



Susquehanna

TOWNSHIP

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Susquehanna Township Board of Commissioners

Workshop Agenda

September 28, 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. September 14, 2023 Board of Commissioners Regular Meeting Minutes
- G. RECOGNITIONS AND PRESENTATIONS
 - 1. PRESENTATION OF THE 2024 MINIMUM MUNICIPAL OBLIGATION FOR THE POLICE, NON-UNIFORMED, AND PMRS PENSION PLANS

Jill Lovett, Director of Finance

Narrative

Provided with the agenda is a memorandum from David Pribulka, Township Manager describing the tentative Minimum Municipal Obligations (MMOs) for the Police, Non-Uniformed, and PMRS Pension Plans in place in the Township. The MMOs are based on predicted pension liabilities as a function of W-2 earnings. At this time, the state unit aid value is unknown, so the final MMOs will not be available until the consideration of the 2024 Operating Budget. Presenting these estimates is required by law to occur before September 30th, but no action is needed at this time.

Staff recommendation: That the Board of Commissioners receive the presentation of the 2023 Minimum Municipal Obligation for the Police, Non-Uniformed, and PMRS Pension Plans.

H. TRAFFIC STUDY REQUESTS

1. LAURELWOOD DRIVE (WARD 1) TRAFFIC STUDY REQUEST

Jody Rebarchak, Ward 1 Commissioner

Narrative

Provided with the agenda is a copy of a communication received from the Laurel Point Homeowners Association requesting a traffic study for speed mitigation on Laurelwood Drive. The communication also requests the placement of a digital speed display sign and additional signage, the latter of which can be evaluated with a traffic study. The Police Department can place a temporary digital speed display sign to assist with data collection for the study, as well.

Recommended motion: That the Board of Commissioners authorize a traffic study on Laurelwood Drive for speed mitigation.

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

1. RESOLUTION 2023-R-25 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT AND SECRETARY TO EXECUTE A SETTLEMENT AGREEMENT WITH TRIPLE CROWN CORPORATION TO RESOLVE A PERMIT FEE DISPUTE FOR PROPERTY LOCATED AT 3001 RUSSEL DRIVE

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution authorizing the President and Secretary to execute a settlement agreement with Triple Crown Corporation to resolve a permit fee dispute for property located at 3001 Russel Drive. Pursuant to Section 8 of the Susquehanna Township Schedule of Fees, an applicant for development who wishes to dispute the assignment of plan review fees shall work with the Township on a resolution within twenty (20) days of the initial billing date prior to advancing the dispute to a third-party reviewing agency. In the interest of arriving at a mutually agreeable resolution, staff has worked with Mark DiSanto of Triple Crown Corporation to review the fees assessed for the project. Appended to the resolution is the proposed agreement for consideration this evening. Mr. DiSanto has indicated his acceptance of the proposed settlement, which is conditional on the approval of the Board this evening.

Staff recommendation: That the Board of Commissioners adopt the resolution authorizing the President and Secretary to execute a settlement agreement with Triple Crown Corporation to resolve a permit fee dispute for property located at 3001 Russel Drive.

2. RESOLUTION 2023-R-28 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING GUIDELINES FOR THE SUSQUEHANNA TOWNSHIP TRAP, NEUTER, AND RETURN PROGRAM

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is a copy of a resolution adopting guidelines and parameters for the Township's Trap, Neuter, and Return Program designed to mitigate the breeding of the community's feral cat population. The Board reviewed the draft guidelines at the Regular Meeting on September 14th, and no substantive changes were made at the meeting. Steelton Community Cats, the Township's contractor for spaying and neutering feral cats, has also reviewed the guidelines. These guidelines have been developed pursuant to Chapter 2, Section 102 of the Susquehanna Township Code of Ordinances, which stipulates in part that, "it shall be lawful to feed feral cats...as part of a trap, neuter, and release program...approved by resolution of the Board of Commissioners."

Recommended motion: That the Board of Commissioners adopt the resolution adopting guidelines for the Susquehanna Township Trap, Neuter, and Return Program.

3. RESOLUTION 2023-R-29 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING A PARK MASTER PLAN FOR WEDGEWOOD HILLS PARK

Doug Knaus, Director of Parks and Recreation

Narrative

The Susquehanna Township Authority acquired the lot formerly operated as the Wedgewood Hills Swim Club located off Brookfield Lane as part of its responsibility to improve stormwater management in the Township. The Authority intends to enable the Township to operate the lot as a municipal park, which has been explored since September 2022 by a Steering Committee, Parks and Recreation staff, and YSM, Inc., the Township's consultant for the project. Throughout the process the Township engaged in public participation through various methods to gain feedback from the residents on the future park amenities. The Master Plan is provided with the agenda and shows the overall concept, phasing to construct the park, and possible funding sources. Doug Knauss, Director of Parks and Recreation will introduce the item. Ann Yost, RLA and Chuck Strodoski, RLA of YSM, Inc. will present the draft Master Plan. The Recreation Advisory Board has reviewed the plan and is recommending the adoption as presented this evening.

Recommended motion #2: That the Board of Commissioners adopt the resolution adopting a Park Master Plan for Wedgewood Hills Park.

4. 3103 WALNUT STREET PRELIMINARY/FINAL LAND DEVELOPMENT PLAN

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is the staff report on the Preliminary/Final Land Development Plan submitted for the Family Tires Corporation located at 3103 Walnut Street. An automotive repair use, a retail use, and a residential use currently occupy the property. This plan proposes to construct a 602-square-foot addition that would serve as two additional service bays for automotive repair. This plan calls for multiple site improvements, notably enhanced landscaping, street trees, and widened sidewalk along Walnut Street. The number of access points is also being reduced. This project is in the Mixed-Use 1 District (Ward 4). Provided below is a link to most recent plan submittal.

The applicant has requested two waivers:

- 1) §22-404, Preliminary Plan Procedure - Plan was submitted as a Preliminary/Final Plan.
- 2) §22-1102, Monuments and Markers – No concrete monuments exist or are proposed to be placed.

At their meeting on September 18th, the Planning Commission recommended approval of all waivers and the Plan, subject to the following conditions:

- 1) All outstanding comments from the Township’s review letter dated 9/5/2023 and the Township Engineer’s review letter dated 9/15/2023 are addressed.
- 2) The applicant shall pay all required fees.
- 3) The applicant shall provide all required signatures and seals.
- 4) Provide a copy of the approved HOP permit.
- 5) All conditions imposed by the Zoning Hearing Board shall be met to the satisfaction of the Township prior to recording the Plan.
- 6) Provide financial security for the timely, proper, and complete construction of all applicable improvements, including but not limited to sidewalks, street trees, curbing, landscaping, etc. prior to the recording of the Plan.

[3103 Walnut Street – Preliminary/Final Land Development Plan](#)

Recommended motion #1: That the Board of Commissioners approve the waivers from §22-404, Preliminary Plan Procedures and §22-1102, Monuments and Markers.

Recommended motion #2: That the Board of Commissioners approve the Preliminary/Final Land Development Plan for the Pennsylvania Game Commission, subject to the conditions recommended by the Planning Commission.

5. PENNSYLVANIA GAME COMMISSION PRELIMINARY/FINAL LAND DEVELOPMENT PLAN

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is the staff reports on the Preliminary/Final Land Development Plan submitted for the Pennsylvania Game Commission located at 2000 Elmerton Avenue. The plan proposes to construct two additions to the existing building totaling 16,573 square feet, expand the existing parking areas, and add site improvements such as trails and stormwater controls. The property is located in the Conservation Zoning District (Ward 7). Provided below is a link to most recent plan submittal.

The applicant has requested two waivers and one modification:

- 1) §22-404 – Preliminary Plan Procedure - Plan was submitted as a Preliminary/Final Plan.
- 2) §22-407.1A – Plan was submitted in 30”x42” format per state requirements, a 24”x36” format is required by the SALDO.
- 3) §22-1107 – A modification of sidewalk requirements to provide a connection and crosswalk to the existing sidewalk at Veterans Park instead of providing a sidewalk for the entire length of Gene Cook Way.

At their meeting on August 28th, the Planning Commission recommended approval of all waivers/modifications and the Plan, subject to the following conditions:

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

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

- 1) All outstanding comments from the Township staff memo dated 8.16.2023 and the Township are addressed.
- 2) Provide a copy of the approved NPDES Permit.
- 3) Provide a copy of the Erosion and Sedimentation Control Plan/Report that the Dauphin County Conservation District approves.
- 4) Provide an executed Operations and Maintenance Agreement for all permanent Stormwater Management Facilities.
- 5) Provide executed easements for all Stormwater Management Facilities.
- 6) Provide financial security for the timely, proper, and complete construction of all applicable improvements, including but not limited to paving, sidewalks, curbing,

Stormwater Management Facilities, erosion and sediment controls, etc., before recording the Plan.

[Pennsylvania Game Commissioner Preliminary/Final Land Development Plan](#)

Recommended motion #1: The Board of Commissioners approves the waivers from §22-404, Preliminary Plan Procedures; §22-407.1A, Sheet Size; and the modification from §22-1107, Sidewalks along Gene Cook Way.

Recommended motion #2: The Board of Commissioners approve the Preliminary/Final Land Development Plan for the Pennsylvania Game Commission subject to the conditions recommended by the Planning Commission.

6. REVIEW OF DRAFT AMENDMENTS TO CHAPTER 16, PARKS AND RECREATION; PART 1, RULES AND REGULATIONS; SECTIONS 16-103, 16-104, AND 16-109

Doug Knaus, Director of Parks and Recreation

Narrative

The Parks and Recreation Department and the Recreation Advisory Committee has been reviewing the current Parks and Recreation Rules and are submitted proposed amendments to the existing Ordinance sections 16-103, 16-104, and 16-109. These rules will be updated to address current issues and remove contradictory messaging in the Township's park rules. In Section 16-104, staff has specified some park-specific rules for Boyd Park and in Section 16-109, staff has updated the penalties for violations of the rules. Additional park-specific rules may be forthcoming for consideration by Resolution to enable them to be more flexible as needs arise. Provided with the agenda is an overview of the proposed amendments. The Recreation Advisory Committee has reviewed the draft and is recommending the Board of Commissioners adopt the same following a public hearing on the ordinance.

Recommended motion: That the Board of Commissioners authorize advertisement of a public hearing on an amendment to Chapter 16, Parks and Recreation for Thursday, October 12, 2023.

7. CONTINUED DISCUSSION – CHAPTER 21, STREETS AND SIDEWALKS ORDINANCE AMENDMENT

David Pribulka, Township Manager

Narrative

At the Regular Meeting on September 14th, the Board of Commissioners authorized advertisement of a public hearing on a proposed ordinance amendment to Chapter 21, Streets and Sidewalks of the Susquehanna Township Code of Ordinances. The draft amendment included several changes pertaining to the construction and maintenance of Township streets, curbs, and sidewalks. Additionally, regulations addressing new

developments, traffic controls, utility management, and more are included in the proposed ordinance. The Board had some discussion on the obligation placed on adjoining property owners to maintain degraded curbing along their lot lines. Staff has done some research into other communities, as well as potential alternatives for the Board to consider this evening to that provision of the ordinance. Provided with the agenda is a memorandum from the Township Manager detailing the results of the analysis and suggested alternatives. Also provided with the agenda is the amendment reviewed on September 14th. Changes to the draft can be incorporated and the Board could proceed with the public hearing on October 12, 2023.

Staff recommendation: That the Board of Commissioners discuss the draft ordinance amendment to Chapter 21, Streets and Sidewalks.

8. KOHN ROAD BRIDGE SUPERSTRUCTURE REPLACEMENT PROJECT – DETOUR ALTERNATIVES ANALYSIS

David Pribulka, Township Manager & Alex Greenly, P.E., Township Engineer

Narrative

Provided with the agenda is a retainer agreement from HRG, Inc. to conduct an alternatives analysis for the closure of the Kohn Road Bridge as part of the Superstructure Replacement Project. In 2022, the Township was notified by Dauphin County that the bridge spanning Paxton Creek on Kohn Road has degraded to a condition that warranted weight restrictions and an increased inspection cycle. Since that time, the bridge has been inspected every three months and has generally stabilized. There is a partnership with Dauphin County to appropriate federal and county funds to reconstruct the superstructure, but design has yet to commence. In the interim, staff is proposing that alternatives be evaluated for cost-effectiveness, safety, and reduced disruption to commuters in anticipation of further degradation to the bridge necessitating a potentially long-term closure. A report to the Board of Commissioners will be made at the conclusion of the analysis with a recommendation to proceed.

Recommended motion: That the Board of Commissioners approve the retainer agreement with HRG, Inc. in an amount of \$22,200 to conduct an alternatives analysis for the Kohn Road Bridge Superstructure Replacement Project.

J. CONSENT AGENDA

1. Financial Security Reduction #3 – Solid Rock Missionary Baptist Church (\$30,320)
2. Financial Security Reduction #2 – Laurel Hill Land Development (\$487,169)
3. Financial Security Reduction #5 – Stray Winds Farm Phase 7 (\$105,438)
4. Financial Security Reduction #2 – Maplewood (\$1,063,082)
5. Financial Security Reduction #2 – Russel Drive Lot #2 (\$146,421)
6. Financial Security Reduction #4 – Enclave at Elmerton (\$220,233)
7. Authorization to advertise the sale of the 2007 Johnson Street Sweeper on Municibid
8. Phase 1 Environmental Site Assessment Authorization – DGS Annex Complex Lot 16

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.