabilization						Application Number: 2								
Application Period: Period Ending 06/29/23						Application Date: 45112								
Bid Item No.	A		B		C			D		E	Subtotal Amount Completed and Stored to Date (D + E)	F		Materials Remaining in Storage (\$) (D + E - F)
	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Storage Location	Description of Materials or Equipment Stored	Stored Previously		Amount Stored this Month (\$)	Incorporated in Work						
					Date Placed into Storage (Month/Year)	Amount (\$)		Date (Month/Year)	Amount (\$)					
<b>Totals</b>														



# Susquehanna

TOWNSHIP

1900 Linglestown Road | Harrisburg, PA 17110  
Phone 717.545.4751 | Fax 717.540.5298  
susquehannatwp.com

## CIVIL SERVICE LIST

20 July 2023

	<u>Written</u>	<u>Oral</u>	<u>Total</u>
1 – Dalton Aldrich	92.3 (46.15)	95.66 (47.83)	93.98
2 – A. J. Young	72.3 (36.15)	96.66 (48.33)	84.48

  
Chairman  
Civil Service Commission



# Susquehanna TOWNSHIP

1900 Linglestown Road | Harrisburg, PA 17110

Phone 717.545.4751 | Fax 717.540.4298

[susquehannatwp.com](http://susquehannatwp.com)

July 27, 2023

The Honorable Pete Buttigieg  
Secretary, U.S. Department of Transportation  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590  
Re: I-83 South Bridge (Harrisburg, PA) Multimodal Project Discretionary Grant Application

Dear Secretary Buttigieg:

On behalf of the Susquehanna Township Board of Commissioners, I am writing to express our strong support for PennDOT's grant application to replace the John Harris Memorial (South) Bridge, which carries Interstate 83 over the Susquehanna River in Harrisburg, Pennsylvania. The replacement of the bridge is PennDOT's highest priority.

Interstate 83 connects Harrisburg and Baltimore, serving major facilities at either end, including the Norfolk Southern intermodal facilities, Harrisburg International Airport, and the Port of Baltimore. The entire multimodal system for moving people and goods relies on the I-83 South Bridge, which carries approximately 125,000 vehicles over the Susquehanna River daily. The bridge is a lifeline that supports the economic well-being of the Pennsylvania Capital Region and surrounding area.

Specifically for Susquehanna Township, the South Bridge's importance is that it serves as an arterial connector between the two shores of the Susquehanna River, bringing employees and economic development to the Township. It also serves as a multimodal access point for commuters and recreators, many of whom call Susquehanna Township home.

The South Bridge has deteriorated to poor condition, and its functional limitations create a bottleneck on this busy Interstate corridor on the National Highway Freight Network. The bridge must be replaced and improved in as timely a manner as possible to avoid lane closures and additional weight restrictions.

PennDOT has demonstrated tremendous stewardship in its previous attempts to fund this project over the past several years. The I-83 South Bridge cannot advance without federal grant funding. Provision of the MPDG grant will powerfully demonstrate how the federal/state partnership delivers regional and national benefits. Please have your staff contact me for any additional information that I may provide to demonstrate the overwhelming need and benefit for the South Bridge replacement to ensure mobility for people and freight within and through the Harrisburg Capital Region.

Thank you for your consideration of this meritorious grant and your commitment to our nation's critical transportation system.

Sincerely,  
**Susquehanna Township**

Frank Lynch, President  
Board of Commissioners



# Letter of Support Information Packet



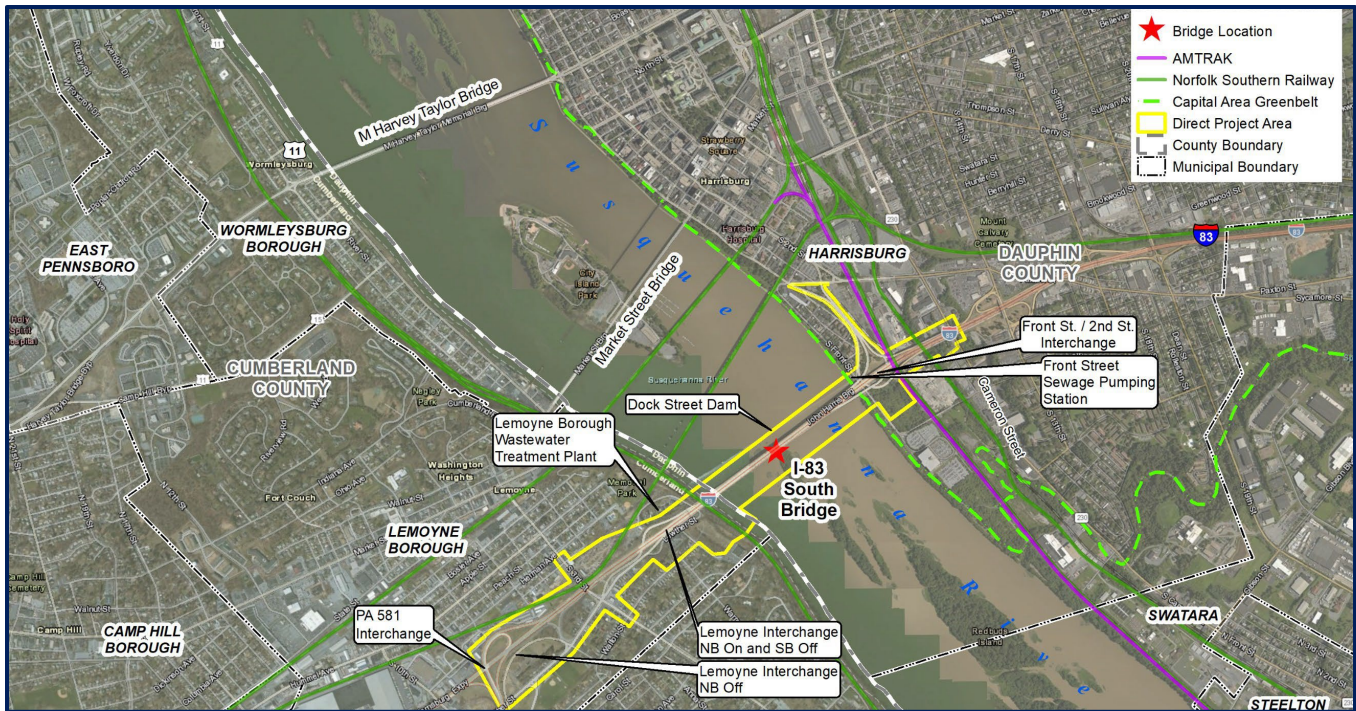
## I-83 South Bridge Grant Application



### INSIDE:

- Why this bridge project is essential
- Why your input is vital to secure competitive funding
- How to submit your letter(s) of support

July 2023



**Project-Area Map.** I-83 South Bridge is a key connector between Harrisburg and Cumberland and York counties, the rest of Pennsylvania, and the nation. The bridge is a critical point in the freight transportation network of Pennsylvania and the larger multi-state region, and is important to the surrounding community’s safety, economic development, and overall quality of life.

### PennDOT’s Request

Please submit a letter with your signature on your organization’s letterhead in support of a grant application to fund reconstruction of the John Harris Memorial (South) Bridge, which carries I-83 across the Susquehanna River in Harrisburg. See page 3.

### About the Bridge Project

The Pennsylvania Department of Transportation (PennDOT) plans to reconstruct I-83 South Bridge. The project includes modernizing the interchanges west of the bridge and reconstructing the viaduct that serves the bridge, several arterial roadways, and the Amtrak rail lines adjacent to the bridge.

The I-83 South Bridge project is PennDOT’s top priority and will ensure safe and efficient mobility for people and goods through the region.

### Why must I-83 South Bridge be reconstructed?

**Deterioration:** The bridge is 63 years old and nearing the end of its useful life. It is currently rated in “poor” condition, and cracks in the bridge’s steel beams are worsening. Although PennDOT conducts frequent inspections to ensure that the bridge is still safe, its condition is expected to continue to deteriorate, requiring more frequent and costly repairs.

**Impending weight restrictions:** Its rating of “poor” could lead to the bridge being posted with weight restrictions to minimize further damage and the risk of complete closure. This would choke off freight movement on this vital corridor, which is part of the National Highway Freight Network. Based on the bridge’s current condition, overweight permit loads have already been reduced.

## About this Grant Opportunity

PennDOT is applying for a Multimodal Project Discretionary Grant (MPDG) program grant from the U.S. Department of Transportation as part of the funding package to complete the I-83 South Bridge project, estimated to cost more than \$1 billion. The bridge cannot be advanced in a timely fashion without federal discretionary grant funds. Project improvement needs in Pennsylvania far exceed available resources, making the competitive grant pursuit essential.

## Letters of Support are Essential to Secure Grant Funding

Competition is fierce for federal discretionary funding. To earn a high rating and have a strong chance of being selected for funding, applications must demonstrate overwhelming local and regional support for the project across all sectors, along with broad benefits during and beyond construction. A persuasive letter from your organization will help PennDOT make the case for securing federal discretionary funding for this vital project.

This competitive grant would bring hundreds of millions of dollars of investment to Pennsylvania. Conversely, failure to secure the funding would result in substantial delay for the bridge replacement and the associated costs. The grant funds would likely be awarded to another state.

The I-83 corridor through Harrisburg carries approximately 125,000 vehicles per day, with heavy trucks comprising about 15% of the traffic.

## What will be the additional project benefits to the region and beyond?

**Increased Multimodal Capacity, Connectivity, and Safety:** The proposed bridge will be expanded to five lanes in each direction with wider inside and outside shoulders. In addition, the antiquated interchanges immediately east and west of the bridge will be modernized and reconstructed to accommodate the widening of I-83 South Bridge and to include longer merge ramps. The improvements will also provide better bicycle and pedestrian mobility on the West Shore. Currently, I-83, the existing interchange design, and the location of the railroad hinder the ability of pedestrians and bicyclists to access communities and businesses north and south of the Interstate and railroad.

The improvements will increase traffic capacity on this section of I-83, which is one of the most congested areas in Pennsylvania for truck traffic, ranking #9 and #14 among the worst bottlenecks in Pennsylvania for 2019 and 2020, respectively.

**Economic Impacts:** The crossing is essential to local economic development that is critical to the region's success and statewide mobility.

Harrisburg is a major freight rail hub in the northeastern U.S. I-83 serves as an important access route to two key intermodal terminals on the Norfolk Southern (NS) rail system: the NS Rutherford Terminal and the NS Harrisburg Terminal. I-83 also serves as a key access route to Harrisburg International Airport, Pennsylvania's third largest airport, which is served by air cargo carriers such as FedEx, UPS, and American Airlines.

Further, over the nine-year construction period, the project investment would generate billions of dollars in total economic activity including job creation and increased freight movement—an estimated 88% of which would occur in Cumberland and Dauphin counties (source: 2023 Economic Impact Analysis).

## Instructions for Developing and Submitting Your Letter

- By July 21, please confirm your intent to submit a letter of support and let us know if you have any questions. Identify a different point of contact for your organization if needed. Contact Paul Carafides ([pcarafides@gfnet.com](mailto:pcarafides@gfnet.com)).
- A letter template follows, showing how the letter should be addressed and providing the full name of the grant program and the bridge project.
- Use the template as a starting point, then customize it to convey the importance of this project to your organization, customers or constituents, and the region at large. Aim for one to two pages.
- Put the letter on your organization's letterhead.
- Sign the letter and include other signatories as appropriate (e.g., an Executive Director and a Board Chair).
- Scan the letter to pdf format and e-mail to Rob Mulkerin ([rmulkerin@pa.gov](mailto:rmulkerin@pa.gov)) and Paul Carafides ([pcarafides@gfnet.com](mailto:pcarafides@gfnet.com)).
- The deadline for letter submission is July 28, 2023.

### For Further Information Please Contact:

Paul Carafides  
Principal Transportation Planner  
Gannett Fleming, Inc.  
[pcarafides@gfnet.com](mailto:pcarafides@gfnet.com)  
610-304-5277

Thank you for your time and support of Pennsylvania's transportation infrastructure and economic vitality.