



# Susquehanna

TOWNSHIP

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

## 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 14<sup>th</sup>, 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 28<sup>th</sup>, 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 26<sup>th</sup>, 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 14<sup>th</sup>, 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 14<sup>th</sup>. 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.**



**MINUTES**

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

**REGULAR MEETING  
SEPTEMBER 14, 2023**

**REGULAR MEETING:**

President Lynch called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, September 14, 2023, at 7:06 P.M.

**EXECUTIVE SESSIONS:**

President Lynch informed those in attendance that an Executive Session occurred prior to this meeting where matters of personnel and real estate 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 - Present  
Steven Napper – Excused

**TOWNSHIP PERSONNEL:**

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

**OTHERS IN ATTENDANCE:**

Stuart Sacks, Roger Buck, Bingran Li, and Pamela Cross

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

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

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

Stuart Sacks, Attorney for OM Real Estate Ventures LP, was in attendance to address the Board of Commissioners regarding the Oakhurst Subdivision and the conditions that were required to be met to

satisfy the Township's requirements. He stated that all the conditions were met except for the agreement with the Oakhurst Homeowner's Association. He stated that they no longer wish to talk, and he asked that the Board of Commissioners consider modifying the requirements to exclude the agreement with the Oakhurst Homeowner's Association. He noted that the elimination of this condition would allow for the subdivision to move on and allow them access to the stormwater management system that is located on the Association's property.

President Lynch requested that Township Staff reach out to the Oakhurst Homeowner's Association. He noted that no one likes to see a project fail due to lack of cooperation.

### **APPROVAL OF MINUTES**

Commissioner Hisiro moved to approve the August 24, 2023, Board of Commissioners Regular Meeting Minutes. The motion was seconded by Commissioner Faylona and then unanimously approved.

Amended Motion: Commissioner Hisiro amended his motion to state that he moved to approve the Board of Commissioners Workshop Meeting Minutes. This change was seconded by Commissioner Faylona and then unanimously approved.

**RECOGNITIONS AND PRESENTATIONS:** - No Recognition or Presentations were presented at this meeting.

### **REPORTS OF COMMITTEES:**

1. Building & Grounds – No Report
2. Budget, Finance, Insurance & Pension – Commissioner Sanderson reported that a meeting recently occurred that laid the groundwork for the start of the 2024 budget season. He noted that a draft of the budget is expected to be ready in a few weeks.
3. Public Works – No Report
4. Health & Sanitation – Commissioner Rebarchak reported that the next Yard Waste Pickup will occur on Saturday, September 16<sup>th</sup>. The Yard Waste Pickups in October will occur on the 7<sup>th</sup> and the 21<sup>st</sup>.
5. Administration & Personnel – No Report
6. Police – No Report
7. Fire, EMS, EMA – No Report
8. Planning & Zoning – Commissioner Rothrock reported that on August 28<sup>th</sup>, the Planning Commission met and were introduced to a sketch plan for the proposed large-scale development of 4015 Reichert Road. The PA Game Commission is requesting to expand their current facility at 2001 Elmerton Avenue as well as their parking area, and a subdivision request was heard for 3604 Beaufort Street. He also reported that on September 6<sup>th</sup> a Zoning Hearing Board heard a request for a variance to widen a driveway in the Stray Winds Development. This variance request was granted.

9. School Board – Commissioner Williams reported that the next Susquehanna Township School Board meeting will be held on September 18<sup>th</sup> at 7:00 P.M.

10. Authority – Manager Pribulka reported that the only item on the agenda at the last meeting was the intermunicipal agreement with Lower Paxton Township.

11. Shade Tree – No Report

12. Communications – No Report

13. Human Relations – No Report

14. Parks & Recreation – Commissioner Faylona reported that a bike ride and community walk were held last Saturday to assess some of the more challenging bicycle and pedestrian areas of the Township. He also noted that a Bike and Pedestrian Plan meeting was held yesterday, and the next meeting will occur on October 24<sup>th</sup>.

**BIDS AND AGREEMENTS** – No Bids or Agreements were presented at this meeting.

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

**1. RESOLUTION 2023-R-26 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING AMENDMENTS TO THE SUSQUEHANNA TOWNSHIP PERSONNEL POLICY MANUAL**

Manager Pribulka reported that the amendments to the Susquehanna Township Personnel Policy were reviewed by the Board of Commissioners at their July 27, 2023, Workshop Meeting. The Administration and Personnel Committee met on August 22, 2023, and have recommended approval of the amendments. These amendments include the “Bring Your Own Device”, which will cover the use of electronic devices; Drug-Free Workplace, which addresses Medical Marijuana; Supplemental Employment; and the governing of Social-Media as it pertains to the Township. The Remote Work Policy has been pulled for further review.

Commissioner Engle moved that the Board of Commissioners adopt the resolution adopting amendments to the Susquehanna Township Personnel Policy Manual. The motion was seconded by Commissioner Faylona and then unanimously approved.

**2. RESOLUTION 2023-R-27 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 3718 WALNUT STREET, HARRISBURG, PA 17109.**

Commissioner Engle moved that the Board of Commissioners adopt the resolution authorizing the installation of an ADA accessible parking space at 3718 Walnut Street. The motion was seconded by Commissioner Rothrock.

President Lynch confirmed with Public Safety Director Martin that parking was allowed in this area. Public Safety Director Martin concurred with the recommendation of the placement of this parking space. The motion then passed with a unanimous vote.

## **REPORTS**

1. Township Manager – Manager Pribulka highlighted several items from his report. These items included the Rental Housing Survey that concluded on August 25, 2023, and the meeting that was recently held by the Route 39 Corridor Selection Committee.
2. Public Safety/Police – No Report
3. Community and Economic Development – No Report
4. Engineering – Mr. Greenly reported on the upcoming road projects that are to start this month, and the finalizing of the design of Boyd Park.  
Commissioner Hisiro expressed his concern with how late in the summer the road projects are being started.
5. Public Works – Director Bragunier reported that street sweeping has ended, and leaf pickup will begin on October 2, 2023
6. Solicitor – No Report
7. Parks & Recreation – Manager Pribulka gave the highlights of this report which included the completion of the ADA accessibility at Edgemont Park, submission of a grant application for the design and construction at Wedgewood Hills Park, the success of National Night Out, and the Community Bike Ride and Walk on September 9, 2023.

## **NEW BUSINESS**

### **1. CONSENT AGENDA**

- a. Statement of Bills Paid
- b. Contract 2023-C2ST Change Order #1 – Crooked Hill Road Paving

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

### **2. AUTHORIZATION TO ADVERTISE A PUBLIC HEARING ON AN AMENDMENT TO CHAPTER 21, STREETS AND SIDEWALKS, OF THE SUSQUEHANNA TOWNSHIP CODE OF ORDINANCES**

Assistant Manager Logan reported that this ordinance change will include standards for the construction and maintenance of Township streets, curbs, and sidewalks. Several areas of the of the existing ordinance have been identified as having discrepancies that will be resolved. These amendments were reviewed by the Board of Commissioners at their July 27, 2023, Workshop Meeting. The Public Works Committee also reviewed the draft on August 23<sup>rd</sup> and has given their recommendation for adoption.

Commissioner Sanderson moved that the Board of Commissioners authorize advertisement of a public hearing for October 12, 2023, on an amendment to Chapter 21, Streets and Sidewalks, of the Susquehanna Township Code of Ordinances. The motion was seconded by Commissioner Faylona.

Commissioner Hisiro expressed his concerns with property owners being responsible for the repairing of damaged curbs. Manager Pribulka noted that alternatives could be investigated and presented at the Workshop meeting to address his concern.

### **3. REVIEW OF DRAFT TRAP, NEUTER, AND RETURN PROGRAM GUIDELINES**

Assistant Manager Logan reported that these guidelines will provide for when participants of the Steelton Community Cats Trap, Neuter, Return Program may feed cats, and for the placement of litter boxes. She noted that Steelton Community Cats has been contracted for providing the spaying and neutering of feral cats in the Township.

Commissioner Rebarchak expressed her appreciation for the work on this comprehensive set of guidelines and asked how they would be communicated to those who are caring for the cats. Manager Pribulka noted that there is a listing of those who are affiliated with Steelton Community Cats who has reviewed the guidelines and in agreement with the language.

Commissioner Rebarchak emphasized that the food bowls will only be allowed during specific times and the placement of litter boxes will help to alleviate neighbor's concerns.

Commissioner Faylona also commended staff for these guidelines.

**COMMISSIONERS COMMENTS** – Commissioner Rebarchak confirmed that trick-or-treat will occur on Tuesday, October 31<sup>st</sup>.

### **ADJOURNMENT**

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

The motion was approved with a unanimous vote and the meeting concluded at 7:55 P.M.

Signed

David Pribulka  
Secretary-Manager

Susquehanna Township Non-Uniformed Employees Pension Plan  
**2024 Minimum Municipal Obligation**

---

1 Normal Cost Percentage <sup>1</sup>	<u>12.3%</u>
2 Administrative Expense Percentage <sup>1</sup>	<u>1.0%</u>
3 Total Percentage (1 + 2)	<u>13.3%</u>
4 Estimated 2023 Total Gross W-2 Payroll	<u>\$ 2,436,609</u>
5 Annual Cost (3 x 4)	<u>\$ 324,069</u>
6 Amortization Contribution Requirement <sup>1</sup>	<u>\$ 214,830</u>
7 Financial Requirements (5 + 6)	<u>\$ 538,899</u>
8 Member Contributions Anticipated	<u>\$ 109,647</u>
9 10% of Negative Unfunded Liability <sup>1</sup>	<u>\$ 0</u>
10 Minimum Municipal Obligation (7 - 8 - 9) (Due Before 12-31-2024)	<u><u>\$ 429,252</u></u>

---

Authorized Signature

---

Date

<sup>1</sup> Based upon 01/01/2021 Actuarial Valuation

Susquehanna Township Police Pension Plan  
**2024 Minimum Municipal Obligation**

---

1 Normal Cost Percentage <sup>1</sup>	<u>18.0%</u>
2 Administrative Expense Percentage <sup>1</sup>	<u>1.2%</u>
3 Total Percentage (1 + 2)	<u>19.2%</u>
4 Estimated 2023 Total Gross W-2 Payroll	<u>\$ 4,821,852</u>
5 Annual Cost (3 x 4)	<u>\$ 925,796</u>
6 Amortization Contribution Requirement <sup>1</sup>	<u>\$ 1,163,897</u>
7 Financial Requirements (5 + 6)	<u>\$ 2,089,693</u>
8 Member Contributions Anticipated	<u>\$ 241,093</u>
9 10% of Negative Unfunded Liability <sup>1</sup>	<u>\$ 0</u>
10 Minimum Municipal Obligation (7 - 8 - 9) (Due Before 12-31-2024)	<u><u>\$ 1,848,600</u></u>

---

Authorized Signature

---

Date

<sup>1</sup> Based upon 01/01/2021 Actuarial Valuation

# The Minimum Municipal Obligation Worksheet (MMO) Susquehanna Township Pension Plan (22-096-4 N2)

**for Plan Year 2024**

## CHARGES

Estimated 2023 W-2 Payroll

For Covered Plan Members:

(A) 232,526.93

PMRS Determined Normal Cost

Expressed as a Decimal:

(B) 0.1267

RESULT: (A) \* (B) =

(C) 29,461.16

Administrative Charge (PMRS Determined)

# of Plan Members times \$20:

(D) 220.00

Amortization of Unfunded Liability

(PMRS Determined)

(E) 17,915.00

TOTAL CHARGES: (C) + (D) + (E) =

(F) 47,596.16

## CREDITS

Repeat Estimated 2023 W-2 Payroll

For Covered Plan Members:

(A) 232,526.93

Employee Contribution Rate

Expressed as a Decimal:

(G) .0450

RESULT: (A) \* (G) =

(H) 10,463.71

Amortization of the Actuarial Surplus

(PMRS Determined)

(I) 0.00

TOTAL CREDITS: (H) + (I) =

(J) 10,463.71

## MINIMUM MUNICIPAL OBLIGATION

(Based on 1/1/2021 Actuarial Valuation)

(MMO) 37,132.00

Equals TOTAL CHARGES Minus

TOTAL CREDITS (F) - (J) = **(Please round numbers to dollars)**

Prepared By: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Title) ( ) \_\_\_\_\_ (Telephone #)

Please complete the above worksheet with your best estimates and return only one copy to the Pennsylvania Municipal Retirement System by October 4, 2023. Forms can be submitted electronically to RA-RSCOMPLETEDFORMS@pa.gov. The official copy must be shared with the plan's governing board by the last business day in September.



**From:** [REDACTED]  
**To:** [David Pribulka](#)  
**Cc:** [REDACTED]  
**Subject:** Residents Concern  
**Date:** Saturday, September 16, 2023 5:41:22 PM

---

Our homeowners association met recently and were concerned about speeding and aggressive driving on Laurelwood Drive. It was noted that there is no speed limit signs and at a minimum we would like to have the speed limit posted. We would also like to inquire about speed bumps and an electronic sign notifying drivers of their speed. Could you please request a traffic study to determine if speed bumps and sign would be approve for Laurelwood Drive. Thank you.

Sent from my iPad

■

**RESOLUTION NO. 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**

**WHEREAS**, a dispute has arisen pursuant to Section 8, Resolution of Fee Disputes, of the Susquehanna Township Schedule of Fees regarding building and zoning permit fees associated with the Township's review of the 3001 Russel Drive Subdivision Plan owned by Triple Crown Corporation; and

**WHEREAS**, the Parties wish to settle this matter and to memorialize the terms of this Agreement, which shall be binding on each of the Parties; and

**WHEREAS**, the Parties have been free to consult with independent attorneys of their own choice.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of Susquehanna Township hereby authorizes the President and Secretary to execute a Settlement Agreement with Triple Crown Corporation attached hereto as Exhibit "A" and made part of this Resolution.

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

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Frank Lynch, President

[SEAL]

**ATTEST:**

\_\_\_\_\_  
David Pribulka, Secretary

**Exhibit "A"**

**SETTLEMENT AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the **TOWNSHIP OF SUSQUEHANNA**, a Township of the First Class existing under the Laws of the Commonwealth of Pennsylvania, with administrative offices located at 1900 Linglestown Road, Harrisburg, PA 17110, Dauphin County, Pennsylvania, hereinafter referred to as the "Township", and **TRIPLE CROWN CORPORATION** ("Triple Crown"), a Pennsylvania corporation (as well as its affiliates, parents, subsidiaries, divisions, assigns predecessors and successors (by merger, acquisition or otherwise), and the past, present and future officers, directors, trustees, partners, shareholders, managers, employees, agents and representatives) located at 5351 Jaycee Avenue Harrisburg, PA 17112, collectively referred to as the "Parties."

**WHEREAS**, a dispute has arisen pursuant to Section 8, Resolution of Fee Disputes, of the Susquehanna Township Schedule of Fees regarding building and zoning permit fees associated with the Township's review of the 3001 Russel Drive Subdivision Plan owned by Triple Crown; and

**WHEREAS**, The Parties wish to settle this matter and to memorialize the terms of this Agreement, which shall be binding on each of the Parties;

**WHEREAS**, the Parties have been free to consult with independent attorneys of their own choice; and

**NOW, THEREFORE**, intending to be legally bound, the Parties hereby agreed as follows:

1. Covenants of Township.

Township covenants to the following:

- a) The Township is willing to refund the building permit fees assigned by its Building Code Official in the amount of \$14,476.50.
- b) The Township has reviewed its fee assessed for this project and has agreed to reduce the amount of \$12,580, or \$5 per \$1,000 of declared construction cost. The difference between the amount paid and new amount assessed, or \$9,937.00, will be refunded to Triple Crown.

2. Covenants of Triple Crown.

Triple Crown, (as well as its affiliates, parents, subsidiaries, divisions, assigns predecessors and successors (by merger, acquisition or otherwise), and the past, present and future officers, directors, trustees, partners, shareholders, managers, employees, agents and representatives) covenants to the following:

- a) Settlement of this matter by accepting the terms of this Agreement and delivering a signed copy to the Township; and
- b) Forfeit any and all legal right, claim, or interest for any and all claims, complaints, allegations, demands or causes of action of any kind whatsoever, whether at law or in equity, direct or indirect, known or unknown, in tort, contract, by statute or any other basis for relief, compensatory, punitive, liquidated or other damages, expenses (including attorneys' fees), reimbursements or costs of any kind caused by any alleged act or omission of Township in connection with any and all Township fees charged with respect to any property situate in the 3001 Russel Drive Subdivision Plan owned by Triple Crown.

3. Non-Admission: Neither the execution of this Agreement nor the terms of this Agreement, nor any consideration given pursuant to this Agreement constitutes an admission of liability by any Parties. No person or entity shall use this Agreement, or the consideration received pursuant hereto, as evidence of any admission of liability or wrongdoing or as precedent or practice. In the event that this Agreement does not become effective and enforceable, it will not be admissible into evidence, for any purpose whatsoever, in any administrative proceeding, trial or appeal, irrespective of the forum.

4. Interpretation of Agreement. All differences between the Parties to this Agreement, arising out of the interpretation of this Agreement shall be construed without reference to the identity of the drafter.

5. Governing Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania.

6. Entire Agreement and Amendments. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and neither this Agreement nor any provision hereof may be modified, amended or terminated except by a written agreement signed by the Parties.

7. Waivers. No waiver of any breach or default hereunder shall be considered valid unless in writing, and no such waiver shall be deemed a waiver of any subsequent breach or default of the same or a similar nature.

8. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such illegality, invalidity or unenforceability shall apply only to such specific provision and shall not in any manner affect or render illegal, invalid or unenforceable any other provision of this Agreement, and this Agreement shall be reformed, construed and enforced as if any such illegal, invalid or unenforceable provision were not contained herein.

**WE HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT**

**IN WITNESS WHEREOF**, the Parties have hereby executed this **SETTLEMENT AGREEMENT** on the date first indicated.

Township of Susquehanna:

By:

\_\_\_\_\_

Name:

Title:

ATTEST:

By: \_\_\_\_\_

Secretary:

(Seal)

Triple Crown, LLC:

By:

\_\_\_\_\_

Name:

Title

**RESOLUTION NO. 2023-R-28**

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA  
ADOPTING GUIDELINES FOR THE SUSQUEHANNA TOWNSHIP TRAP, NEUTER, AND  
RETURN PROGRAM**

**WHEREAS**, Chapter 2, Section 102 of the Susquehanna Township Code of Ordinances enables the Board of Commissioners to establish a Trap, Neuter, and Return (hereafter "TNR") Program for the purposes of controlling the breeding of feral cats in the community; and

**WHEREAS**, on February 26, 2014, the Susquehanna Township Board of Commissioners established a TNR Program in partnership with Steelton Community Cats; and

**WHEREAS**, the Board of Commissioners is desirous of establishing guidelines for the purposes of mitigating potential negative consequences of the TNR Program and for clearer enforcement parameters; and

**WHEREAS**, the TNR Program guidelines have been attached hereto as Exhibit "A" and made part of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Susquehanna Township hereby adopts the guidelines for the Susquehanna Township Trap, Neuter, and Return Program.

**BE IT, AND THE SAME IS HEREBY RESOLVED**, this 28<sup>th</sup> day of September 2023.

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

---

Frank Lynch, President

**ATTEST:**

---

David Pribulka, Secretary

## Exhibit “A”

### Susquehanna Township Trap – Neuter - Release Program Guidelines

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

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

#### Definitions

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

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

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

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

#### Health Concerns with Community Cats

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

## Rules

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

## Feeding Times

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

## Feeding Station

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

## Shelter

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

## Cat Waste

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



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

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



# Wedgewood Hills Park

## Master Plan

Susquehanna Township  
Dauphin County, Pennsylvania

September 2023



# Wedgewood Hills Park

## Master Plan

---

### Prepared For:

Susquehanna Township, Dauphin County, Pennsylvania

### Study Committee:

Allen Daugherty	RAC Member
Fred Faylona	Susquehanna Township Commissioner
Heavenly Smith	Program Coordinator
Brian Morgan	Resident
Jordan Spahr	Resident
Mike Rager	Resident
Nicole Cassel	Resident

### Consultants:

YSM Landscape Architects  
Recreation and Parks Solutions



*The Project is financed in part by a grant from the Community Conservation Park Partnership Program, Keystone Recreation Park and Conservation Fund, under the Administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation.*

# Table of Contents

---

## Chapter 1 – Planning the Park

Introduction .....	1-1
Planning Process.....	1-1
Wedgewood Hills Park.....	1-2
Background and History .....	1-2
Demographics .....	1-4

## Chapter 2 – Public Engagement

Public Engagement.....	2-1
Findings of the Public Participation Process.....	2-1

## Chapter 3 – Inventory and Assessment

General Site Data.....	3-1
Natural Resources .....	3-1
Man-Made Resources and Influences.....	3-2
Site Analysis Conclusions .....	3-3
Surrounding Public/Quasi Public Land Use Map .....	3-4
Slope Analysis Map.....	3-5
Site Analysis Map.....	3-6

## Chapter 4 – Master Site Development Plan

Wedgewood Hills Park Master Plan .....	4-1
Guiding Principles.....	4-1
Recreation Opportunities.....	4-1
Support Facilities.....	4-3
Landscaping.....	4-4
Stormwater Management.....	4-4
Master Plan Upper and Lower Plateaus .....	4-5
Master Plan .....	4-6

## Chapter 5 – Cost and Implementation Analysis

Park Improvement Phasing .....	5-1
Probable Construction Cost Opinions .....	5-1
Phasing Plan .....	5-3
Cost Estimates.....	5-4
Implementation and Funding.....	5-10
Capital Funding.....	5-11

## Chapter 6 – Operations and Management Plan

Introduction .....	6-1
Susquehanna Township Park Areas and Recreation Facilities.....	6-1
Susquehanna Township Park Maintenance .....	6-3

Park Maintenance Task Calendar .....	6-5
Park Maintenance Management.....	6-9
Park Safety and Security.....	6-10
Susquehanna Township Recreation Programming.....	6-12
Revenue-Generating Opportunities at Wedgewood Hills Park .....	6-13
Projected Annual Park Expenses .....	6-13
Projected Annual Park Revenues.....	6-14

## Appendix

Appendix A – Online Opinion Survey Summary

Appendix B – Conceptual Alternatives and Pre-Final Master Plan

Appendix C – Structure Assessment



# Chapter 1: *Planning the Park*

## Introduction

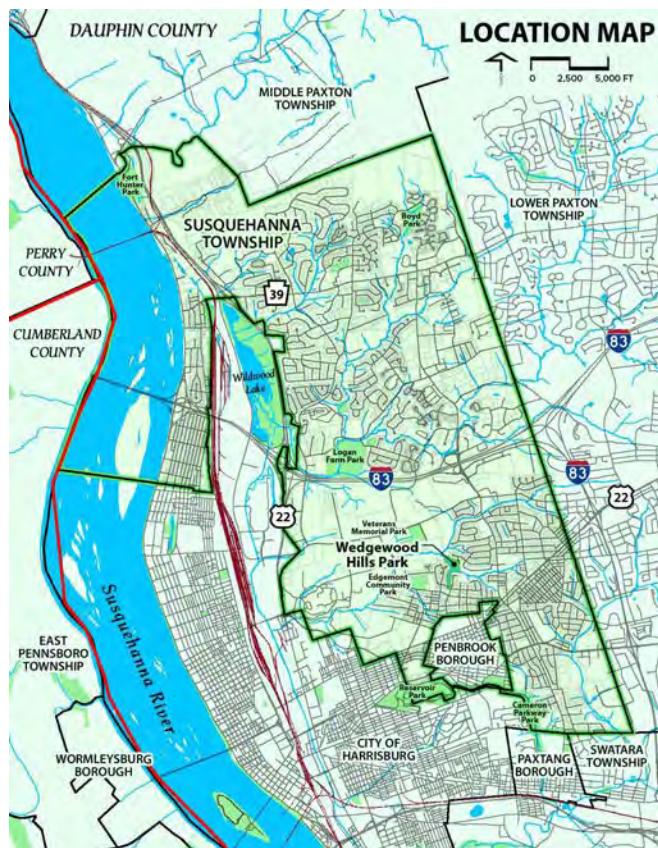
The Wedgewood Hills Park property was the former Wedgewood Hills Swim Club. The swim club closed in 20\_\_ and Susquehanna Township purchased the property in 2022 for recreation purposes.

This planning project provides a vision for development of Wedgewood Hills Park with new neighborhood park and recreation facilities. The 16.81-acre park property includes two parcels situated in the developed plateau and natural woodland area west of Wedgewood Hills Apartment Homes along the southern border of Susquehanna Township. The property has an existing access drive on Diamond Street off of Brookfield Road. The former swim club plateau has existing parking, open lawn, a pool clubhouse building and swimming pool. Residential neighborhoods and woodlands surround the park site.

## Planning Process

The planning process for Wedgewood Hills Park Master Plan included four parts:

1. Inventory and Assessment
2. Public Participation
3. Park Master Plan
4. Costs and Implementation



## 1. Inventory and Assessment

The existing features and natural resources of Wedgewood Hills Park were viewed and assessed throughout the spring and summer of 2023. Facilities were evaluated, and site opportunities and constraints were explored. The municipal and regional setting was investigated to consider surrounding land uses, other municipal recreation assets, potential linkages, and other influences on the park site.

## 2. Public Participation

Residents and stakeholder input was sought throughout the planning process to broaden the consultant team's understanding of resident recreation interests and needs. Public input was gathered by working with a Study Committee, completing key person interviews, holding an open house, and conducting public meetings.

## 3. Park Master Plan

Conceptual alternative designs were developed to illustrate different approaches to developing recreation facilities at Wedgewood Hills Park that achieve community goals. The Study Committee reviewed the conceptual alternatives and provided direction for the preparation of the pre-final design. The master plan for Wedgewood Hills Park was finalized based on the findings and conclusions of the planning process.



## 4. Costs and Implementation

Probable construction cost opinions and a phasing plan for implementing the master plan were completed. Implementation strategies and operations and maintenance considerations were evaluated.

### Wedgewood Hills Park

Wedgewood Hills Park is located in south-central Susquehanna Township, Dauphin County. The park is close to Veterans Memorial Park, Edgemont Community Park to the West and the Capital Area Greenbelt Andrea Avenue Spur along Asylum Run Stream directly to the North of the park. The park site is located between the Wedgewood Hills and Edgemont neighborhoods. The terrain is steeply wooded surrounding a tributary stream to Asylum Run. The swimming pool and wading pool have been removed. The former bath house is being evaluated for reuse potential as part of this study. The former pool development is located near the Diamond Street access drive.

## Background and History

### Susquehanna Township

(Summarized from the Dauphin County website)

Susquehanna Township encompasses 15.27 square miles of southwestern Dauphin County. The Township abuts Middle Paxton Township to the north, Lower Paxton to the East, the Susquehanna River to the West, the City of Harrisburg to the West and South, and Penbrook Borough, Paxtang Borough, and Swatara Township to the South.

A portion of the Susquehanna River is included in the northwest of the Township boundary with two bridges spanning across the River. One is the railroad crossing, Rockville Bridge, connecting from Susquehanna Township to Marysville Borough in Perry County and the other is the Capital Beltway Route 83 interstate highway crossing, George N. Wade Memorial Bridge, connecting to East Pennsboro Township in Cumberland County. PA Route 39 bisects Susquehanna Township in the North, and Interstate 83 bisects the Township through the center.

Susquehanna Township was incorporated from part of Lower Paxtang on May 1, 1815. Susquehanna Township is a first ring suburban community adjacent to the City of Harrisburg which offers close proximity to natural and cultural resources for the suburban community.

### Susquehanna Township Park System

Susquehanna Township has twelve parks totaling 140.22 acres, a portion of the Capital Area Greenbelt Andrea Avenue Spur, and Fort Hunter, a 50-acre Dauphin County Park. The river frontage provides access to the Susquehanna River Water Trail. The majority of the Township parks offer a combination of active and passive recreation facilities. Boyd Park, Logan Farm Park, and Shutt Mill Park serve as passive parks. Wedgewood Hills Park is not currently included as an official Township neighborhood park.

### Local and Regional Planning Initiatives

The following local and regional planning initiatives were referenced as part of the planning process for Wedgewood Hills Park Master Plan.

Sustainable Susquehanna 2030 Comprehensive Plan, May 2019, The plan provides detailed strategic recommendations, and Strategy 3 cites the need to construct a new neighborhood park and a Greenbelt access point in the southern portion of the Township, south of Walnut Street. The Wedgewood Hills Swim Club was noted as a potential opportunity to explore. The plan recommended a park master plan with public participation. The plan also references the *Susquehanna Township Parks & Recreation Comprehensive Plan, Update 2017*.





*Pennsylvania Greenways: An Action Plan for Creating Connections, 1991* – This plan set forth a series of goals and actions aimed at developing a statewide system of connected greenways. The landscape connections will create a network of "green infrastructure" vital to the health of Pennsylvania's ecological systems and manmade communities. The statewide greenways network will provide a new connectivity within and among Pennsylvania's communities and promote healthier lifestyles with more abundant recreational opportunities and transportation alternatives, and stronger connections to cultural and historic places. The Susquehanna River provides the main spoke for the Susquehanna Township greenway system and is classified as a major greenway.

*Susquehanna National Heritage Area Management Plan, September 2022* – The heritage area management plan identifies goals that celebrate the Susquehanna region's unique natural and cultural resources through a collaborative network of local, regional, state and national entities. Plan goals promote identity and continued improvements to historical, recreational, natural, and cultural resources surrounding the Susquehanna River. Improvements to historic, scenic, recreation, and strengthening connections to the scenic Susquehanna River will provide benefits for the economy and attract residents and visitors. The plan supports County Comprehensive Plans for placemaking, and promoting outdoor recreation assets to enhance access, preserved interest, and overall quality of life in the Susquehanna region.

## Demographics

The census data and projections, listed on the following page, indicate that the Township’s population has seen an increase over the previous decade, at a higher rate than Dauphin County. Population projections for Susquehanna Township suggest that the population will continue to grow. This outcome creates an ongoing need for expanding and maximizing recreation amenities and opportunities in the Township.

The Township population is getting older with the median age increasing by 1.8 years between 2010 and 2020. This indicates the need for recreation opportunities for residents to enjoy throughout their lifetime.

The Susquehanna Township community has a diverse composition includes 54.4 percent Caucasian, 10.0 percent Asian, 24.9 percent African Americans, 0.2 percent American Indian, and 10.5 percent residents of two or more races reported in the 2020 US Census. Hispanic or latino ethnicity residents make up 7.3 percent of the population, identified as a separate category from race.

Sources: 2020 U.S. Census Bureau, Population Estimates Program (PEP), U.S. Census Bureau, American Community Survey (ACS)

Susquehanna Township / Dauphin County Population Data					
Township/ County	2010 Population	2020 Population	Percent Change	2030 Projection	2040 Projection
Susquehanna Township	24,036	26,736	+ 11.2	29,231	31,854
Dauphin County	268,100	286,401	+ 6.8	289,132	296,766

Sources: U.S. Census Bureau, 2010 and 2020 DEC Redistricting Data (PL 94-171)  
Population Projection – Commonwealth of PA DEP Population Projection Report

Susquehanna Township Age of Population 2010-2020		
Age Group	2010 (percent)	2020 (percent)
Under 5 yrs.	5.5	4.9
5 – 24 yrs.	21.3	22.1
25 – 44 yrs.	28.4	24.9
45 – 54 yrs.	16.1	13.9
55 – 64 yrs.	12.9	13.1
65 – 74 yrs.	7.2	10.6
75 – 84 yrs.	5.4	6.4
85 yrs. +	3.2	4.1
Median Age	41.5 yrs.	43.3 yrs.

Source: U.S. Census Bureau, 2010 & 2020 American Community Survey (ACS)



## Chapter 2: *Public Engagement*

## Public Engagement

Public participation was the foundation of the planning process for identifying recreation needs, concerns, and opportunities driving the design of the Wedgewood Hills Park Master Plan. The four public engagement strategies and findings are described below.

### Study Committee

Susquehanna Township assembled a Study Committee to guide the park planning process. Committee members included the Parks and Recreation Director, a Commissioner, a representative of the Capital Area Greenbelt, a representative of the Township Recreation Advisory Committee, and residents. The Study Committee provided comments throughout the park master planning process. The Study Committee members were familiar with the park site and recreation opportunities in the municipality.

### Key Person Interviews

The consulting team conducted key person interviews to gain additional insights from key stakeholders about recreation opportunities for Wedgewood Hills Park. Key stakeholders included: Susquehanna Township Public Works, Susquehanna Township Program Coordinator, Capital Area Greenbelt representative, and Township Police.

### Public Meetings

An introductory open house / public meeting was held on March 28, 2023 at the Greater Zion Missionary Baptist Church. Location maps of the park were displayed and park planning consultants were available to answer questions and discuss ideas. Attendees were asked to vote on their preferred potential recreation facilities for future development at Wedgewood Hills Park. The results of the facility preference exercise are shown on the next page. Approximately 25 residents attended.

The second public meeting was held on June 27, 2023 at the municipal building. Consultants presented an overview of the planning process, site analysis, public input findings. The Pre-Final Master Plan was presented and followed by a questions and answer session. Concerns were stated about access to the park. The meeting was well attended with over 20 residents.

The final Master Plan for Wedgewood Hills Park was presented to residents at a regularly scheduled

Township Commissioners meeting on September 28, 2023 for approval.

### Online Opinion Survey

The Wedgewood Hills Park Study Committee conducted an online survey in 2023 to assess resident opinions about park opportunities in the Township. A total of \_\_\_\_\_ individuals completed the online survey. Over 67% of responses came from people between the ages of 35 to 64 years old. The survey findings were reviewed as they pertained to Wedgewood Hills Park. Key findings with implications for the Wedgewood Hills Park Master Plan include:

- The most popular park experiences in the Township are enjoying time outdoors and nature appreciation, fitness and wellness, and socializing with family and friends.
- The most important recreation facilities identified for development at Wedgewood Hills Park are restrooms, shade trees, and trails.
- The order of interest in indoor uses and activities at Wedgewood Hills Park are firstly fitness and exercise programs (yoga, pilates, etc.), then a summer playground/summer camp program, and finally senior social programs (bridge/cards, etc.).
- The Online Opinion Survey summary of findings is located in Appendix A.

## Findings of the Public Participation Process

Key person interviews and attendees at the Open House provided the following input:

- Public works will need new equipment to maintain a trail.
- Trails in the woodlands should be paved to provide lower maintenance requirement associated with seasonal flooding.
- Trails should extend from the park to the Capital Area Greenbelt Andrea Avenue Spur near Veterans Memorial Park.
- Pickleball and basketball courts are desired.
- A dedicated tennis court is desired.

Chapter 2 – Public Engagement

- There are concerns that the creek often floods.
- There are concerns that the Township does not have indoor programming space.
- Consider a tennis wall for individual play.
- Improvements to Diamond Street are needed, Diamond Street cannot be widened, but the pavement surfacing and a separate pedestrian corridor may be developed within the existing pavement footprint.
- Additional parking spaces should be phased into the plan as necessary as facilities are developed. The meeting was well attended with over 20 residents.
- There should be open visual access to the basketball court area from the open parking area.
- Vehicular access via Brookfield Road is a concern. Brookfield Road is a residential street and increased vehicular traffic is a concern.

An image preference board was on display at the first public meeting. The board included potential new recreation facilities. Attendees had four (4) votes to vote on their preferred priorities for recreation features. Votes are tabulated below:

**Vote on Priorities for Potential New Recreation Facilities at the Wedgewood Hills Property**



Wedgewood Hills Property - Open House - March 2023



# Chapter 3: *Inventory and Analysis*

Wedgewood Hills Park is primarily a natural wooded site with steep terrain and a small stream that is tributary to Asylum Run. The park is situated between residential neighborhoods. A small portion of the site was developed as the former Wedgewood Hills Swim Club area with parking, closed pool, pool clubhouse building, and cleared open lawn areas. The development is encompassed within two plateaus. The upper and lower plateaus are somewhat hidden with a single point of access off of Diamond Street connecting to the upper plateau parking lot. The outdoor swimming pool facilities are outdated and slated for removal and the swimming pool clubhouse building has been assessed for potential re-use as a part of this planning project, reference Appendix B.

## General Site Data

### Size / Location

The park is 16.81 acres in size, located east of the Wedgewood Hills neighborhood and centrally within the southern portion of Susquehanna Township.

### Access

Vehicular access to the park is from Diamond Street which connects to the Brookfield Road cul-de-sac. A sidewalk for pedestrian access extends partially along Diamond Street from Brookfield Road to reach the park from the adjacent neighborhood along the steep access drive. The pedestrian access is separated by a metal railing in disrepair. The pedestrian access exceeds accessible slopes.

There is no official pedestrian route to reach the woodland areas of the property. Potential woodland access could be provided at Pine Street, Evergreen Road, the intersection of Birch Street and North 26<sup>th</sup> Street which all dead-end along the southern boundaries of the park site. Paper streets extend to the property from Glenside Drive, but cannot be developed for access due to steep terrain. The Capital Area Greenbelt trail is located Andrea Avenue Spur north of the site along the northern side of Asylum Run Stream and connects to nearby Veterans Memorial Park.

## Existing and Surrounding Land Use

Surrounding existing land uses include:

- North: Woodlands, Capital Area Greenbelt
- East: Residential and Woodlands
- West: Residential and Woodlands
- South: Residential

## Zoning

The park site is in the Medium Density Residential R-2 zoning district with areas along the tributary stream listed as Designated Greenway Areas for the Conservation District Overlay CDO zone. Within the R-2 zone, recreational uses are permissible by right including public parks, recreational areas and greenways, and recreation areas and structures operated by neighborhood organizations/associations or for the benefit or use of the surrounding neighborhood. Building setbacks are 30' front yard, 8' side yards, and 30' rear yard with buffer yards for non-residential structures. Parking setbacks must be behind the building and any buffer yard setback lines.

## Natural Resources

### Vegetation

Mature trees, shrubs and groundcover vegetation cover the steep slopes and areas along the tributary to Asylum Run providing riparian buffers and natural habitat. The plateau areas have lawn ground cover. Invasive species were noted at the edges of the woodlands.



### Topography

The site generally slopes from the west, south, southwest, and northeast to the center of the park to the tributary stream. There are two relatively flat plateaus from the previous site development. The steep terrain is currently stabilized with woodland vegetation. See the Slope Analysis Map on page 3-5 which illustrates the range of slopes within the property.

## Tributary Stream to Asylum Run

The site tributary stream (Tributary 10145 of Paxton Creek) bisects the woodlands from southeast to northwest where it connects with Asylum Run. The tributary stream use description is for Warm Water Fishes (WWF) which supports maintenance and propagation of fish species and additional flora and fauna that are indigenous to a warm water habitat.

## Invasive Species

Invasive species were noted around the woodland edges. Invasive plants are non-native plants which grow quickly and aggressively, spreading and displacing native vegetation. Invasion of exotic species is a threat to biodiversity. Controlling non-native, invasive plants is important for the long-term health of woodland vegetation.

## Soils

Site soils within the park boundary are described below.

Wedgewood Hills Park - Susquehanna Township Site Soils				
Symbol	Type, Slope	Depth to Bedrock	Depth to Water Table	Factors
BhC2	Berks channery silt loam, 8 - 15%	20" to 40" to lithic bedrock	More than 80"	Well drained, Farmland of statewide importance
BkB2	Berks shaly silt loam, 3 - 8%	20" to 40" to lithic bedrock	More than 80"	Well drained, Farmland of statewide importance
Ph	Philo silt loam 0 - 2%	More than 80"	About 18" - 24"	Moderately well drained, All areas are prime farmland
Us	Urban Land, Shale Materials	-	-	Not prime farmland
WeE2	Weikert shaly silt loam, 25 - 40%	10" to 20" to lithic bedrock	More than 80"	Moderately eroded, Well drained, Not prime farmland

## Man-Made Resources and Influences

### Open Maintained Lawn

There are open maintained lawn areas within the developed and cleared upper and lower plateaus of the former swim club. A maintained lawn area of

approximately 1.1 acre size is located on the lower plateau. This lower lawn is 8'-10' below the upper plateau.

## Building

The swimming pool clubhouse building at the entrance to the pool area is not currently used and contains locker rooms, restrooms, concession area, and storage space. Reference Appendix B for an assessment of the clubhouse building.



## Pool

The swimming pool, wading pool, and supporting amenities are abandoned and no longer maintained. The decision has been made to demolish and fill in the pool areas to allow for the future development of other recreation facilities at the park.

## Paved Parking

One paved parking lot on the upper plateau connects to the Diamond Street access drive and offers approximately 33 parking spaces east of the pool clubhouse building.

## Utilities

- Public gas, water, and sanitary sewer utility lines are in the roadway along Brookfield Road. Water and sewer extend to the pool clubhouse building.
- A sanitary sewer line extends throughout the woodlands with associated easements.
- Overhead and underground electric lines connect to park lighting and pool clubhouse building.




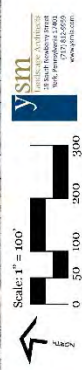
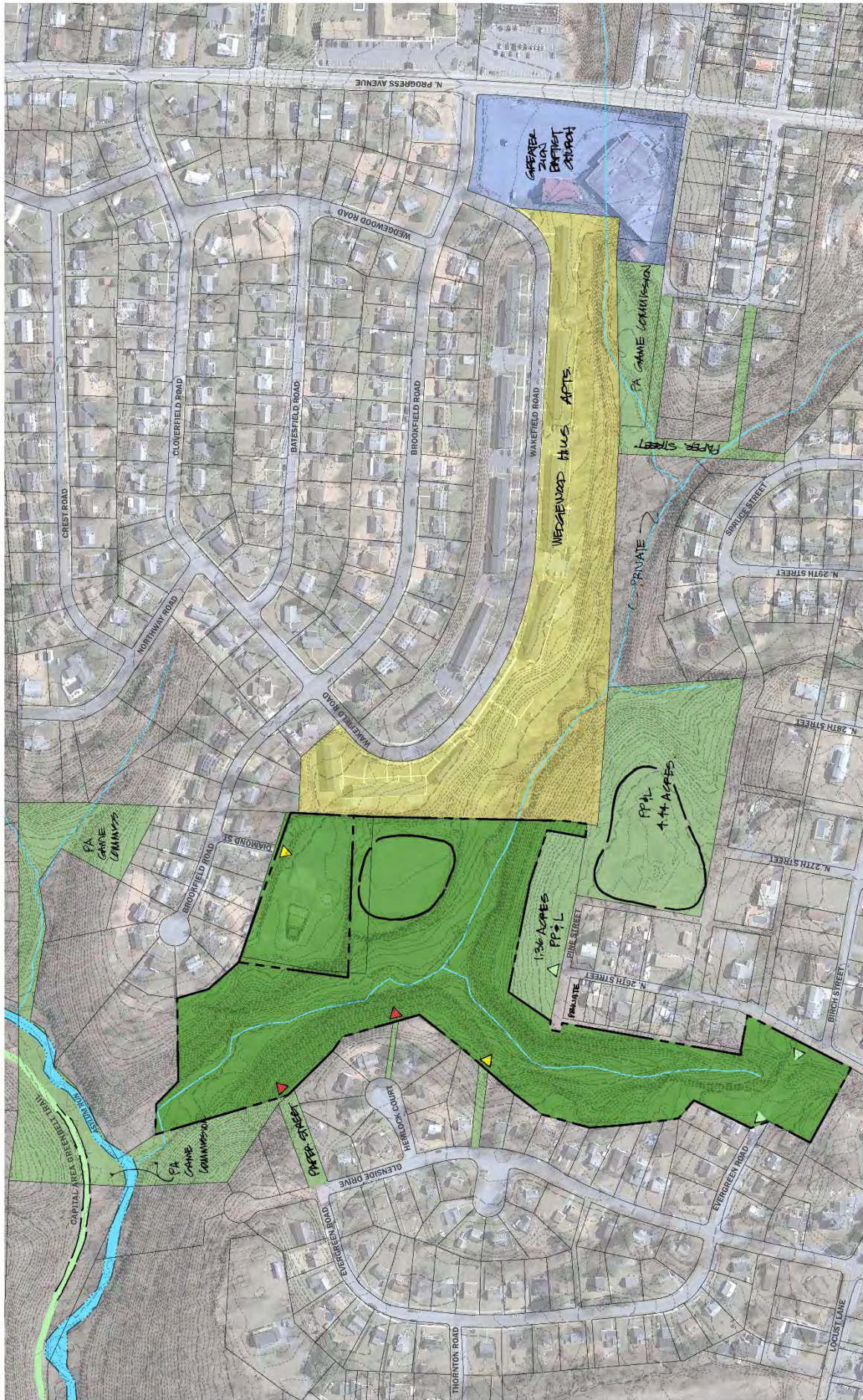
## Access to Outdoor Recreation

An assessment of access to parkland in Susquehanna Township and the ease of access to the Wedgewood Hills Park property was determined using the Trust For Public Land and WeConserve PA 10-minute walk analysis. The 10-minute walk analysis found that Wedgewood Hills Park has the potential to better serve the adjacent neighborhoods in the area. The park is located within neighborhoods that currently have access to recreation amenities to the west and areas that are in medium need of access to the east. Thus, the future Wedgewood Hills Park development will establish the park as a neighborhood recreation asset in an area of recreation need.

## Site Analysis Conclusions

Park site analysis plays a critical role in understanding the park property limitations and opportunities determine the best uses for the park site. Conclusions of the site analysis include:

- The clubhouse building and swimming pool are not used and are scheduled to be demolished and filled in to provide the area for future park amenities.
  - Vehicular access to the site is a challenge. The existing Diamond Street drive into the property is steep and narrow. Pedestrian access adjacent to the drive is also extremely steep with minimal separation from the vehicular access.
  - There is insufficient parking for the former park uses.
  - There are currently no accessible trails or woodland hiking trails.
  - The mature trees on site are a valuable natural resource serving as habitat, riparian buffer for the tributary stream, and protection against erosion on the steep slopes.
  - Vehicular access is available to the southern end of the property from Evergreen Road.
  - The site slopes are aggressive and will dictate what potential facilities and activities can occur on the site.
  - The existing sanitary sewer line that traverses the site offers a narrow ribbon of gentle topography benched into the hill that could offer trail passage in the woodlands.
- 
- The tributary stream is a nice feature and offers a tranquil setting with a former dam remnant providing a small waterfall.
  - Riparian buffer enhancements should be undertaken to address ongoing erosion, and to strengthen habitat and environmental quality surrounding the tributary stream.
  - Invasive vegetation is a significant issue along the woodland edges and removal and monitoring should be part of ongoing maintenance practices.
  - Site soils are erosive.
  - The pool complex and former baseball field represent approximately 2.5 acres of gently sloped area ideal for potential recreation development.
  - A pocket of mildly aggressive slope exists at the north end of North 26th Street. This area offers access to the site, woodland environment, and nice views of the stream channel.
  - Japanese Knotweed, an aggressive invasive plant common in floodplains, was noted at the north end of the site.
  - Regionally, the stream corridor provides for potential trail connections to the north to the Capital Area Greenbelt Andrea Avenue Spur and to the east to North Progress Avenue, via the adjacent Wedgewood Hills Apartment Complex property. Access easements/agreements would be required.
  - Connection from the park property to the Capital Area Greenbelt Andrea Avenue Spur Trail will require three pedestrian stream crossings.
  - Additionally, the property is adjacent to lands owned by the PA Game Commission and Pennsylvania Power and Light (PPL) which may offer opportunities for trail expansion with cooperation from the landowners.

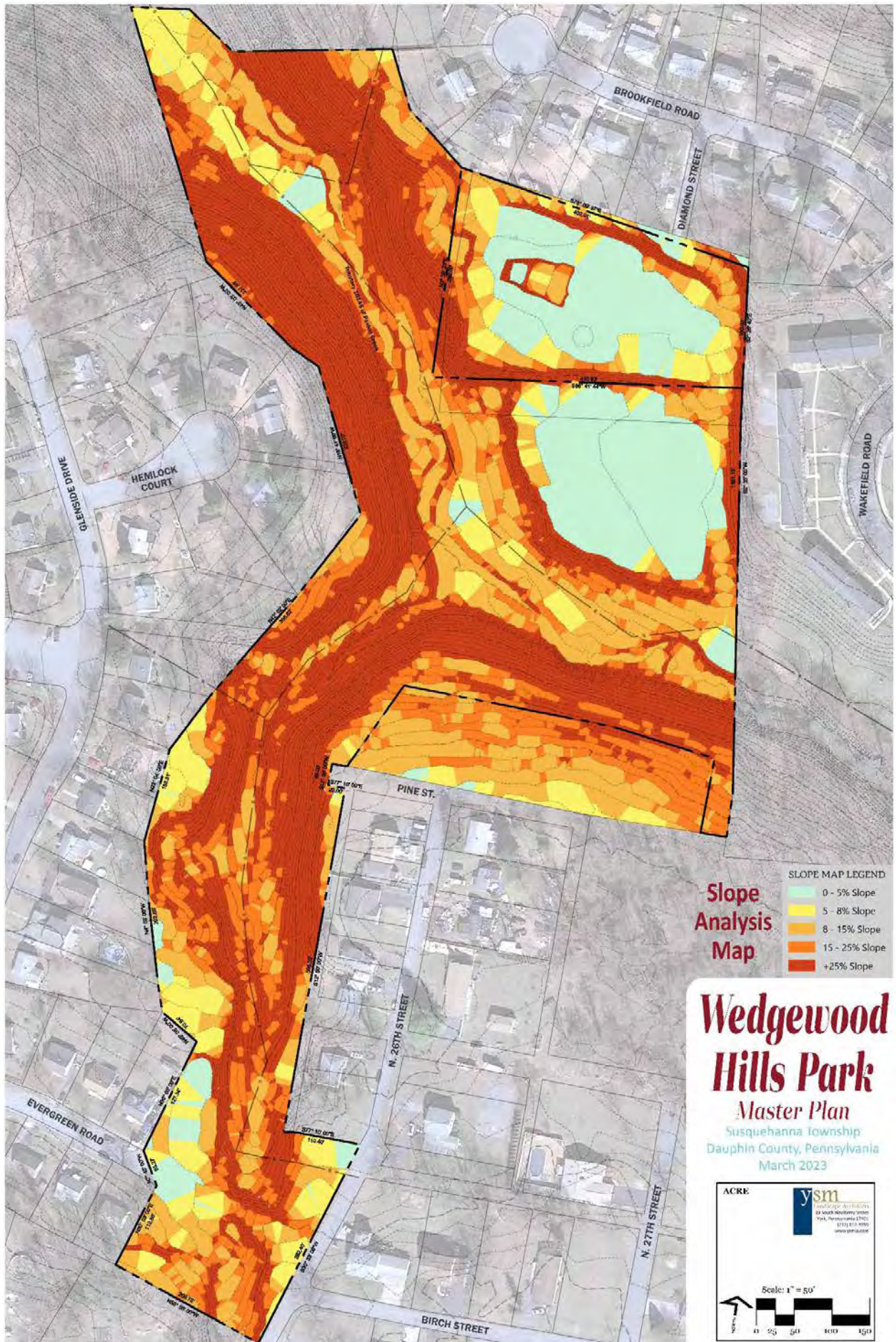


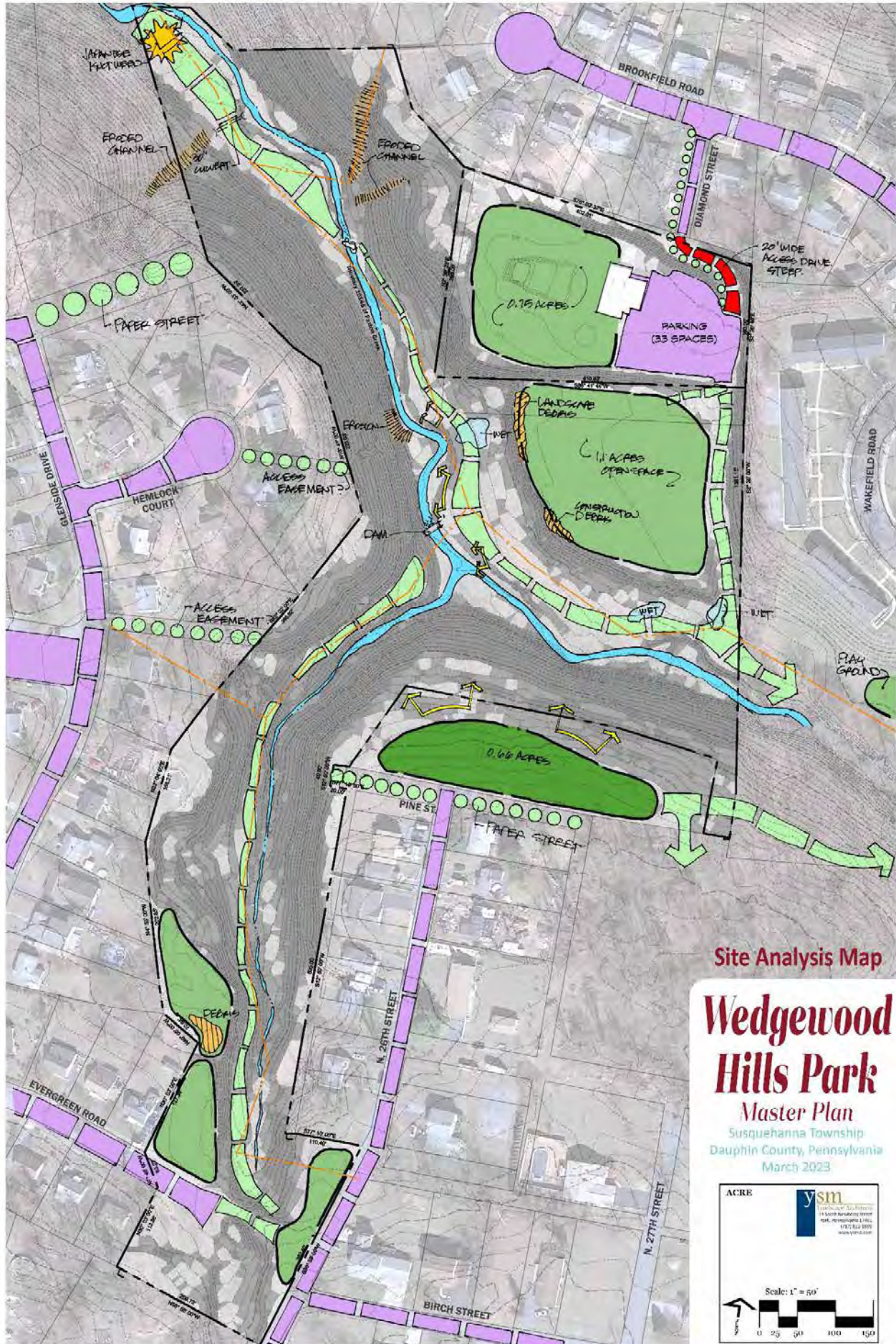
**Surrounding Public/Quasi Public  
Land Use Map**

**Master Plan**  
Susquehanna Township, Dauphin County, Pennsylvania  
March 2023

**Wedgewood Hills Park**





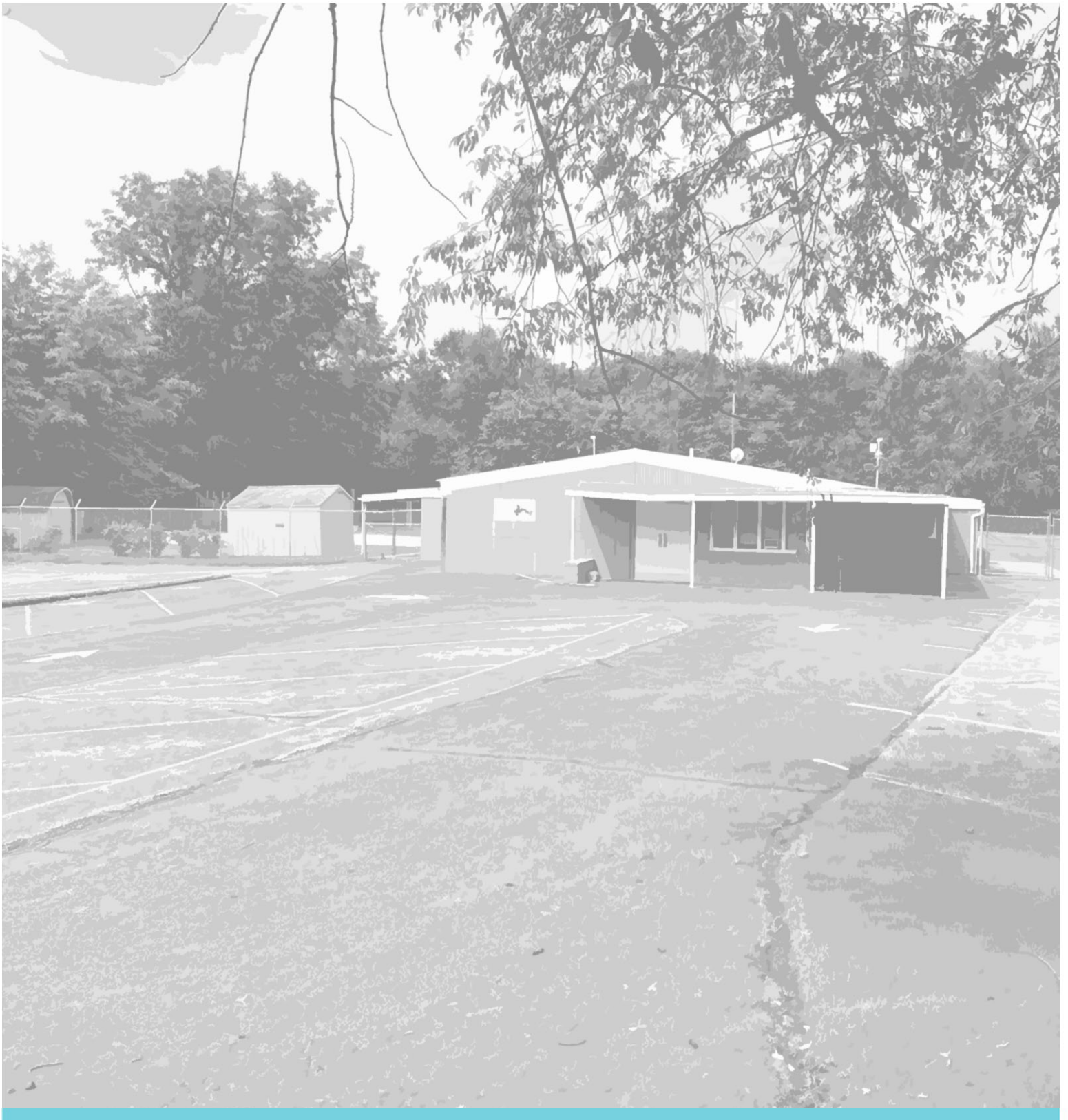


Site Analysis Map

**Wedgewood Hills Park**  
**Master Plan**  
 Susquehanna Township  
 Dauphin County, Pennsylvania  
 March 2023

ACRE

Scale: 1" = 50'



# Chapter 4: *Master Site Development Plan*

## Wedgewood Hills Park Master Plan

The Wedgewood Hills Park Master Plan provides new recreation facilities desired by Township residents. The planning process began with exploration of conceptual alternative designs for the park followed by a pre-final master plan design. These preliminary designs are summarized in Appendix B. The final master plan is described below.

### Guiding Principles

The following guiding principles are defined for the Wedgewood Hills Park Master Plan, based on the findings of the park planning and public participation process:

- Develop new recreation facilities desired by residents that are compatible with the setting.
- Maximize the potential of the park to serve the recreation needs of the surrounding neighborhoods.
- Explore reuse potential of the former swim club building and its infrastructure.
- Provide a trail link to the Capital Area Greenbelt Andrea Avenue Spur.
- Provide accessible trails in the park and connective hiking trails in the woodland areas.
- Provide improvements to meet current safety and accessibility standards.
- Preserve, protect, and enhance the natural areas of the park site to include steep slopes, woodland vegetation and tributary stream to Asylum Run.

### Recreation Opportunities

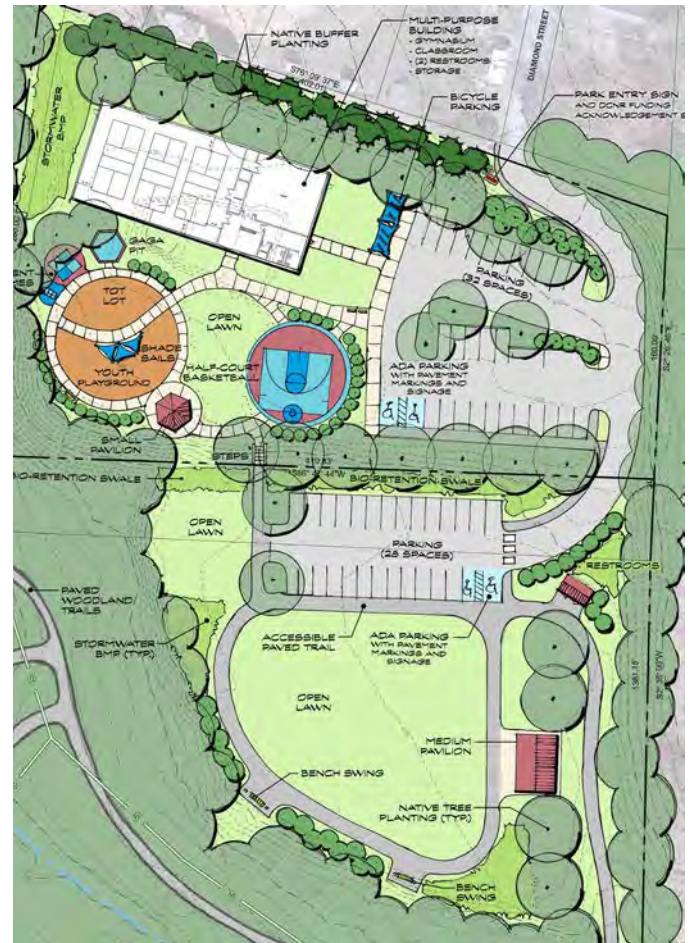
#### Multi-Purpose Building

A new multi-purpose recreation building is proposed in the upper plateau generally within the area of the former swimming pool and clubhouse. The new building is designed to accommodate a gymnasium sized for three pickleball courts. Additionally, the proposed building includes a classroom, storage area, office, and restrooms. Accessible paved paths connect to the building from the parking area. Stormwater management BMPs are proposed west of the building. A

native buffer planting provides screening for residential neighbors to the north. See the Structure Assessment in Appendix C.

#### Open Lawn Areas

Open maintained lawn areas are provided in the upper and lower plateaus to offer space for various recreation activities. The lawns should be graded at 1-5 percent slopes for positive surface drainage. An open lawn is located between the playground and half-court basketball court in the upper plateau to support summer playground activities. The lower lawn is framed by the walking loop trail west of the medium pavilion.



#### Playground

An age-segregated playground is located in the upper plateau near the multi-purpose building. The playground is age-segregated with two areas to accommodate tots (ages 2-5 years old) and youth (ages 6-12 years old). The tot and youth areas are divided by a paved trail and central seating area with shade sails. The adjacent small picnic pavilion and plaza create a gathering area and provide shade. Paved trails encircle the playground and connect to adjacent pavement games, gaga pit, and small pavilion.

## Chapter 4 – Master Site Development Plan

When developing playgrounds, the following general guidelines should be incorporated into the design:

- The playground layout, equipment, and safety zone should comply with the Consumer Product Safety Commission (CPSC) Guidelines for Playground Safety.
- Playgrounds must meet the requirements of the Americans with Disabilities Act (ADA) which requires that an accessible route be provided from walkways/parking areas to the playground equipment and that a portion of the equipment offer activities that can be utilized by physically challenged children.
- Playgrounds should be age-segregated to accommodate children of different ages and abilities. The playgrounds should have signs identifying the age-appropriate areas of play.
- American Society for Testing and Materials references for public playground safety:
  - F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use.
  - F2373 Standard Consumer Safety Performance specification for Public Use Play Equipment for Children 6 Months through 23 Months.
  - F1292 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment.

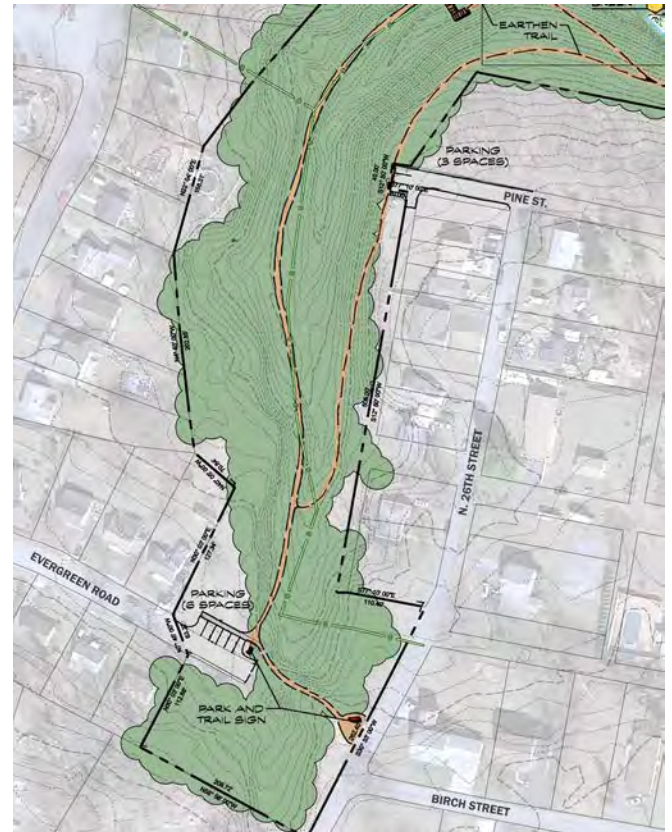
## Indoor Pickleball Courts / Gymnasium

There are three indoor pickleball courts in the multi-purpose building gymnasium. Pickleball is one of the fastest-growing sports, with an estimated 4.87 million players in the US, and a growth rate of 39.9% over the recent two-year period<sup>1</sup>. A pickleball court is 20'x44' for both singles and doubles. The net height is 36" at the posts and 34" at the center. The courts extend to provide at 10' unobstructed area beyond the baselines and seven-foot unobstructed area beyond the sidelines.

<sup>1</sup>2022 Pickleball Fact and Media Sheet, USA Pickleball, 2.15.22, <http://usapickleball.org/wp-content/uploads/2021/08/2022-Pickleball-Fact-Sheet-updated-2.15.22.pdf>

## Half-Court Basketball

One standard high school size half-court (42' x 50') basketball court is developed in the upper plateau next to the parking lot. Park trails connect to the area and low native plantings divide the half-court from the adjacent parking. The half-court has the preferred north-south solar orientation and a minimum of 10-feet of unobstructed area on all sides. The half-court basketball should be developed with 1.25-1.5 percent slope for proper surface drainage.



## Trails

Trails extend throughout the park to provide accessible routes to all recreation facilities, and areas of interest. Trails offer opportunities for walking, bicycling, jogging, and exploring the park. Bituminous pavement is suggested for trails in the developed upper and lower park plateaus. Bituminous pavement is proposed for the trail that extends along the tributary to Asylum Run and links to the Capital Area Greenbelt Andrea Avenue Spur. The tributary stream floods and bituminous pavement provides a stable surface that will withstand seasonal flooding better than aggregate trails. Secondary woodland trails may be aggregate or earthen. These trails extend from access points at Pine Street,

Evergreen Road, and the intersection of North 26<sup>th</sup> Street and Birch Street and connect to the paved woodland trail.

The bituminous trails should be developed at eight-foot wide to accommodate two-way pedestrian and bicycle traffic. Longitudinal slope shall not exceed five percent and cross slope shall not exceed two percent to meet accessibility requirements of the Americans with Disabilities Act (ADA). Trail informational signage should be located at entry points and mile markers are recommended at quarter-mile intervals along the paved woodland trail.

### Picnic Pavilions

Picnic pavilions are located in two locations to provide shaded gathering areas for park visitors and support adjacent recreation facilities. A medium picnic pavilion to accommodate 6-8 picnic tables is located on the lower plateau facing the loop trail and open lawn. A small picnic pavilion to accommodate 2-4 tables is located next to the playground in the upper plateau. The pavilions provide shade and tables for traditional picnic activities and socializing.

### Support Facilities

#### Parking

The park will improve the existing upper plateau parking to provide 32 spaces including 2 ADA spaces. A new parking lot area is developed on the lower plateau with 28 spaces including 2 ADA spaces. The accessible parking spaces should have accessible pavement markings and signs. Other small parking areas will be developed off of Pine Street (3 spaces) and Evergreen Road (6 spaces) at woodland trail access points.

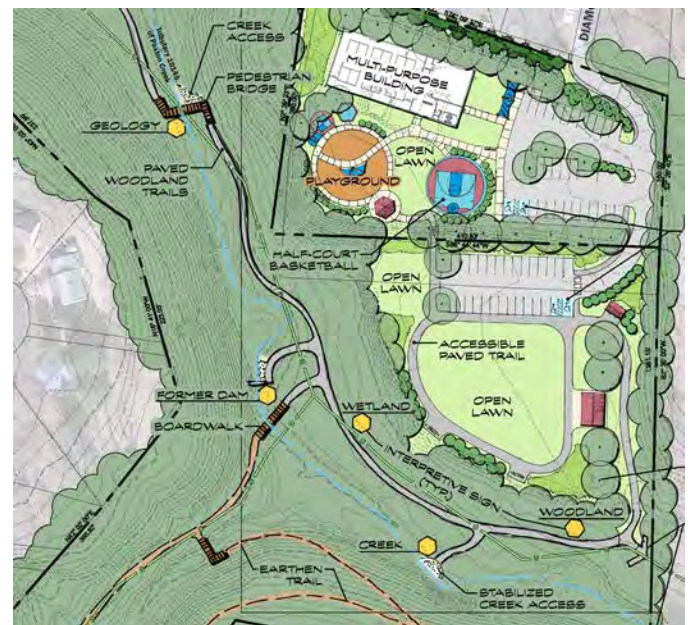
#### Restroom Building

A restroom building is located to the east of the parking lot on the lower plateau with native vegetative screening, stormwater BMP and utility connections.

#### Park Signs

Park signage includes three park welcome signs, five interpretive signs in the woodland area, and mile markers along the woodland trail. The park welcome signs should identify the name of the park and Susquehanna Township. The main park sign by the multi-purpose building can provide information about park policies, facility programs, and trail map with loop length. The two other park welcome signs are located to the southern trail entry areas by Evergreen Road and

Birch Street to provide trail information. The five interpretive signs will identify the park and provide site specific environmental and historic information on the woodland, creek, wetlands, former dam, and geology of the park. Mile markers should be located at 0.25-mile intervals along the woodland trail.



#### Site Amenities

Site amenities are suggested throughout the park to enhance the visitors experience. Site amenities should include the following:

- Benches – Benches should be provided throughout the park, located along trails at convenient intervals and where there are interesting views or activities. Benches should



be placed in both sunny and shaded locations. A paved open space for a person in a wheelchair to sit should be provided adjacent to benches. Two swing benches are located along the lower plateau loop trail.

- Trash Receptacles – Trash receptacles should be located throughout the park at convenient locations. Consider ease of access for maintenance staff to empty the receptacles.
- Picnic Tables – Picnic tables should be provided in pavilions areas. A minimum of twenty percent of the picnic tables provided in a location must be accessible ADA compliant models.
- Bicycle Racks – Bicycle racks are provided in the upper plateau next to the parking lot area near the multi-purpose building. The area is paved and connected to the park trail system and has shade sails to shade the bicycle parking.

## Landscaping

Landscaping should be introduced to enhance the park's identity, aesthetics, and function. Landscaping should be located and maintained to buffer residential neighbors, separate uses as appropriate, mitigate the effects of climate change, and screen winds. Landscaping should minimize maintenance.

Strategies to minimize maintenance include placing park elements such as signs within landscaped beds and design planting beds to create continuous mow lines.

Where landscaping is introduced into the park, native plant material should be used. Plants native to Dauphin County are adapted to the geographic location which necessitates less maintenance, withstands the extremes in climate related temperatures and storm events, and are less susceptible to disease and pests. Native plants will provide needed habitat and food for small mammals, birds, and insects. Native plants that thrive help reduce the opportunity for exotic species to establish a foothold on the site.

The Master Plan for Wedgewood Hills Park illustrates the following landscaping:

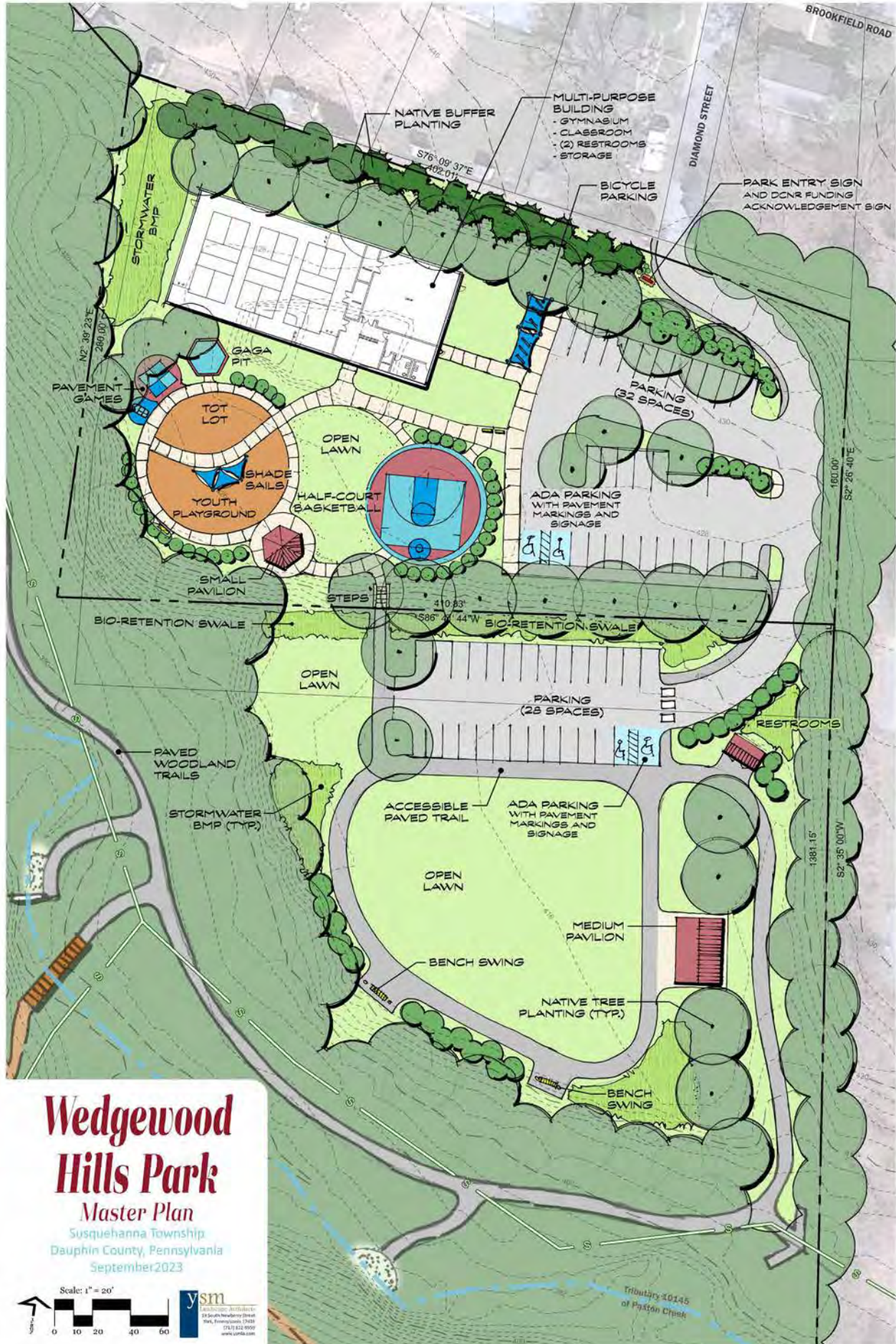
- Deciduous shade trees planted along the central park hub and trails to provide shade and enhance the park aesthetics.

- Deciduous shade trees planted adjacent to parking areas to provide shade.
- Evergreen trees and shrubs to screen and buffer adjacent homes from park activities.
- Shrub vegetative buffer to separate the basketball half-court from the parking area and limit basketballs from rolling beyond the court area.
- Ornamental shrub and perennial planting at the park entry sign.

## Stormwater Management

Stormwater facilities will be required to accommodate the stormwater runoff generated from improvements and facilities introduced into the park. Stormwater runoff from plazas, parking areas, trails, buildings, and other impervious surfaces must be managed. Stormwater collection and conveyance facilities should be designed to comply with the Township's stormwater management ordinance. Best Management Practice (BMP) principles should be used to manage stormwater where applicable throughout the upper and lower plateaus of the park. BMP's such as rain gardens, filter strips, subsurface infiltration beds, porous pavement, and other minimal impact controls should be considered to address stormwater runoff.

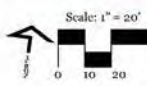
Stormwater management facilities and BMP's are conceptually incorporated into the master plan to address stormwater runoff and water quality. Further study to determine the type of stormwater management facility, the size, and location should be performed as part of the design and engineering for park development.



# Wedgewood Hills Park

## Master Plan

Susquehanna Township  
Dauphin County, Pennsylvania  
September 2023



**ysm**  
Landscape Architecture  
18 South Newberry Street  
Park, Pennsylvania 17028  
717.312.8100  
www.ysmla.com





# Chapter 5: *Cost and Implementation Analysis*

## Park Improvement Phasing

To achieve the vision presented in the master plan for Wedgewood Hills Park, significant capital expenditures and commitment of Township staff and elected officials is required. As with most government investment in recreation facilities, it is anticipated that the investment will occur in multiple phases over several years. To guide the development of the park, cost estimates have been prepared that correspond to the various proposed facilities within the park. The phase areas were determined by the Study Committee.

The order of development will ultimately be defined by Susquehanna Township based on available funding, grant opportunities, and prioritized need. The phases defined below combine proposed park facilities by geographic area and are not intended to dictate the order of development. The phases may be further divided into sub-sets of development or combined together. The Phasing Plan on page 5-3 illustrates the proposed phases for the purposes of this report. Related stormwater BMP's and professional design and engineering costs are included in cost estimates for each phase. The proposed phases include:

### Phase 1

Phase 1 develops the upper plateau facilities including the expanded parking area, new age-segregated playground, pavement games, gaga pit, small picnic pavilion, and half-court basketball. This phase provides accessible paved trails, two ADA parking spaces, park entry sign, bicycle parking area, native plantings, bench seating areas, shade sail structures, supporting site amenities, and stormwater BMPs.

### Phase 2A

Phase 2A creates the paved woodland trail with a pedestrian bridge that extends from the northern park boundary at the Capital Area Greenbelt Andrea Avenue Spur trail connection to the lower plateau of the park. Other improvements include five interpretive signs, stabilized creek access points to the tributary stream, and the Greenbelt Trail access.

### Phase 2B

Phase 2B establishes the aggregate and earthen trail connections to Pine Street and Evergreen Road small parking areas and park access points. This phase provides supporting signage and boardwalks to cross the secondary stream/swale.

### Phase 3

Phase 3 develops the lower plateau with a drive connection and parking area with two ADA parking spaces, accessible paved loop trail, open lawn area, restroom building with utility connections, medium picnic pavilion, two bench swings, stormwater BMPs, native plantings, and supporting site amenities.

### Phase 4

Phase 4 constructs the Multi-Purpose Building with associated utilities, grading, and trail connections.

Wedgewood Hills Park - Phasing Plan Probable Construction Cost Opinion Summary	
Phase	Cost
Phase 1	\$ 1,842,402
Phase 2A	\$ 445,385
Phase 2B	\$129,481
Phase 3	\$ 1,007,361
Phase 4	\$ 3,565,071
<b>TOTAL</b>	<b>\$ 6,989,700</b>

## Probable Construction Cost Opinions

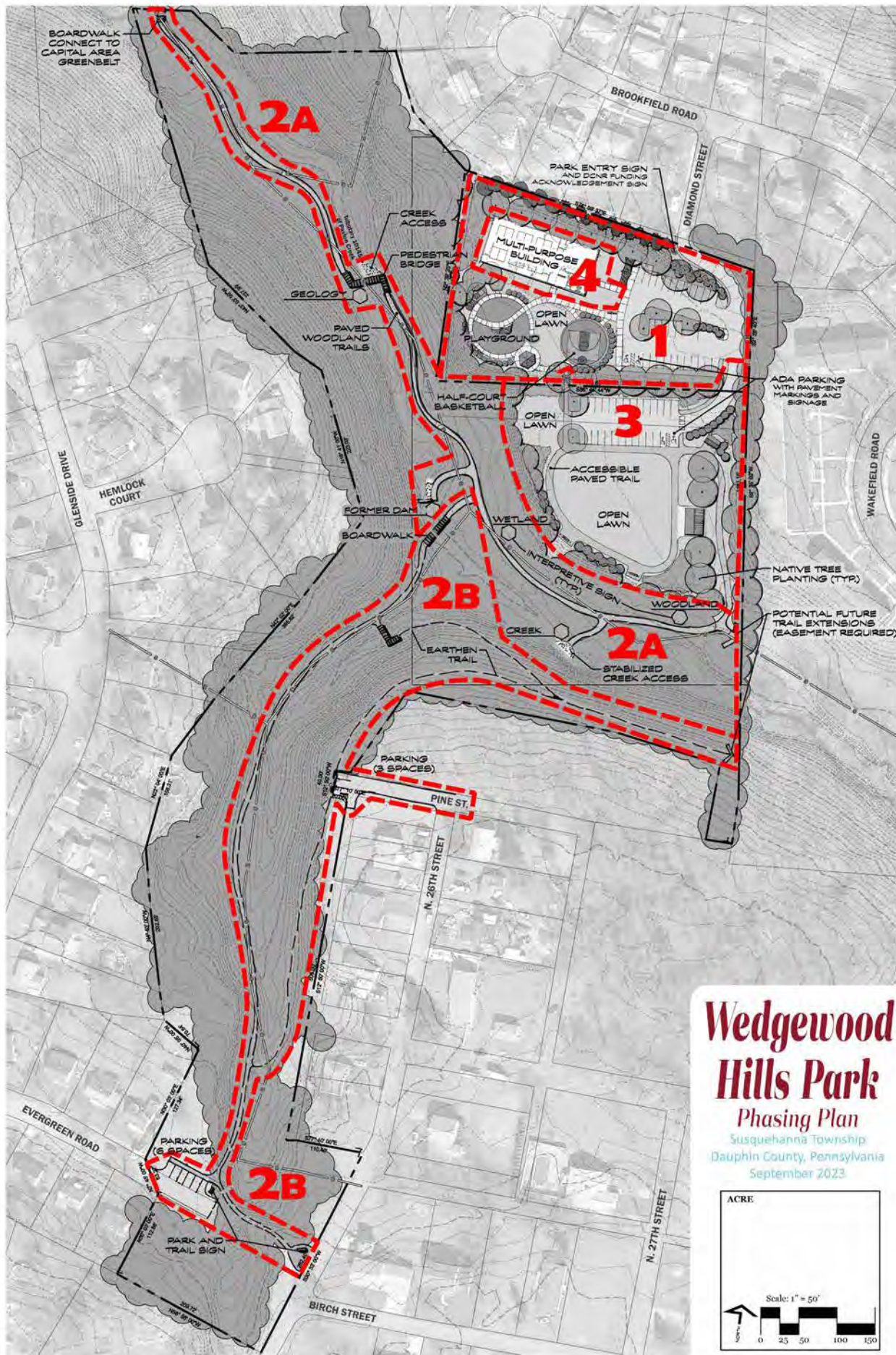
All costs provided in this plan are estimated based on the recommendations of this master plan and knowledge of similar park development. The probable construction cost opinions are based on 2023 construction dollars and do not include escalation considerations between phases so that each phase can be compared and evaluated on an equal basis. Design and engineering fees are presented as a percentage of construction costs and will vary based on scope of work, permits, and other factors. A 15-percent contingency has been included in each cost opinion. A phasing plan is provided on page 5-3, followed by the detailed probable construction cost opinions.

## Construction Cost Opinion Assumptions and Exclusions

The Probable Construction Cost Opinions for Wedgewood Hills Park exclude the following items:

- Improvements to Brookfield Road
- Utility repair, relocation, upgrades, service connection fees
- Electric service upgrades or distribution
- Off-site trail extensions
- Excavation or removal of rock or unsuitable materials
- Remediation of soils, soil amendments, and sinkholes
- Construction management
- Construction inspections fees
- Off-site improvements and off-site engineering

*YSM is not a construction contractor and therefore probable construction cost opinions are based solely upon our experience with construction. This requires YSM to make several assumptions as to actual conditions which will be encountered on the site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; contractors' techniques in determining prices and market conditions at the time, and other factors over which YSM has no control. Additionally, the master plan was prepared using LiDAR contour mapping as topographic survey information was not available. LiDAR contours are suitable for planning purposes but does not provide an accurate map for estimating and construction purposes. No utility mapping was available. Assumptions were made based on our visits to the site and the review of available information. Stormwater management and erosion and sedimentation control costs are provided on a percent of construction estimates and specific strategies for this work cannot be defined until the design and engineering phase.*



PROBABLE CONSTRUCTION COST OPINION				
Owner: <u>Susquehanna Township</u>		Date Prepared: <u>8/21/2023</u>		
Project Title: <u>Wedgewood Hills Park Master Plan</u>		YSM Project No.: <u>22SQT-02</u>		
<u>Phase 1: North-Eastern Park Development</u>				
Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition / Site Preparation</b>			<b>\$19,200</b>
	A. Misc. Site Preparation and Demolition	1 LS	\$2,000	\$2,000
	B. Selective Clear and Grub	0.20 AC	\$2,000	\$400
	C. Parking Pavement Removal	2,100 SY	\$8	\$16,800
	D. Building and Pool Removal (By Others)	1 LS	\$0	\$0
2	<b>Earthwork</b>			<b>\$24,500</b>
	A. Strip / Stockpile / Replace Topsoil	1,000 CY	\$7	\$7,000
	B. Grading Operations	2,500 CY	\$7	\$17,500
3	<b>Parking and Access Drive Improvements</b>			<b>\$150,700</b>
	A. Diamond Street Access Drive Improvements	680 SY	\$50	\$34,000
	B. Parking Lot North - Excavation, Aggregate, Bituminous	1,500 SY	\$75	\$112,500
	C. Parking Space Wheel Stops	32 EA	\$100	\$3,200
	D. ADA Parking Pavement Striping and Signage	2 SP	\$500	\$1,000
4	<b>6' Wide Bituminous Trail (275 LF)</b>			<b>\$13,875</b>
	A. Excavation, Aggregate, Bituminous Pavement	185 SY	\$75	\$13,875
5	<b>Pavilions and Structures</b>			<b>\$99,000</b>
	A. Small Pavilion Allowance	1 LS	\$40,000	\$40,000
	B. Shade Sails at Playground	1 LS	\$35,000	\$35,000
	C. Shade Sails at Bike Racks	1 LS	\$24,000	\$24,000
6	<b>Concrete Pavement and Walls</b>			<b>\$99,750</b>
	A. 8' Wide Concrete Pavement - Walks (700 LF)	5,600 SF	\$15	\$84,000
	B. 6' Wide Concrete Pavement - Walks (35 LF)	210 SF	\$15	\$3,150
	C. Concrete Pavement - Small Pavilion	840 SF	\$15	\$12,600
7	<b>Youth Playground</b>			<b>\$271,168</b>
	A. Play Equipment	1 LS	\$150,000	\$150,000
	B. Play Equipment Installation	1 LS	\$60,000	\$60,000
	C. Excavation Fine Grade and Compaction	85 CY	\$7	\$595
	D. Concrete Curb Edging	240 LF	\$45	\$10,800
	E. Underdrain	150 LF	\$15	\$2,250
	F. P.I.P. Rubber Safety Surfacing	2,270 SF	\$19.25	\$43,698
	G. Stone Base and Filter Fabric	255 SY	\$15	\$3,825
8	<b>Tot Lot</b>			<b>\$176,164</b>
	A. Play Equipment	1 LS	\$100,000	\$100,000
	B. Play Equipment Installation	1 LS	\$40,000	\$40,000
	C. Excavation Fine Grade and Compaction	50 CY	\$7	\$350
	D. Concrete Curb Edging	150 LF	\$45	\$6,750
	E. Underdrain	100 LF	\$15	\$1,500
	F. P.I.P. Rubber Safety Surfacing	1,315 SF	\$19.25	\$25,314
	G. Stone Base and Filter Fabric	150 SY	\$15	\$2,250
9	<b>Pavement Games and Gaga Pit</b>			<b>\$10,960</b>
	A. Gaga Pit	1 LS	\$4,000	\$4,000
	B. Pavement Games - Excavation, Aggregate, Bituminous	80 SY	\$75	\$6,000
	C. Pavement Games Color Coat / Line Striping	80 SY	\$12	\$960
10	<b>Basketball Half-Court (1)</b>			<b>\$138,001</b>
	A. Fine Grading and Compaction	90 CY	\$3	\$601
	B. Bituminous Pavement	380 SY	\$75	\$108,875
	C. Color Coat	380 SY	\$12	\$11,725
	D. Posts / Goals and Nets	1 EA	\$4,200	\$16,800



Item No.	Work Item	No. of Units	Unit Cost	Total Cost
11	<b>Signage</b>			<b>\$6,500</b>
	A. Park Entry Sign at Diamond Street	1 LS	\$4,000	\$4,000
	B. Park information Kiosk (Accessible Height)	1 EA	\$2,500	\$2,500
12	<b>Site Amenities</b>			<b>\$30,520</b>
	A. Picnic Tables (Recycled Material, 20% Accessible Model)	2 EA	\$1,800	\$3,600
	B. 6' Benches (Recycled Material)	6 EA	\$1,500	\$9,000
	C. Trash Receptacle (Recycled Material)	2 EA	\$1,000	\$2,000
	D. Bike Rack	6 EA	\$1,200	\$7,200
	E. Ship and Install Site Amenities (40% of Costs A-D)	1 LS	\$8,720	\$8,720
13	<b>Utilities</b>			<b>\$35,000</b>
	A. Site Electric - Parking Area Lights	1 LS	\$30,000	\$30,000
	B. Security Lights - Pavilion	1 LS	\$5,000	\$5,000
14	<b>Native Landscaping</b>			<b>\$35,250</b>
	A. Lawn Seeding	3,500 SY	\$1.40	\$4,900
	B. Native Shade Trees	20 EA	\$550	\$11,000
	C. Native Flowering Trees	3 EA	\$450	\$1,350
	D. Native Vegetative Buffer Planting	1 LS	\$10,000	\$10,000
	E. Native Shrub/Perennial Allowance	1 LS	\$8,000	\$8,000
15	<b>Stormwater Mgt and Erosion Control</b>			<b>\$133,271</b>
	A. Stormwater Management (6%) (Amended Soils, Raingardens)	1 LS	\$66,635	\$66,635
	B. Erosion Control Measures (6%)	1 LS	\$66,635	\$66,635
16	<b>Bond Mobilization and Layout</b>			<b>\$149,263</b>
	A. Bond Mobilization and Layout (12%)	1 LS	\$149,263	\$149,263
17	<b>Contingency</b>			<b>\$208,968</b>
	A. 15% Contingency	1 LS	\$208,968	\$208,968
18	<b>Professional Fees</b>			<b>\$240,313</b>
	A. Professional Fees (15%)	1 LS	\$240,313	\$240,313
	<b>Total</b>			<b>\$1,842,402</b>

PROBABLE CONSTRUCTION COST OPINION				
Owner: <u>Susquehanna Township</u>		Date Prepared: <u>8/21/2023</u>		
Project Title: <u>Wedgewood Hills Park Master Plan</u>		YSM Project No.: <u>22SQT-02</u>		
<u>Phase 2A: Woodland - Paved Trail Connection</u>				
Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition / Site Preparation</b>			<b>\$6,000</b>
	A. Misc. Site Preparation and Demolition	1 LS	\$2,000	\$2,000
	B. Selective Clear and Grub	0.50 AC	\$8,000	\$4,000
2	<b>Earthwork</b>			<b>\$4,900</b>
	A. Strip / Stockpile / Replace Topsoil	200 CY	\$7	\$1,400
	B. Grading Operations	500 CY	\$7	\$3,500
3	<b>8' Wide Bituminous Trail (1,600 LF)</b>			<b>\$106,875</b>
	A. Excavation, Aggregate, Bituminous Pavement	1,425 SY	\$75	\$106,875
4	<b>Pavilions and Structures</b>			<b>\$125,000</b>
	A. Boardwalk/Bridge at Northern Trail Connection	1 LS	\$85,000	\$85,000
	B. Woodland Trail Boardwalk	500 SF	\$80	\$40,000
5	<b>Creek Access</b>			<b>\$9,000</b>
	A. Stabilized Creek Access	3 EA	\$3,000	\$9,000
6	<b>Signage</b>			<b>\$12,500</b>
	A. Interpretive Signs (Trails) (Accessible Height)	5 EA	\$2,500	\$12,500
7	<b>Site Amenities</b>			<b>\$4,200</b>
	A. 6' Benches (Recycled Material)	2 EA	\$1,500	\$3,000
	B. Ship and Install Site Amenities (40% of Costs)	1 LS	\$1,200	\$1,200
8	<b>Stormwater Mgt and Erosion Control</b>			<b>\$32,217</b>
	A. Stormwater Management (6%) (Amended Soils, Raingardens)	1 LS	\$16,109	\$16,109
	B. Erosion Control Measures (6%)	1 LS	\$16,109	\$16,109
9	<b>Bond Mobilization and Layout</b>			<b>\$36,083</b>
	A. Bond Mobilization and Layout (12%)	1 LS	\$36,083	\$36,083
10	<b>Contingency</b>			<b>\$50,516</b>
	A. 15% Contingency	1 LS	\$50,516	\$50,516
11	<b>Professional Fees</b>			<b>\$58,094</b>
	A. Professional Fees (15%)	1 LS	\$58,094	\$58,094
	<b>Total</b>			<b>\$445,385</b>

## PROBABLE CONSTRUCTION COST OPINION

Owner: Susquehanna Township  
 Project Title: Wedgewood Hills Park Master Plan  
Phase 2B: Woodland - Earthen Trails

Date Prepared: 8/21/2023  
 YSM Project No.: 22SQT-02

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition / Site Preparation</b>			<b>\$5,000</b>
	A. Misc. Site Preparation and Demolition	1 LS	\$1,000	\$1,000
	B. Selective Clear and Grub	0.50 AC	\$8,000	\$4,000
2	<b>Earthwork</b>			<b>\$4,900</b>
	A. Strip / Stockpile / Replace Topsoil	200 CY	\$7	\$1,400
	B. Grading Operations	500 CY	\$7	\$3,500
3	<b>Parking and Access Drive Improvements</b>			<b>\$40,050</b>
	A. Parking/Drive at Pine St. - Excavation, Aggregate, Bituminous	390 SY	\$75	\$29,250
	B. Parking at Evergreen Rd. - Excavation, Aggregate, Bituminous	132 SY	\$75	\$9,900
	C. Parking Space Wheel Stops	9 EA	\$100	\$900
4	<b>6' Wide Earthen Trail (2,400 LF)</b>			<b>\$4,000</b>
	A. Clear and Grub	0.5 AC	\$8,000	\$4,000
5	<b>Pavilions and Structures</b>			<b>\$21,600</b>
	A. Woodland Trail Boardwalk	270 SF	\$80	\$21,600
6	<b>Signage</b>			<b>\$2,500</b>
	A. Park and Trail Map Sign (Accessible Height)	1 EA	\$2,500	\$2,500
7	<b>Stormwater Mgt and Erosion Control</b>			<b>\$9,366</b>
	A. Stormwater Management (6%) (Amended Soils, Raingardens)	1 LS	\$4,683	\$4,683
	B. Erosion Control Measures (6%)	1 LS	\$4,683	\$4,683
8	<b>Bond Mobilization and Layout</b>			<b>\$10,490</b>
	A. Bond Mobilization and Layout (12%)	1 LS	\$10,490	\$10,490
9	<b>Contingency</b>			<b>\$14,686</b>
	A. 15% Contingency	1 LS	\$14,686	\$14,686
10	<b>Professional Fees</b>			<b>\$16,889</b>
	A. Professional Fees (15%)	1 LS	\$16,889	\$16,889
	<b>Total</b>			<b>\$129,481</b>

PROBABLE CONSTRUCTION COST OPINION				
Owner: <u>Susquehanna Township</u>		Date Prepared: <u>8/21/2023</u>		
Project Title: <u>Wedgewood Hills Park Master Plan</u> <u>Phase 3: South-Eastern Park Development</u>		YSM Project No.: <u>22SQT-02</u>		
Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition / Site Preparation</b>			<b>\$6,000</b>
	A. Misc. Site Preparation and Demolition	1 LS	\$2,000	\$2,000
	B. Selective Clear and Grub	0.25 AC	\$8,000	\$2,000
	C. Parking Pavement Removal	250 SY	\$8	\$2,000
2	<b>Earthwork</b>			<b>\$29,400</b>
	A. Strip / Stockpile / Replace Topsoil	1,200 CY	\$7	\$8,400
	B. Grading Operations	3,000 CY	\$7	\$21,000
3	<b>Parking and Access Drive Improvements</b>			<b>\$96,300</b>
	A. Parking Lot South - Excavation, Aggregate, Bituminous	1,200 SY	\$75	\$90,000
	B. Parking Space Wheel Stops	28 EA	\$100	\$2,800
	C. ADA Parking Pavement Striping and Signage	2 SP	\$500	\$1,000
	D. Crosswalk	1 LS	\$2,500	\$2,500
4	<b>8' Wide Bituminous Trail (830 LF)</b>			<b>\$62,250</b>
	A. Excavation, Aggregate, Bituminous Pavement	830 SY	\$75	\$62,250
5	<b>6' Wide Bituminous Trail (215 LF)</b>			<b>\$10,875</b>
	A. Excavation, Aggregate, Bituminous Pavement	145 SY	\$75	\$10,875
6	<b>Pavilions and Structures</b>			<b>\$245,000</b>
	A. Pre-Fabricated Restroom Building and Installation	1 LS	\$180,000	\$180,000
	B. Medium Pavilion Allowance	1 LS	\$65,000	\$65,000
7	<b>Concrete Pavement and Walls</b>			<b>\$36,075</b>
	A. 6' Wide Concrete Pavement - Walk at Steps (15 LF)	90 SF	\$15	\$1,350
	B. Concrete Pavement - Medium Pavilion	1,515 SF	\$15	\$22,725
	D. Concrete Steps	1 LS	\$12,000	\$12,000
8	<b>Site Amenities</b>			<b>\$31,080</b>
	A. Picnic Tables (Recycled Material, 20% Accessible Model)	8 EA	\$1,800	\$14,400
	B. Benches Swings (Recycled Material)	2 EA	\$2,900	\$5,800
	C. Trash Receptacle (Recycled Material)	2 EA	\$1,000	\$2,000
	D. Ship and Install Site Amenities (40% of Costs A-C)	1 LS	\$8,880	\$8,880
9	<b>Utilities</b>			<b>\$70,200</b>
	A. Water Line Extension	300 LF	\$50.00	\$15,000
	B. Sanitary Sewer Extension	280 LF	\$65	\$18,200
	C. Site Electric - Parking Area Lights	1 LS	\$30,000	\$30,000
	D. Security Lights - pavilions	1 LS	\$7,000	\$7,000
10	<b>Native Landscaping</b>			<b>\$20,050</b>
	A. Lawn Seeding	6,000 SY	\$1.40	\$8,400
	B. Native Shade Trees	6 EA	\$550	\$3,300
	C. Native Flowering Trees	3 EA	\$450	\$1,350
	E. Native Shrub/Perennial Allowance	1 LS	\$7,000	\$7,000
11	<b>Stormwater Mgt and Erosion Control</b>			<b>\$72,868</b>
	A. Stormwater Management (6%) (Amended Soils, Raingardens)	1 LS	\$36,434	\$36,434
	B. Erosion Control Measures (6%)	1 LS	\$36,434	\$36,434
12	<b>Bond Mobilization and Layout</b>			<b>\$81,612</b>
	A. Bond Mobilization and Layout (12%)	1 LS	\$81,612	\$81,612
13	<b>Contingency</b>			<b>\$114,256</b>
	A. 15% Contingency	1 LS	\$114,256	\$114,256
14	<b>Professional Fees</b>			<b>\$131,395</b>
	A. Professional Fees (15%)	1 LS	\$131,395	\$131,395
	<b>Total</b>			<b>\$1,007,361</b>

## PROBABLE CONSTRUCTION COST OPINION

Owner: Susquehanna Township  
 Project Title: Wedgewood Hills Park Master Plan  
Phase 4: Multi-Purpose Building

Date Prepared: 8/21/2023  
 YSM Project No.: 22SQT-02

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition / Site Preparation</b>			<b>\$500</b>
	A. Misc. Site Preparation	1 LS	\$500	\$500
2	<b>Earthwork</b>			<b>\$5,600</b>
	A. Strip / Stockpile / Replace Topsoil	300 CY	\$7	\$2,100
	B. Grading Operations	500 CY	\$7	\$3,500
3	<b>Structures</b>			<b>\$2,130,000</b>
	A. Multi-Purpose Building Allowance (By Others)	8,520 SF	\$250	\$2,130,000
4	<b>Concrete Pavement and Walls</b>			<b>\$7,800</b>
	A. 8' Wide Concrete Pavement - Walks (65 LF)	520 SF	\$15	\$7,800
5	<b>Utilities</b>			<b>\$3,000</b>
	A. Water Line Extension/Hook Up	1 LS	\$1,500.00	\$1,500
	B. Sanitary Sewer Extension/Hook Up	1 LS	\$1,500	\$1,500
6	<b>Native Landscaping</b>			<b>\$2,100</b>
	A. Lawn Seeding	1,500 SY	\$1.40	\$2,100
7	<b>Stormwater Mgt and Erosion Control</b>			<b>\$257,880</b>
	A. Stormwater Management (6%) (Amended Soils, Raingardens)	1 LS	\$128,940	\$128,940
	B. Erosion Control Measures (6%)	1 LS	\$128,940	\$128,940
8	<b>Bond Mobilization and Layout</b>			<b>\$288,826</b>
	A. Bond Mobilization and Layout (12%)	1 LS	\$288,826	\$288,826
9	<b>Contingency</b>			<b>\$404,356</b>
	A. 15% Contingency	1 LS	\$404,356	\$404,356
10	<b>Professional Fees</b>			<b>\$465,009</b>
	A. Professional Fees (15%)	1 LS	\$465,009	\$465,009
	<b>Total</b>			<b>\$3,565,071</b>

## Implementation and Funding

### Early Implementation Tasks

The vision created for Wedgewood Hills Park will take time and typically multiple phases to develop. To sustain the excitement for park improvements generated by this planning process, small projects, could be undertaken to create momentum for the entire project. These small improvements will show progress and provide enhancements that are envisioned for the park. Potential early implementation projects that can occur immediately, without significant investment or the need for extensive design and engineering include:

- Planting the vegetated buffer north of the proposed multi-purpose building.
- Installing the park entry signs and associated plantings.
- Developing graphics and text for interpretive signs.

### Implementation Tasks

The development of Wedgewood Hills Park as depicted on the master plan will require additional planning, design, and approvals. The following list outlines typical implementation tasks that may be required for park rehabilitation and development. This list is provided for planning purposes and should not be considered all inclusive, as additional tasks, approvals, and permits may be required.

- If seeking grants, define the first improvement project for a grant application and develop a detailed park improvement drawing (Site Development Drawing SDD) and associated cost estimate. Present the park improvement drawing at a public meeting for resident input. This master plan could serve as the SDD with the proposed improvements outlined.
- Apply for park development funding grants.
- Complete topographic and boundary line survey.
- Develop construction documents. Construction documents will design in detail and engineer the proposed improvements and associated amenities.
- Prepare a project manual including technical and bidding specifications.

- Prior to bidding and construction, obtain approvals from the various governing entities and agencies. The following is a listing of typical approvals but may not be all-inclusive.
  - Municipal and County approval for land development plans, if required.
  - Susquehanna Township stormwater management plan review and approval.
  - Dauphin County Conservation District approval for erosion and sedimentation control plans and NPDES Permit.
  - Pennsylvania Department of Environmental Protection (DEP) Permit approval for any work within the waters of the Commonwealth including delineated wetlands, floodplain, and stream encroachments. DEP chapter 105 and 106 waiver 16 (or individual permit) and 401 Water Quality Certification.



- U.S. Army Corps of Engineers, PASPGP-06 authorizes eligible activities that will result in no more than minimal adverse effects to waters of the U.S.
- Pennsylvania Department of Environmental Protection for sewage planning module approval.
- Pennsylvania One Call. Pennsylvania law requires three working days' notice for construction phase and 10-working days in design stage.

Each of the listed permits and approvals will require planning and coordination. Adequate preparation and review time should be allotted. Upon receipt of all required approvals and permits and completion of the construction documents, the project can be publicly bid for construction.

## Capital Funding

Capital funding for parks like Wedgewood Hills Park are typically paid for using a combination of financing tools and funding sources. Successful strategies typically involve pursuing multiple sources in combination. Locally generated funds are typically used as matching funds for grants from outside agencies, however, in some instances, one funding source can match other funding source. Susquehanna Township should consider working with a financial planning consultant to develop a financing plan for the development of Wedgewood Hills Park Master Plan that includes a mix of resources. For financing purposes, the useful lifespan of the park would range from 20 to 25 years and a loan with debt service, would also be appropriate if needed to develop the park, over this timeframe. Park development funding options are listed below.

### Municipal General Fund or Recreation Fee Fund

The Township may have the funds to invest into the park's development in its general fund or recreation fee fund. The Township collects fee-in-lieu, a development impact fee based on the municipal mandatory dedication of parkland ordinance. The enabling legislation for mandatory dedication of parkland states that "The land or fees, or combination thereof, are to be used only for the purpose of providing, acquiring, operating or maintaining park or recreational facilities reasonably accessible to the development." Fee-in-lieu obtained from developments which have accumulated in a recreation fund can be used to develop the park.

### Tax Support

The Township could enact a dedicated recreation tax or allocate a portion of the property, earned income, or real estate transfer taxes to help fund the development of the park.

### Bonds

The Township can issue long-term debt to finance large capital projects. Bonds provide funds that enable a community to invest in significant municipal projects, with the principal and interest repaid to the bondholder over a specified period.

### Bank Loans

Bank loans are a common financing vehicle and typically have shorter terms and are issued in smaller amounts than bonds.


## PennVest

PennVest financing is a low-interest loan program that invests in sewer, stormwater, and drinking water projects.



## Grant Funding Programs

There are numerous state and federal grant programs to fund park development.

- Pennsylvania DCNR** - Grants for park funding in Pennsylvania are primarily secured from the PA Department of Conservation and Natural Resources (DCNR). DCNR provides grants for parks, trails, riparian buffers, and recreation facilities planning and development.
 
  - **DCNR Community Conservation Partnership Program (C2P2)** Park development grants typically have a top range of \$300,000. The grants require a 50% match from the local applicant, but the match may, in some instances, be another grant. The grant application period for the C2P2 grants usually opens annually in the fall with grants due the following spring.
  - **DCNR Riparian Buffer Planting** - The program provides financial assistance to identify locations for riparian forest buffers and to design, establish, monitor, and provide short-term maintenance of buffers. Minimum grant award is \$50,000 and all grants require a 50/50 match.
  - **TreeVitalize Grant Program** - This grant program provides trees for planting in community areas along streets, in parks, and other publicly accessible areas. TreePennsylvania manages the program that has funds provided by PA DCNR. Grants typically range from \$1,500-\$6,500.
- Pennsylvania DEP Growing Greener** - PA Department of Environmental Protection (DEP) grant program for design and construction projects that directly address causes and sources of stream impairment through BMP implementation, stream restoration, bank stabilization and related projects to improve water quality, assist in flood prevention and restore floodplains. A 15% match is required with no minimum or maximum requirements.

- **Pennsylvania DCED** - PA Department of Community and Economic Development (DCED) grant programs support projects that focus on economic development, travel and tourism, technical assistance, and community development.



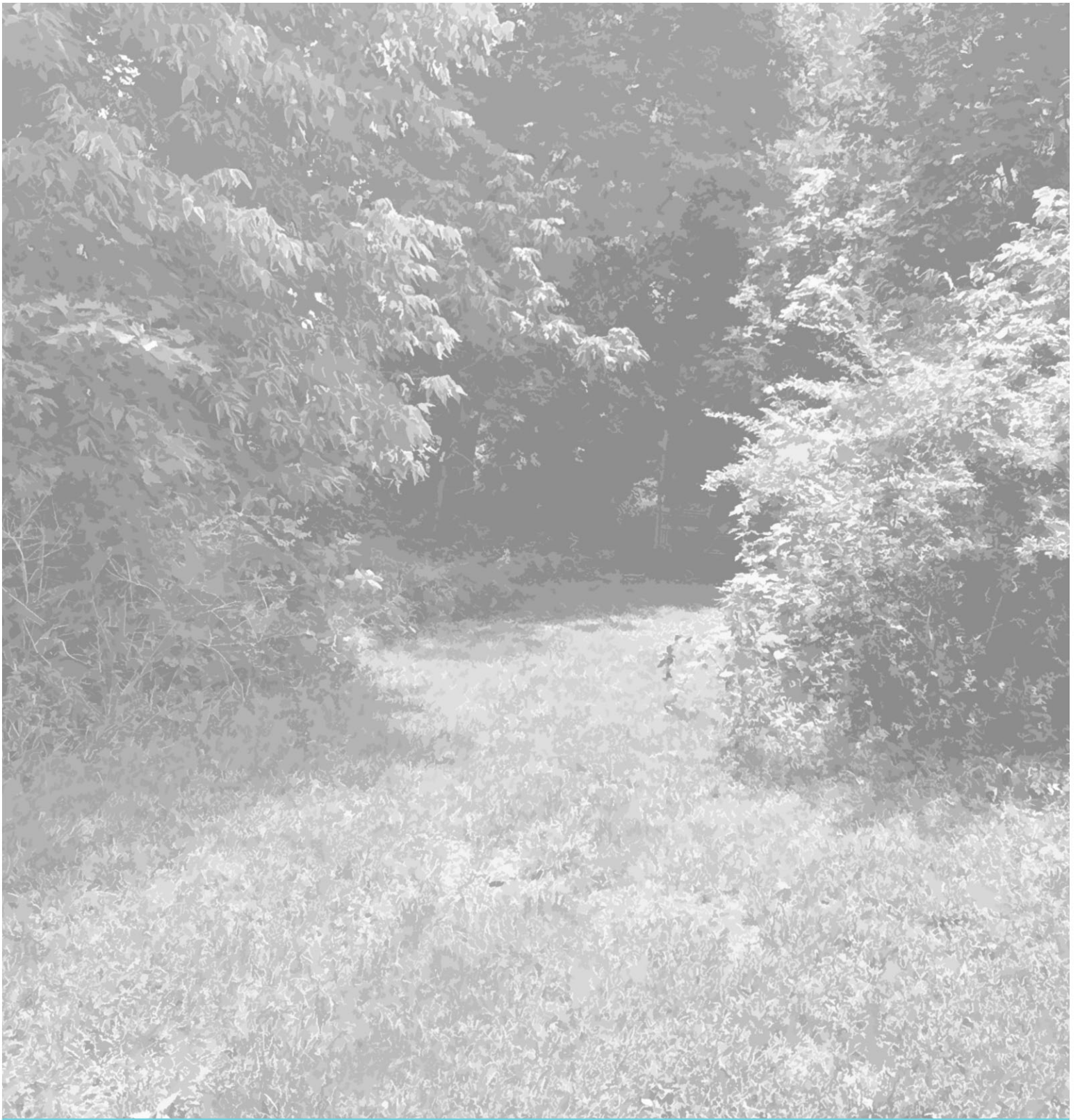
- **DCED Greenways, Trails and Recreation Program**
  - This program funds the planning, acquisition, development, rehabilitation, repair of greenways, recreation trails, open space, parks, and beautification projects. DCED allocates the funds through the Commonwealth Financing Authority and funds are from the Marcellus Legacy Fund (Act 13). Grant funding shall not exceed \$250,000 for a project. A 15 percent local match of the total project cost is required.

- **U.S. EPA** - Funding is provided for green infrastructure planning, design, and monitoring and construction of non-point source pollution control projects.



- **Donations** - Voluntary donation from individuals, corporations, and user groups are often made to communities for park improvements.
- **Business Sponsorships** - There is a growing recognition by businesses that recreation facilities and programs have a positive impact on a community and association and support of recreation may provide intangible benefits to a business. Sponsorships vary and could include naming rights to venues, financial support for programs, advertising through use of business logo or brand name.
- **Fund Raising / Capital Campaign** - Fund raising, and capital campaigns raise funds for specific projects. These efforts can require extensive planning, coordination, and expertise.
- **Private Foundations** - Private foundations support specific causes and initiatives. There are private foundations that support public services such as community park development. Research private foundations that are active in the region.





# Chapter 6: *Operation and Management Plan*

## Introduction

Planning for the operation and management of Wedgewood Hills Park property during the Master Plan process helps to ensure that Susquehanna Township’s investment into the development of recreation facilities and amenities at the park is protected. While the design of the park is important, the long-term care and programming of the park and its recreation facilities is the major factor in its success. An evaluation of how the proposed property improvements and natural area enhancements align with Township maintenance capacity, and the early consideration of the park’s operational costs associated with management, programming, and maintenance, helps to make the Park Master Plan realistic and achievable.

Recreation opportunities, maintenance needs, programming, operating costs, and potential ways for the Township to generate revenue to offset park operating costs are considered.

Wedgewood Hills Park offers the opportunity for development of active and passive outdoor recreation amenities with open areas associated with the former pool and the ballfield, and wooded areas that stretch along a small stream. Indoor recreation opportunities will be accommodated with a new building where the former pool snack bar, clubhouse, and locker room building is presently located.

The improvements to the new park will occur over many years as resources allow through grants, gifts, partnerships, fundraising, and municipal support. As amenities are developed in the park, recreation opportunities and visitation will multiply, maintenance responsibilities will increase, and partnership opportunities will emerge.

## Susquehanna Township Park Areas and Recreation Facilities

Susquehanna Township recognizes the tremendous value parks and recreation facilities provide to the community. Currently the Township maintains 166.6 acres of parkland at 14 park sites. The Wedgewood Hill property will add approximately 20 acres of parkland for Township residents to enjoy. Figure 1 lists the existing park sites and the number of outdoor recreation facilities provided at each park. The only indoor facilities

owned by the Township that are suitable for recreation programs are two small meeting rooms located in the Township building.

This snapshot shows how the development of Wedgewood Hills Park will complement the other Township park areas.

## Other Park Areas in Susquehanna Township

Approximately four miles of the Capital Area Greenbelt Trail, a 20-mile loop recreation trail through and around the City of Harrisburg, are in Susquehanna Township. Dauphin County’s 50-acre Fort Hunter Park is located on both sides of Front Street in northern Susquehanna Township.

## Proposed Facilities at the Wedgewood Hills Park

The planned recreation facilities at Wedgewood Hills Park will complement those at the other Township parks, adding to the recreation opportunities available to residents. Facilities will include one medium-sized picnic pavilion overlooking an open lawn area, a pre-fabricated restroom building, play equipment area with age-segregated tot lot and youth playgrounds that exceed ADA accessibility standards with a small shade structure with seating, single tread earthen trails through the woods with two creek crossings, stabilized creek access, interpretive signs to highlight areas such as the property’s geology, woodlands, creek, wetlands, and former dam; a six-car parking lot at Evergreen Road and a three-car parking lot at Pine Street to access the earthen trails, an upper 32-car parking lot off of the existing entrance drive and a lower 26-car parking lot near the pavilion area, designated bicycle parking, half basketball court with a seat wall, pavement game area, gaga pit, a paved trail with a boardwalk connection to the Capital Area Greenbelt, a multi-purpose program building with a covered outdoor patio, restrooms that can be accessed from inside and outside the building, a gymnasium sized for three indoor pickleball courts, a classroom/meeting area, and storage space; an open lawn area outside the building, adult swings, and accessible pathways to link the facilities within the park.

Figure 1  
Susquehanna Township  
Existing Park Areas and Recreation Facilities

Susquehanna Township Park Areas	Park Acreage	Baseball Field	Softball Field	Soccer Field	Multipurpose Field	Batting Cage	Basketball Court	Tennis Court	Sand Volleyball Court	Pickleball Court	Shuffleboard Court	Horseshoe Pit	Concession Stand	Playground/Tot Lot	Walking Path	Picnic Pavilion	Restroom	Pond	Natural Area
Apple Creek Farms	2.7				1														
Beaufort Hunt Playground	2.8				1									1		1			
Boyd Park	19.8														1	1		1	
Christian McNaughton Memorial Park	7.5	1		1	1	1							1	1/1	1	1	1		
Crown Point Park	4.3				1									1/1	1	1	1		
Donald B. Stabler Memorial Park	7.9	1	1			1	1						1	1		1	1		
Edgemont Community Park	11		1		1		2							1		2	1		
Logan Farm Park	52														1				1
Margaret’s Grove	6.3																		1
Olympus Heights Park	1.5						1												
Plum Alley Park	.8													1		1			
Shutt Mill Park	5						1									1			
Veterans Park	25	1	1	4	1	1	1	2	1	1	1	2	1	2	1	1	1		
Waverly Woods	20																	1	1
<b>Totals</b>	<b>166.6</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>8/2</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>2</b>	<b>3</b>

## Susquehanna Township Park Maintenance

Maintenance of the parks is essential to providing safe, usable, and aesthetically pleasing areas and facilities for the residents of the Township and for visitors from other communities. Providing an efficient and effective park maintenance program enables the Township to enhance recreation amenities, save money, reduce liability, improve the life expectancy of facilities, create an attractive park atmosphere, and foster environmental stewardship.

The Township Parks and Recreation Department is responsible for park area and recreation facility maintenance. The Parks and Recreation Director oversees park maintenance work which is performed by a full-time Park Maintenance Supervisor and two part-time (eight months) Park Maintenance Assistants who work 25 to 30 hours each week. The Public Works Department assists Parks and Recreation with park maintenance tasks when requested. Mowing and park restroom cleaning are contracted out.

The Park Maintenance Supervisor does not currently have his CDL license and cannot operate heavy machinery such as a backhoe. He is planning to obtain his Certified Playground Safety Inspector credential and recently took the exam to become a Certified Pesticide Applicator.

The equipment needed for park maintenance is owned by the Township. The Parks and Recreation Department has a complete inventory of all equipment. Equipment includes two three-wheelers for infield dragging, a riding mower with a seeder attachment, a tractor with an aerator attachment, and an F-350 Ford truck. An ultra-terrain vehicle is borrowed from another Township Department for trail maintenance. Other equipment needed is borrowed from the Public Works Department. In order to keep the equipment in good working condition, the Public Works and Parks and Recreation Department personnel perform routine maintenance and other repairs within their capabilities. Repairs beyond their capabilities are outsourced. The Parks and Recreation Director includes recommendations for equipment replacement in the annual budget request. Equipment is stored at Donald Stabler Park and Veterans Park.

Township Parks and Recreation Department staff does turf seeding, fertilizing, and aeration; daily trash removal, playground safety inspections, unlocking of

restrooms, trimming and pruning of trees, shrubs, and landscape; litter pick-up, and many other tasks to keep the parks safe for visitors.

The park maintenance staff is stretched thin, with the use of Township parks and the amount of maintenance and repair needed increasing.

### Park Maintenance Tasks at Wedgewood Hills Park

The goal of park maintenance is to provide recreation areas and facilities that are safe, clean, and attractive for visitors and conserve the natural beauty and resources of the park. To meet this goal Township employees, contractors, and volunteers who assume responsibility for park maintenance should:

- Accomplish maintenance tasks in a manner that displays respect and concern for the environment.
- Perform maintenance tasks as safely, quickly, and efficiently as possible.
- Schedule work to make the most use of the resources of other community organizations who are involved in the park.
- Use preventive maintenance to avoid major problems and correct minor ones.
- Perform maintenance work with a sense of pride.

A preliminary list of routine maintenance tasks for Wedgewood Hills Park is described below. In addition to routine maintenance, the park crew will assist with set-up and breakdown for recreation programs and special events held at the park. As new improvements are completed the Township must decide what level of maintenance it expects and clearly communicate this to the staff or contractor selected to perform the specific tasks. The staged rehabilitation of the park will require the Township to periodically adjust its maintenance practices to provide the appropriate level of care for these new capital investments. In addition, the materials used in construction and rehabilitation of facilities will affect maintenance needs.

- **Turf Care** – Mowing is the most basic and time consuming turf maintenance activity. Turf at the park should be mowed weekly beginning in late

March and ending in late October or early November depending on weather conditions and park activities. The open lawn areas should be fertilized and aerated as needed to maintain a vigorous stand of grass. Spraying for weeds and insects should only take place when there is a serious threat of damage to the turf. Trimming should be done around buildings, fencing, hardscape, and landscaped features at the time of mowing. The pavilion, half basketball court, pavement game area, walkways, play areas, and parking lots should be blown free of grass clippings and other debris after mowing.

- **Trash, Recycling, and Litter Control** – Trash and recycling collection for the park is a time-consuming task. Trash and recycling collection should be done daily with possible additional visits depending on scheduled pavilion rental. The Township should require pavilion renters to deposit the trash generated from their activities at a collection area. Litter should be picked up three days a week during peak season, weekly during non-peak, and monthly in cold weather months. Litter should always be picked up after a special event. Maintenance staff should clean litter up whenever they are in the park. It is especially important that litter is removed before mowing.
- **Parking Areas** – The parking lots should be swept at least twice yearly and cleared of snow and ice. Parking space lines should be restriped as needed.
- **Pavilion** – The pavilion and picnic tables should be pressured washed as needed, at least monthly from April through October. The pavilion should be inspected weekly during peak season and monthly during off-season. The annual repair and maintenance of picnic tables should take place during the winter months.
- **Trees, Shrubs, and Landscape** – The need for tree trimming should be determined annually with the work scheduled as needed. Shrubs should be trimmed annually according to plant requirements. Landscaped beds should be annually prepared and mulched in the spring and weeded ideally bi-weekly throughout the season from April through October to maintain an attractive appearance. Spraying to combat disease or insect damage should be contracted only when serious damage is likely to occur to the plantings. Because of the limited resources available to provide the intense maintenance needed to maintain landscaped beds and the time needed to enhance them with annual color, the Township should actively seek partners who would assume care for each site. Floral plantings should only be introduced where there is a community group to maintain them in accordance with a written agreement. Good candidates for this type of partnership are local garden clubs, scout groups, or neighborhood groups.
- **Playground** – The play area planned at the park may be constructed with poured-in-place rubber which provides a consistently safe surface for the play environment, or the Township could use loose fill material. If poured-in-place rubber surface is used, it should be blown off after each mowing. If the play area is constructed with loose fill material, the maintenance staff should rake the material back into place at least weekly. The loose fill material should be periodically loosened and refilled to maintain its safety characteristics. The play equipment and surrounding permanent seating should be pressure washed at the beginning of the season and then monthly as needed. The play areas should be inspected weekly by Township staff. The results of these inspections should be documented in writing with a record of all repairs completed.
- **Half Basketball Court and Pavement Game Area** – The court and pavement game area should be blown off after each mowing and the nets should be replaced as needed. Court and game lines should be repainted every three to five years.
- **Walks and Trails** – Gravel and earthen pedestrian trails that are constructed in the park should be repaired to eliminate low spots at least every other month. Hard-surfaced trails should be patched any time a depression/crack of one inch or more occurs in the surface. Clearance for walking paths and trails should be maintained to at least eight feet overhead and side clearance of a minimum of three feet. The Township should establish its snow clearing policy for paved walking trails in the park.

- **Boardwalks and Pedestrian Bridges** – A thorough annual inspection of each structure including their support beams, pilings, footings, decking, posts, and abutments is needed each Spring with necessary repairs scheduled for completion before the summer season. The use of “green” low maintenance materials during construction, such as recycled lumber, may possibly be more expensive but will save money with lower long-term maintenance costs associated with not having to stain or replace boards.
- **Restrooms** – Restrooms should be cleaned and restocked daily. Special events or times of high use may warrant more than one service per day. A deeper sanitizing cleaning should be done monthly. Inspecting restrooms for operational toilets, water faucets, stall doors, lighting and ventilation systems, and hand dryers should be done weekly. Graffiti should be removed as soon as it is found.
- **Emergency Repairs** – Vandalism, accidents, weather damage, and other unpredictable occurrences require emergency repairs.
- **Storm Water Facilities** – The storm water management facilities, like other features, require routine care to ensure that their proper function is maintained. All features should receive a thorough annual inspection to determine whether there is accumulated sediment that needs to be removed and if all structures remain sound. The entire system needs to be inspected after significant storm events to check inlets, outlets, swales, and ponds for obstructions and debris that should be quickly removed.
- **Multi-Purpose Building** – The building rooms should be cleaned and trash removed daily. Restrooms should be cleaned and restocked daily. A deeper sanitizing cleaning should be done monthly. Inspecting restrooms for operational toilets, water faucets, stall doors, lighting and ventilation systems, and hand dryers should be done weekly. Building inspections should be done weekly, with repairs scheduled as needed. Pest control should be performed as needed.
- **Natural Features** – Proper management of park natural features makes the park more safe, accessible, and attractive for wildlife and for recreational uses. In addition to trimming, trees should be inspected for natural hazards such as insects and diseases. Riparian buffers and wetlands play a key role in protecting water quality. Routine maintenance is extremely important in order to ensure their long-term success and usefulness. The wetlands and buffers should be visually inspected annually and after major storm events to see if any damage or problems have occurred. In addition to trimming, trees should be inspected seasonally for natural hazards such as insects and diseases. Management of trees should include removing invasive plant species around the base of the trees. Weeds should be controlled as soon as possible, before they grow out of control. Weed control will vary, but may include mowing, selective use of herbicides, mulching, and other integrative vegetation management techniques. Any areas where plants have died or been washed away by flood waters should be replanted/reseeded. Empty soil spaces are invitations to weeds and invasive plants.
- **Miscellaneous Maintenance** – In addition to routine park maintenance tasks, there are other tasks to perform at the park. These include maintaining park signs, keeping park security lighting functional, inspecting fencing for holes and protrusions, inspecting and repairing park benches, ensuring doors and locks are operational, and painting.

## Park Maintenance Task Calendar

The calendar below depicts the major tasks that are needed to successfully maintain the park, the frequency that the task should be completed, and when the work should be scheduled.

Park Maintenance Task Calendar													
<b>A. Courts – Basketball and Pavement Games</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Inspection & Pressure Wash	Annual			X	X								
Blowing Off After Mowing	Weekly				X	X	X	X	X	X	X		
Basketball Net Replacement	2x's / yr.				X			X					
<b>B. Misc. Park Maintenance</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Annual Park Inspection & Clean Up	Annual			X	X								
Leaf Removal	Annual										X	X	
Snow Removal	As Needed	X	X	X								X	X
Storm Inspection & Clean Up	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Trash, Recycling, & Littler Control	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Herbicide Application	Annual					X							
Vandalism Repair	ASAP	X	X	X	X	X	X	X	X	X	X	X	X
Graffiti Removal	ASAP	X	X	X	X	X	X	X	X	X	X	X	X
Pest Control In & Around Buildings	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Security Lighting Inspection	Annual			X	X								
Park Sign Maintenance	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Event Preparation	As Needed												
<b>C. Park Equipment</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Bench & Swing Inspection & Repair	Annual			X	X								
Fence & Railing Inspection, Repair & Painting	Annual			X	X	X	X						
<b>D. Picnic Areas and Pavilions</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Pavilion Inspection & Schedule Maintenance	Annual			X	X								
Pavilion & Tables Pressure Washing	Weekly				X	X	X	X	X	X			
Pavilion Inspection Before & After Rentals	Weekly				X	X	X	X	X	X			

Blowing Off After Mowing	Weekly				X	X	X	X	X	X			
Picnic Table Repair	Annual	X	X										X
Picnic Table Put Out/Take In	Annual			X	X						X	X	
<b>E. Play Equipment</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
CPSI Play Equipment Safety Inspection	Annual			X	X								
Play Equipment Repairs	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Play Equipment Surfacing Maintenance	Weekly			X	X	X	X	X	X	X	X	X	
Play Equipment Informal Inspections	Weekly			X	X	X	X	X	X	X	X	X	
Play Equipment Pressure Wash	3x's / yr.			X			X			X			
Blowing Off After Mowing	Weekly			X	X	X	X	X	X	X	X	X	
<b>F. Drives and Parking</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Drain & Catch Basin Inspection & Cleaning	3x's / yr.			X				X				X	
Parking Lot Inspection & Repair	Annual			X									
Parking Lot Sweeping	2x's / yr.				X			X					
Parking Lot Snow & Ice Removal	As Needed	X	X	X								X	X
Parking Space Restriping	Annual				X								
<b>G. Trees, Shrubs, and Flowers</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Landscape Area Mulching	Annual			X	X						X	X	
Flower Bed Weeding	2x's / mo.				X	X	X	X	X	X	X		
Flower Bed Planting & Removal	Annual					X					X	X	
Shrub Trimming	4x's / yr.			X			X				X	X	
Tree Trimming & Removal	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
<b>H. Restrooms</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Cleaning & Restocking	Daily			X	X	X	X	X	X	X	X		
Sanitizing	Monthly			X	X	X	X	X	X	X	X		



Chapter 6 – Operation and Management Plan

Inspection & Repair	Weekly As Needed			X	X	X	X	X	X	X	X		
Opening & Winterizing	Annual			X	X						X	X	
<b>I. Turf</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Lawn Drain Cleaning & Repair	4x's / yr.			X		X		X		X			
Turf Aeration	2x's / yr.					X				X			
Turf Mowing & Trimming	Weekly As Needed			X	X	X	X	X	X	X	X	X	
Turf Seeding Bare Spots	As Needed			X	X	X				X	X		
Turf Soil Test	Every 2 years										X	X	
Turf Fertilizing, Weed & Disease Control	As Needed			X	X	X	X	X	X	X	X	X	
Turf Over-seeding	2x's / yr.					X				X			
<b>J. Walks &amp; Trails</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Inspection & Schedule Repairs	Monthly			X	X								
Overhead Trimming	1x / yr.			X	X	X							
Turf Trail Mowing	Weekly				X	X	X	X	X	X			
Trailside Mowing	2x's / yr.					X				X			
Paved Walk Sweeping	As Needed			X	X	X	X	X	X	X	X		
Eliminate Low Spots & Patch Cracks	As Needed			X		X		X		X		X	
Paved Walk Snow & Ice Removal	As Needed	X	X	X								X	X
<b>K. Boardwalks and Pedestrian Bridges</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Inspection & Repair	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Paint & Stain	As Needed								X	X			
<b>L. Multi-Purpose Building</b>	<b>Frequency</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Building Cleaning	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Pest Control	As Needed	X	X	X	X	X	X	X	X	X	X	X	X
Restroom Cleaning & Restocking	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Restroom Sanitizing	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Building Inspection & Repair	Weekly As Needed	X	X	X	X	X	X	X	X	X	X	X	X

HVAC Inspection & Repair Annual

X

M. Natural Features	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Invasive Species Control	As Needed		X	X	X	X	X			X	X		
Riparian Buffer & Wetland Inspection	Annual				X								
Inspection After Storms	As Needed				X	X	X	X	X	X	X		
Clean Basins & Drains	2x's / yr.				X				X				

## Park Maintenance Management

As the park is developed and opened to the public, the Township should begin to document and track the maintenance and inspections performed at the park. Each recreation facility and park amenity should be evaluated weekly using a check list. The purpose of a check list is to provide information on the progress of routine maintenance tasks, to highlight any area that needs repair, and to schedule the work promptly.

Documentation is important because it will establish an initial benchmark for the number of staff hours, materials, and equipment needed to maintain the park. This information is necessary to estimate the cost and budget implications of planned increases or decreases in the level of park services, provide the cost for Township-provided maintenance that can be compared if contracting is contemplated, and provide the benchmark necessary to evaluate how changes to the maintenance program impact effectiveness and efficiency.

## Equipment and Supplies Needed to Maintain the New Park

Major and minor equipment for park maintenance is available in the Public Works and Parks and Recreation Departments. Supplies and materials for park maintenance include restroom supplies, mulch for landscape areas, engineered wood fiber for playground surfacing, grass seed, landscape plantings, and paint and stain. The cost of these materials will increase annually as park use increases and as the facilities age.

## Contracted Maintenance

Mowing and restroom cleaning are currently contracted out by the Township. The Township may want to consider contracting other maintenance tasks such as care of the trees at the park and pest control at the building for staff time savings or cost savings.

## Potential Maintenance Partners

The Township should actively pursue partner organizations and groups who are willing to assist with one-time and recurring maintenance tasks either by performing the work themselves or by contributing the funds needed to contract the maintenance service. Potential partners include clubs, local service organizations, neighborhood groups, scout organizations, churches, and schools. Partners such as these can provide valuable resources while building community stewardship for the park. In addition, park clean-up days can be held where Township residents are invited to team with park maintenance staff to spruce up the park.

## Cyclic Maintenance Repair and Replacement

In addition to daily, monthly, seasonal, and annual repairs, the park will require cyclic maintenance repairs. Cyclic maintenance deals with the replacement of a capital item such as a roof or replacement of minor and major equipment such as play equipment, park benches, and picnic tables. The timing for these repairs and replacements is determined largely by the materials used, weather, use of the facility, and the maintenance performed during its life. Because the time frame is years away, projecting actual costs is not possible. The

American Public Works Association recommends budgeting two to four percent of the park development costs annually to establish as a capital reserve account for cyclic repair and replacement of items such as the following:

- **Infrastructure** – Roads, parking lots, trails, utility lines for water, sewer, electric; 10-30 years.
- **Play Equipment** – 10-15 years plus replenishment and updating of natural features and materials annually.
- **Buildings and Structures** – Roofs, furnishings, picnic tables and benches, shelters, bridges, boardwalks, fencing; 10-30 years.
- **Equipment** – Trucks, tractors, trailers, and other large units based upon number of hours of operation, miles used, and repair costs.

## Park Safety and Security

One of the most important duties of Susquehanna Township is to provide park and recreation areas that are safe, secure, and free of danger for residents, visitors, and employees. In addition to protecting people, these public spaces must be protected from vandalism and environmental degradation.

The park will provide a variety of outdoor passive recreational activities that offer residents and visitors the chance to unplug from the stresses of daily life and reconnect with natural surroundings. The park will be a place for everyone to feel welcome and experience discovery, renewal, and fun. Above all, it must be a safe place for residents and visitors.

Addressing the issue of safety in parks and open space is a complex task. The design of a park and recreation area can have a direct impact on people's perceptions of safety and their willingness to use a space. Designing a park for safety is based on what is generally considered to be good design: it meets the needs of its users; it is diverse and interesting; it connects people with place; and it provides people with a positive image and experience. To create and maintain safer spaces, an integrative strategy involving design, programming, technology, maintenance, and resident involvement is needed.

While the park will be a place for positive activities, it can also be a place for undesirable activity, becoming a

living space for the homeless, a center for drug dealers, the site of delinquent behavior, and an area for physical assaults. Crime in parks and recreation areas can happen anywhere, and not all crime can be prevented, but there are ways to reduce the risk of corruption to make the park safer.

The key finding in park safety research shows that there is a connection between park use and safety. Where people use parks in a positive way and in substantial numbers, all people feel more secure. The larger the number of visitors involved in positive activities, the more likely that anti-social behavior is deterred. It is also important to note that perceptions that the park is unsafe are as important as actual safety.

Employing the following methods will increase park safety and security:

- **Increased Park Use** – The more use a park gets, the less vandalism occurs and the safer it is. The increased use of the park by the community for such things as pavilion rentals, walking on the trails, and programmed recreation activities will reduce the likelihood of crime.
- **Park Rules, Regulations, and Policies** – Rules, regulations, and policies for the use of the park are extremely important to keep behavior under control. Park rules and regulations, including opening and closing hours, should be posted. This makes it more difficult for offenders to rationalize being in the park after hours, and can help deter unwanted activity. Rules and regulations should be strictly enforced to protect visitors and the park's environment.
- **Maintenance** – A well-maintained park where the effects of vandalism, littering, and damage are quickly removed or repaired is less inviting to be a target. Litter and graffiti suggest the park is uncared for and possibly unsafe. All forms of vandalism should be addressed as soon as they are found. An informal inspection of each facility should be completed by Township staff each time they work in the park to identify hazards and other issues that need to be addressed. Minor issues should be resolved immediately. Some issues may require scheduling of work or closing access to park areas that pose a serious hazard. An important part of the informal inspection program is play equipment area

maintenance and inspection. These inspections need to follow a written form that guides the inspector to perform specific tasks and record responses including follow-up required for any deficiency recorded.

- **Lighting and Clear Sightlines** – Enhanced lighting in parking areas and throughout the park provides a feeling of safety for park users and provides greater visibility into the park.
- **Signage** – Clear and understandable signage helps enhance the feeling of safety because it allows people to orient themselves. Signage in the form of maps and descriptive text promotes a greater sense of safety because people feel safer when they know where they are and how to get to where they want to go. Signs also educate users about what is and what is not permitted in the park. Signs may also be used at specific activity areas to inform users of special requirements or expectations when using facilities.
- **Resident and Visitor Involvement** – Residents will walk in the park every day. The Township should encourage them to call in with any maintenance issues they see and to report any vandalism they find. In addition, if they witness any inappropriate activities in the park, they should be encouraged to notify the police. The extent to which activities in the park can be observed by people is important for reducing vandalism, inappropriate activities, and feelings of isolation.
- **Technology Applications** – Technology gives the public instant access to information about outdoor recreation opportunities and enhances the way people navigate and explore the outdoors. In addition, technology and Internet access make parks safer with GPS units, personal locator beacons, smart phone apps, and increased cellular coverage. Among these technologies are the following:
  - **Security Cameras** – Surveillance systems can play an important role in reducing inappropriate activities in the park while increasing the feeling of safety for users. Strategically placing and installing high-definition smart cameras should be considered. Smart cameras are triggered by movement and can take clear video footage of surrounding areas, day or night. A thorough walk-through of the park should be conducted to outline areas needing camera coverage and to find the best viewing angles.
  - **Emergency Call Boxes** – Installing emergency call boxes and locator systems connected to a dedicated center for public safety throughout the park will improve the feeling of safety for visitors.
  - **Digital Kiosks and Mobile Apps** – On-site digital kiosk displays and mobile apps can promote park features, serve as education tools, and help visitors appreciate and enrich their understanding of the natural, cultural, and historic aspects of the park.
  - **QR Code Plaques** – QR codes communicate with park visitors by sharing messages and information of interest while they are physically at the park.
- **Annual Park Inspections** – Township staff should conduct an annual walk-through inspection of the park and its facilities every spring. This inspection should be documented on forms that require comments for what, if any, repairs are recommended. The Township’s insurance carrier loss control representative should be requested to participate in this inspection to provide their input.
- **Park Safety Tips** – Providing safety tips to people before they visit the park will enhance safety. The following are examples:
  - Stay on marked trails.
  - Wear gear such as closed-toe shoes, hat, long sleeves, and long pants on the trails.
  - Bring water and apply bug and tick spray and sunscreen.
  - Let family and friends know about park visits and their expected length.
  - Avoid visiting during inclement weather.
  - Be aware of poisonous plants. Poison ivy, poison oak, and poison sumac may be

found in the park. These plant species can cause red, itchy rashes.

- Pay attention when walking and reaching for things. Venomous snakes may be present in the park.

## Susquehanna Township Recreation Programming

The Township Parks and Recreation Department is responsible for operating, programming, and coordinating public use of the recreation facilities throughout the park system. A full-time Recreation Program Coordinator plans and conducts recreation programs and special events.

Figure 2 presents the existing recreation programming offered by the Township.

Figure 2 Susquehanna Township Existing Recreation Programming - 2023	
Recreation Programming Type	Programs
Youth Enrichment	Summer Day Camp, Summer Playground, Counselor-in-Training
Youth Instructional	Peaceful Poses Kids Yoga, Little Ones Songwriting Workshop, Intro to Instruments
Adult Instructional	Pickleball Clinic, AARP Safe Driver Certification and Refresher Courses, Know Your Medicare Options, Adult Songwriting Workshop, Intro to Instruments
Youth and Adult Fitness and Wellness	Adult Pickleball League, Cardio Games, Fit Court Strength and Conditioning, Mat Pilates, Yoga in the Park, Senior Pick-up Softball, Build a Balanced Plate, Snack Smart, Sushi Making 101, Walk with a Doc, Smart Cycling
Special Events	Summer Yoga Event, Arbor Day Tree Giveaway, Community Bike Ride
Bus Trips and Tours	Finger Lakes Wine Festival, Washington D.C. Cherry Blossom Festival

The majority of Township programs are held outdoors at the parks. The Township Building rooms are used for a

handful of instructional programs and the Thomas Holtzman Elementary School is the site of the Summer Day Camp program. Linglestown Life at Rockville United Methodist Church also hosts a number of Township programs. The Township is lacking indoor space to hold recreation programs for all ages.

The multipurpose recreation building that is proposed for Wedgewood Hills Park will greatly expand the number of indoor activities sponsored by the Township.

## Potential Wedgewood Hills Park Programming

Unstructured recreation experiences like shooting basketball or walking on a trail will bring people to the park. But many people will visit the park to take part in more structured recreation experiences. The best way to generate park use is through programming.

With the addition of a building, Township recreation programming can be expanded. The outdoor spaces at the park can also support expanded recreation programming.

Below is a list of possible activities and programs that can be held at the park. These programs may generate revenue to support the operation of the Parks and Recreation Department.

- **Fitness and Wellness Programs** – indoor and outdoor workshops and classes in physical conditioning, yoga, Pilates, fitness walking, and more for all ages
- **Movie Nights** – family movie nights inside the building or outside on the lawn
- **Summer Concerts and Performances** – concerts and performances for all ages outdoors on the covered patio at the building with seating on the lawn
- **Art, Craft, and Educational Programs** – instructional classes and workshops for all ages
- **Pickleball Programs** – indoor clinics and league play
- **Summer Day Camps** – another location to expand the Township’s existing summer camp program

- **Senior Social Programs** – bridge, cards, and luncheons on weekdays for older adults
- **Environmental Education Programs** – outdoor classes to explore nature for all ages

## Revenue-Generating Opportunities at Wedgewood Hills Park

Besides park programming that can generate revenue, other revenue-generating opportunities at the park include:

- **Pavilion Rental** – Group rentals for the picnic pavilion should be on the same reservation fee basis as other pavilions within the park system.
- **Building Rental** – When not in use for Township recreation programming, the building should be rented for private functions such as baby and bridal showers and birthday parties.
- **Indoor Pickleball Court Fees** – Hourly rates should be charged for use of the indoor pickleball courts when not used for Township programs.

## Projected Annual Park Expenses

Maintenance is the single largest recurring expenditure in park operation. Over the lifetime of a park, about 75 percent of its cost is for maintenance while only 25 percent is for acquisition, development, design, and construction.

Susquehanna Township finances its park and trail operation and maintenance costs through its General Fund budget. Budgeting for park maintenance is part of the Parks and Recreation Director’s responsibilities. In order for the Director to develop an adequate park maintenance budget, input from the Park Maintenance Supervisor, existing equipment age, and equipment and supplies needed are taken into consideration. Major purchases are determined as needed and funding is taken out of the General Fund capital budget under equipment.

Staff costs to maintain the new park, manage programming, and schedule facility use are already included in the Township General Fund yearly operating budget for parks and recreation and have not been shown in the projected expenses for the new park. The

full-time Park Maintenance Supervisor, with the help of two seasonal maintenance workers, will be responsible for park maintenance. Program management, scheduling facility use, and communicating its use with the maintenance staff will be handled by the current Parks and Recreation Department staff. Expenses for potential programming of classes, special events, day camps, and playground programs to be held at the park are also already included in the Township General Fund operating budget and have not been shown in the projected expenses for the park.

Figure 3 presents an annual budget estimate to operate and maintain Wedgewood Hills Park assuming the major park improvements are completed. The budget estimate does not include the capital expenses associated with professional services and contracting to develop the park.

Figure 3  
Wedgewood Hills Park  
Projected Annual Expenses

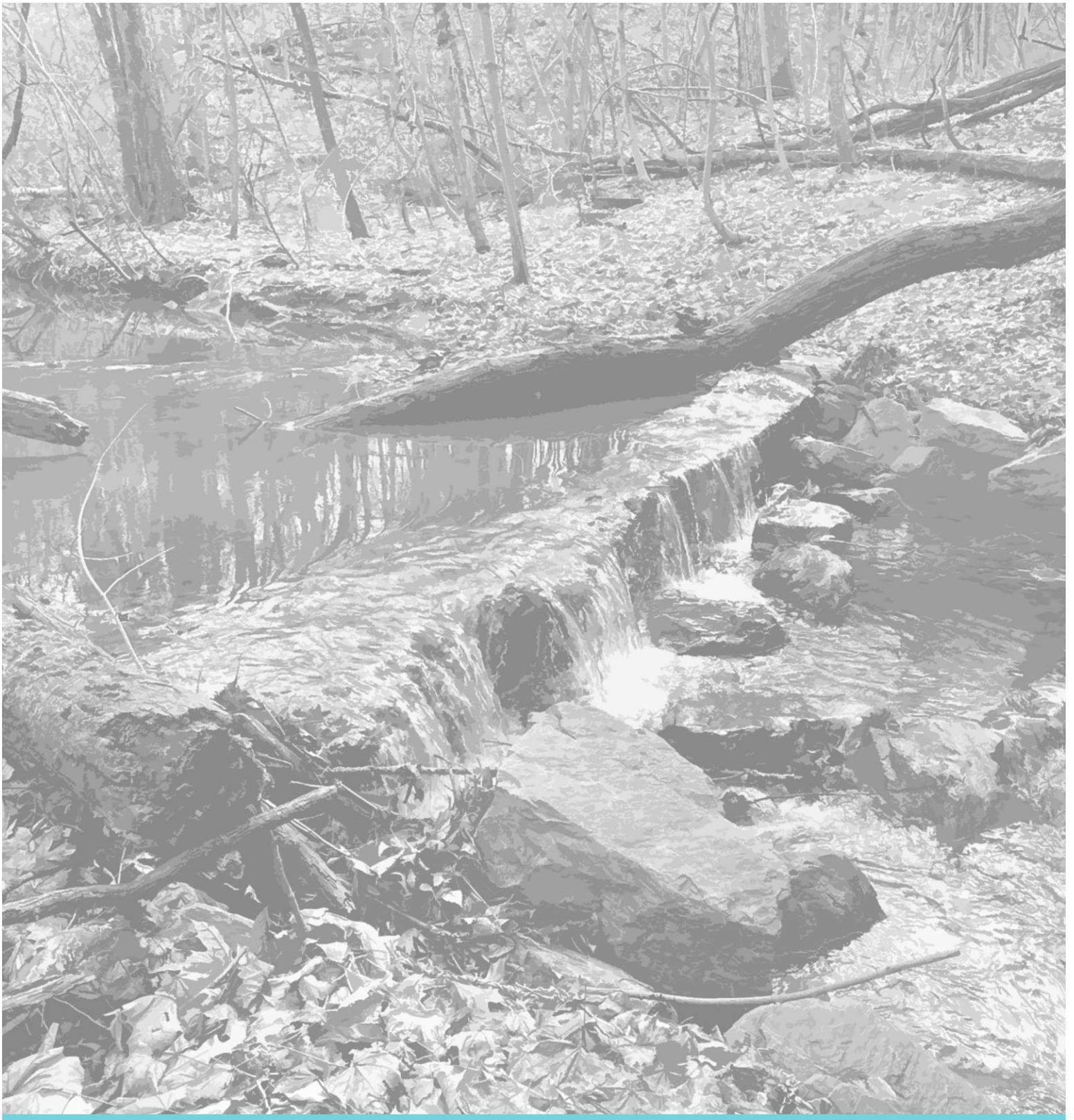
Expense	Amount
Building Utilities (Electricity, Water, Sewer, etc.)	\$5,000
Building Janitorial Services (Contracted)	\$10,000
Building Pest Control (Contracted)	\$500
Building and Park Restroom Supplies and Repair	\$4,000
HVAC System Maintenance and Inspection (Contracted)	\$2,500
Park Utilities (Electricity, Water, etc.)	\$1,500
Mowing Contract Addition	\$5,000
Park Maintenance and Repair Supplies and Materials	\$7,500
Park Maintenance Vehicle Expenses	\$500
<b>Totals</b>	<b>\$36,500</b>

## Projected Annual Park Revenues

Figure 4 presents the annual projected revenues for the park. Estimates of operating revenue are problematic because the potential revenue sources are related to programs and rentals that are only conceptual at this time. Building rental fees will need to be set by the Township and are figured at an approximate rate. In an effort to keep revenue estimates conservative, projections on fees, programs, and facility rentals are low. Programming and special event revenue is shown as net revenue after expenses, which are budgeted in the Township operating budget. The potential revenue to be earned at the park may be higher than the total amount shown in Figure 4.

Figure 4  
Wedgewood Hills Park  
Projected Annual Revenues

Revenue Item	Amount
General Park Programming (Net Revenue)	\$5,000
Pavilion Rental (\$80/event x 25 rentals/yr)	\$2,000
Building Rental (\$200/event x 15 rentals/yr)	\$3,000
Day Camps (Net Revenue)	\$10,000
Indoor Pickleball Court Use Fees	\$5,000
<b>Totals</b>	<b>\$25,000</b>



**Appendix A:**  
***Online Opinion Survey Summary***



# Online Opinion Survey Summary



## Landscape Architects

19 South Newberry Street  
 York, Pennsylvania 17401  
 (717) 812-9959 phone  
 www.ysmla.com

## Online Recreation Opinion Summary of Findings

**To:** Susquehanna Township – Wedgewood Hills Park Master Plan - Study Committee      **Copy:**

**From:** Ann Yost, YSM      **Date:** June 20, 2023

**Re:** Online Opinion Survey Findings

### Survey Data and Demographics:

- Survey Online Posting Period: March 1, 2023 to June 20, 2023 – 112 days.
- Responses: 257 people logged onto the on-line survey.
- Survey Composition: 9 questions, including 3 that asked for demographic information, 1 open-ended question.
- Respondent Residence Breakdown: 88.3% reside in Susquehanna Township, 10.5% reside elsewhere, 1.2% didn't know.
- Respondent Age Group Breakdown:
 

- 18-24 years old: 2.4%	- 50-64 years old: 31.2%
- 25-34 years old: 13.6%	- 65-74 years old: 12.4%
- 35-49 years old: 38.0%	- 75 years old and older: 2.4%
- Household Demographic Breakdown:
 

- Young children (9 and under): 34.0%	- Seniors (75+) 6.9%
- Older child (10-17): 30.0%	- Single head of household: 11.3%
- Young Adults (18 to 49): 51.0%	- People with a disability: 6.5%
- Older adults (50-74): 48.2%	- Dogs: 28.3%

**Survey Summary:**

■ **The most popular experiences respondents look for when visiting parks in Susquehanna Township are:**

- Experiencing/enjoying nature/spending time outdoors (68.8%)
- Fitness and wellness (exercise, running, walking) (56.7%)
- Socializing with friends/families (46.1%)
- Relaxation (44.0%)
- Attending community special events (42.9%)

**The lowest response rates were for:**

- Volunteering (8.9%)
- Other (16.0)
- Attending sports clinics (18.1%)
- Attending summer playground program (23.8%)

*Spending time outside, enjoying fitness and wellness activities and spending time with friends and families are the primary reasons respondents indicate they visit Susquehanna Township parks.*

**The *Other* category received 45 comments.**

■ **Respondents indicated how often they or members of their household visit Susquehanna Township Parks.**

- Occasionally (46.8%)
- Weekly (32.3%)
- Seasonally (baseball season) (9.9%)

■ **When asked how important it is to develop recreation facilities at Wedgewood Hills Park, the following were considered Very Important (VI) and combined Very Important and Somewhat Important (VI+SI):**

- Restrooms (VI 90.3%) (VI+SI 98.1%)
- Shade trees (VI 78.6%) (VI+SI 96.9%)
- Trails (VI 49.4%) (VI+SI 87.6%)

- Picnic pavilion (VI 49.9%) (VI+SI 89.9%)
- Informal picnic area (VI 45.9%) (VI+SI 90.7%)
- Traditional youth playground & tot lot (VI 45.9%) (VI+SI 81.3%)
- Nature play area (VI 42.4%) (VI+SI 84.4%)
- Splash pad (VI 39.7%) (VI+SI 73.2%)

*Convenience facilities and facilities for traditional picnic outings are desired by residents.*

**The highest response percentage for Not Needed (NN) included:**

- In-line hockey rink (NN 72.8%)
- Spartan training course (NN 70.0%)
- Ninja challenge course (NN 59.9%)
- Volleyball court sand (NN 57.2%)
- Skate park (NN 54.4%)
- Bocce courts(s) (NN 54.5%)
- Volleyball court grass (NN 54.5%)

- **When asked what indoor uses/activities respondents would like to see offered at Wedgewood Hills Park re-purposed or replaced building the following were considered Very Important (VI) and combined Very Important and Somewhat Important (VI+SI):**

- Fitness and exercise programs (yoga, Pilates, etc.) (VI 39.8%) (VI+SI 80.5%)
- Summer playground/summer camp program (VI 38.7%) (VI+SI 80.7%)
- Senior social programs (bridge/cards, etc.) (VI 37.3%) (VI+SI 77.6%)
- Educational programs (Master Gardeners, enrichment, etc.) (VI 35.8%) (VI+SI 77.4%)
- Arts programs (drawing, photography, dance, painting, etc.) (VI 33.7%) (VI+SI 78.0%)

*The responses are relatively close, and the priority order changes when VI+SI ranked.*



**Appendix B:**  
***Conceptual Alternatives and***  
***Pre-Final Master Plan***

- **When asked to rate the availability of recreation opportunities in Susquehanna Township for various age groups the Not Enough category was indicated for the following groups:**

- People with disabilities (59.4%)
- Older adults (65+ yrs.) (49.0%)

**The following groups ranked highest for the Right Amount response:**

- Adults (40-64 yrs.) (55.4%)
- Elementary school students (6-10 yrs.) (53.0%)
- Families (52.6%)
- Young adults (18-39 yrs.) (51.4%)

- **When asked what prevents you from visiting Susquehanna Township parks the following responses ranked highest:**

- Too busy (32.9%)
- Recreation facilities are outdated/poor condition (30.9%)
- Other (30.5%)
- Didn't know about it (19.7%)

- **When asked what season you visit Susquehanna Township parks the following ranking resulted:**

- |                  |                  |
|------------------|------------------|
| - Spring (94.8%) | - Fall (86.4%)   |
| - Summer (93.6%) | - Winter (30.1%) |

- **Respondents provided 96 comments under the Additional Comments relative to the enhancement of Wedgewood Hills Park.**

## Conceptual Alternatives

Three conceptual alternative designs were completed for Wedgewood Hills Park with consideration of the goals established by the master planning process, the findings of site analysis, and public input. The Conceptual Alternative designs explored different options for park development, site enhancement, and illustrate potential facility configurations and spatial relationships. Each Conceptual Alternative is described below:

All three conceptual alternatives include:

- Paved park trails connecting developed park facilities.
- Recreation facilities for children and teens.
- Picnic pavilions and a restroom building.
- Native plantings and preservation of woodlands.
- Trails that explore the stream corridor and connect to the Capital Area Greenbelt Andrea Avenue Spur

### Conceptual Alternative A

Conceptual Alternative A includes:

- Two basketball courts with seating plaza and fitness equipment
- New restroom / storage building
- Upper and lower plateau parking areas
- Age-segregated tot and youth nature playground and picnic pavilion
- Open lawn and kick wall
- Native plantings
- Picnic pavilion
- Earthen trails that explore the woodlands
- Interpretive signs along the woodland trail
- Parking area at Evergreen Road trail access

### Conceptual Alternative B

Conceptual Alternative B includes:

- Age segregated tot and youth traditional playground, traffic garden, and story walk
- Two tennis courts and seating plaza
- Restroom/storage building

- Upper and lower parking areas
- Beginner pump track and accessible bleacher seating
- Two basketball courts with adjacent pavilion and seatwall
- Paved woodland trails along stream

### Conceptual Alternative C

Conceptual Alternative C includes:

- Improved existing building with restrooms
- Shade sail plaza and open event lawn
- Improved parking area
- Traditional age-segregated tot and youth traditional playground with two small pavilions
- One basketball court with a small pavilion
- Two tennis courts with bench seating
- Paved and earthen woodland trails

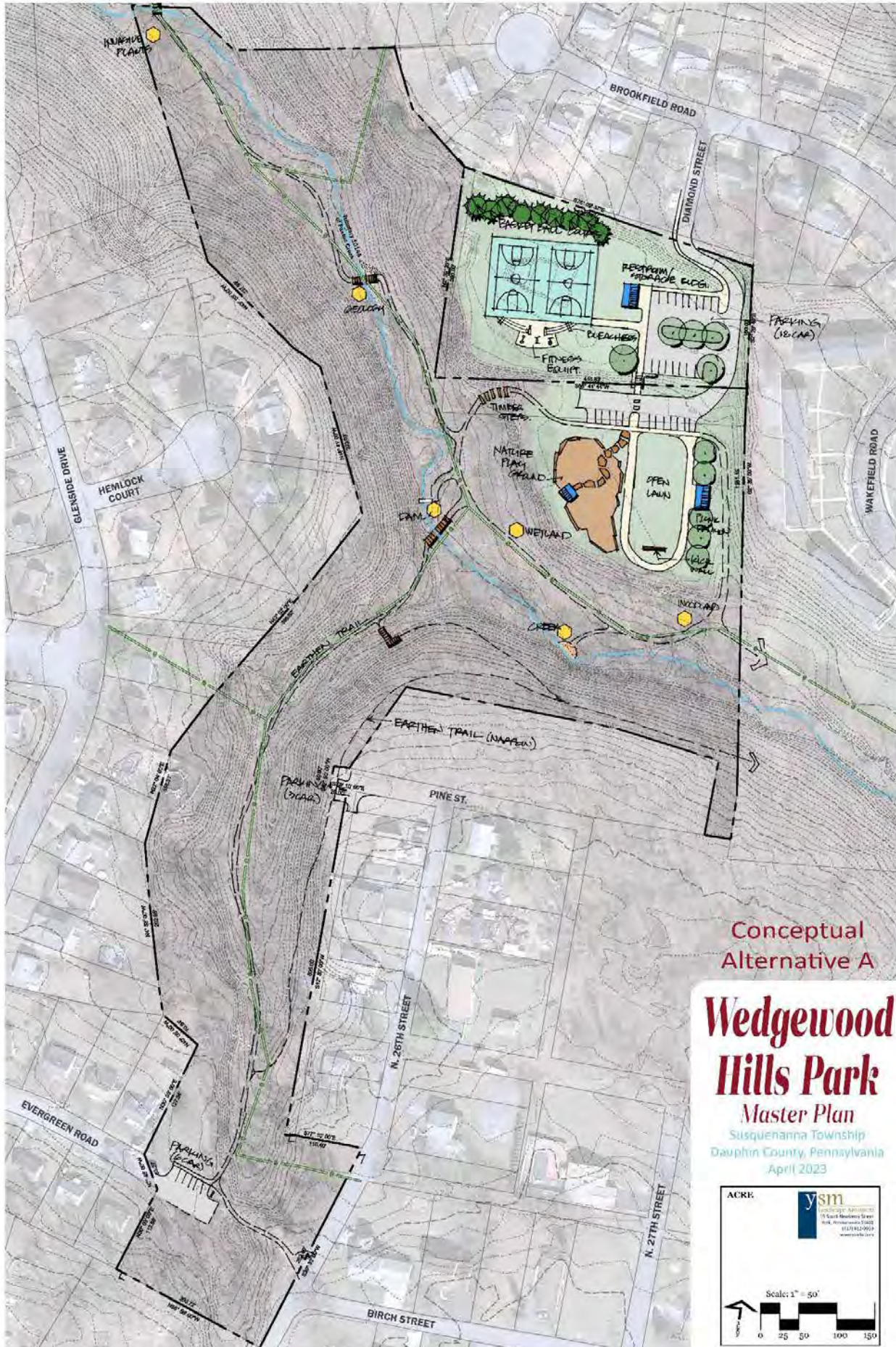
## Conceptual Alternatives Review Comments

The Study Committee reviewed the Conceptual Alternatives and provided input and direction for the design of the Pre-Final Master Plan. The committee offered the following guidance for development of the Pre-final Master Plan:

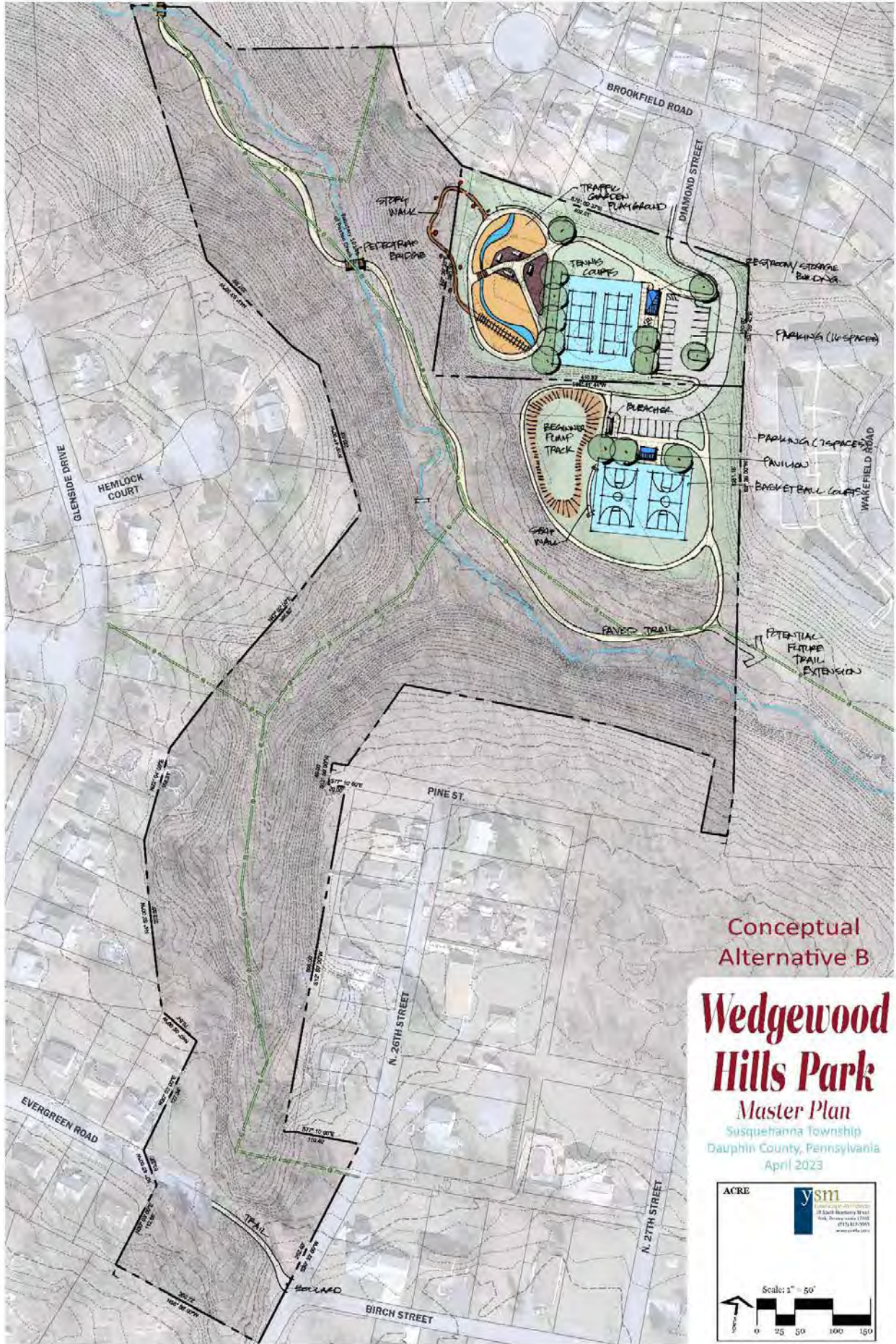
- Maintain the upper portion of Alternative C with the parking area, new building with covered patio adjacent to the open lawn and traditional playground.
- Modify the lower portion of Alternative A to provide a picnic pavilion overlooking an informal open lawn. Remove the nature playground. Expand the trail around the open lawn to maximize the open area. Incorporate a half-court basketball into the lower area along with picnic lawn games. Lawn area could be used for movie night. Maintain the lower parking area.
- No tennis courts. Must find another site in the Township for pickleball and tennis courts.
- Consider sizing a new building to have a flex space where there could be 2-4 indoor pickleball courts with a small classroom, storage, and restrooms. Building footprint can run north to south to maximize the available space.

## Appendix B – Conceptual Alternatives and Pre-Final Master Plan

- Add fitness equipment near the playground so adults can exercise while the youth play.
- Add a bicycle rack.
- Incorporate pavement games into the pavement around the half-court basketball area.
- Consider a restroom on the lower level.
- Add adult swings to the lower level, to take advantage of the woodland views. Consider some selective clearing to open views to the stream below.
- Provide buffers for adjacent residences, as appropriate.
- Keep it a neighborhood park!
- Add parking on the lower plateau near the pavilion and restroom.







Conceptual Alternative B

**Wedgewood Hills Park**  
**Master Plan**  
 Susquehanna Township  
 Dauphin County, Pennsylvania  
 April 2023

ACRE

Scale: 1" = 50'



Conceptual  
Alternative C

# Wedgewood Hills Park

Master Plan  
Susquehanna Township  
Dauphin County, Pennsylvania  
April 2023

ACRE

Scale: 1" = 50'

## Pre-Final Master Plan

The Pre-Final Master Plan was presented to the Study Committee and residents at a public meeting. The design was well received. The Pre-Final was also shared with the Township Police Chief who suggested that the basketball half-court be relocated to the upper plateau to improve visual access to the court. He also suggested that a small office should be developed in the building for use by police.





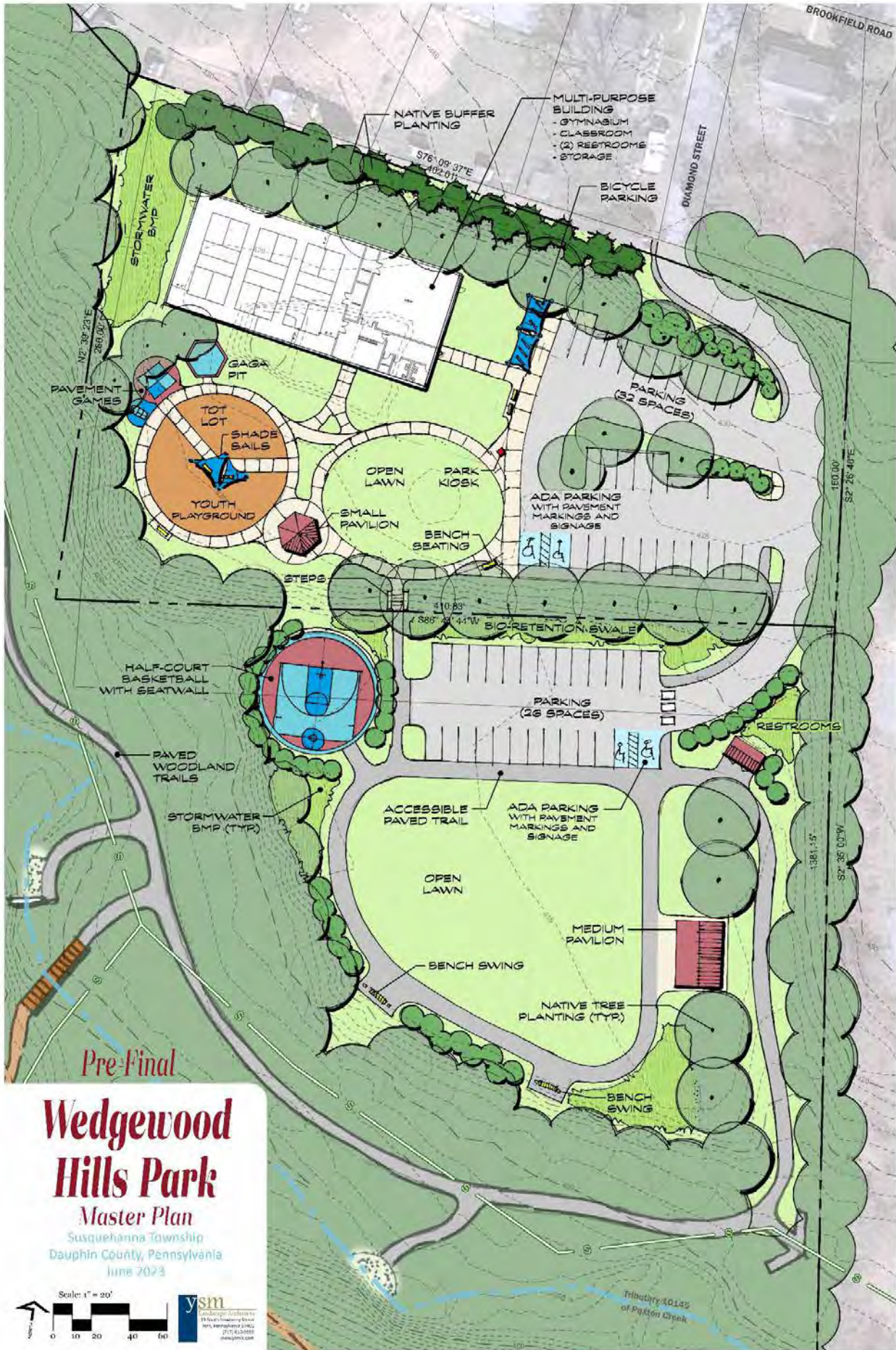
Pre-Final  
**Wedgewood Hills Park**  
 Master Plan  
 Susquehanna Township  
 Dauphin County, Pennsylvania  
 June 2023

ACRE

**ysm**  
 Landscape Architecture  
 25 South Hanover St. 3rd Fl.  
 York, Pennsylvania 17403  
 717.843.9955  
 www.ysma.com

Scale: 1" = 50'

0 25 50 100 150





# Appendix C: *Structure Assessment*

## Structure Assessment

### 1. Pool Clubhouse and Locker Rooms Overview

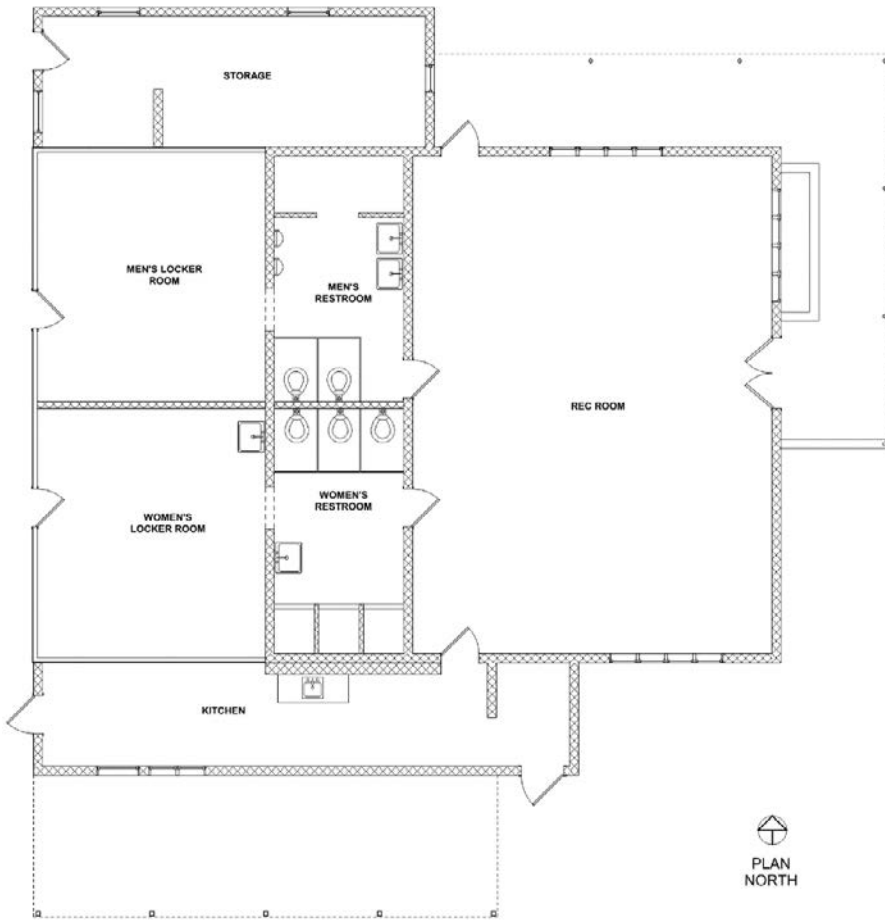


Aerial View, Image from Google Earth



Southeast Side of the Pool Clubhouse and Locker Rooms

The existing Pool Clubhouse and Locker Room structure on the Wedgewood Hills site is a single-story concrete block building that was constructed circa 1960. The building has a concrete slab foundation and a low-pitched gable roof with a ridge that runs east-west. The rear (west) elevation is enclosed with metal cladding. The main rectangular block of the structure covered by the gable roof measures approximately 53-feet wide by 36-feet deep. Two narrow rooms are attached to the main block, one on the north side for storage/ utility and one on the south side for a kitchen, for a total building area of 2,360 square feet.



The roof of the main block has a steel beam structure. The kitchen wing has a wood joist roof structure that is an extension of the main roofline. A 10-foot-wide covered patio extends south of the kitchen. A portico, separate from the main roof, wraps the northeast corner of the building providing a covered entrance at the double doors to the Rec Room and at the single door on the north side.

The bearing height of the roof structure is quite low, resulting in low ceilings on the interior. At the north and south walls of the Rec Room, the ceiling is only 7-feet, 6-inches tall. At the south covered patio, the underside of the exposed joists are just over 6-feet tall. It appears that there was a finish material attached to the patio joists at one time.

**Existing Floor Plan**



**Rear (North) Elevation**



**Portico Wrapping the East Entrance**

There are three large wood picture windows, one each on the north, east, and south elevations of the main block. The other windows are operable vinyl windows of various configurations.

The block walls are exposed on the interior. Metal siding encloses the central portion of the north elevation at the Locker Rooms with no interior wall finish. The floors throughout are concrete. The roofing is corrugated metal. The underside of the roof is exposed in the Locker Room areas. The Rec Room has a cathedral drywall ceiling.





Covered Patio at the West Wing



Rec Room with Low Cathedral Ceiling

## 2. Mechanical, Electrical, and Plumbing

The Rec Room has electric baseboard heaters. All other rooms are unconditioned. In-wall fans and louvers help air circulate through the spaces. In the Locker Rooms where the walls and ceiling are unfinished, daylight is visible at the intersection of the metal-clad wall and corrugated roofing.

The main electrical panel is located in the north storage/ utility wing. Another, newer, electric panel is located in the kitchen wing. Conduit is surface mounted throughout. Light fixtures are surface mounted in all locations except for the Rec Room, which has recessed ceiling lights.

There is a metal sink in the kitchen wing. The Men’s Restroom has a ganged shower area, two urinals, two sinks, and two toilets. The Women’s Restroom has three individual shower stalls, two sinks, and three toilets. All piping is exposed and during the winter season the pipes are drained for winterization.



Locker Room



South Kitchen Wing

### 3. Overall Conditions

Generally, the steel structure, block walls, and concrete slab appear to be in sound condition. On the exterior, the paint finish on the metal cladding of the west elevation is peeling. The fascia of the portico is deteriorating severely on the north side of the building. A couple of broken windowpanes have been boarded over, but the vinyl windows are sound. The wood picture windows of the Rec Room are starting to show minor signs of deterioration.



Metal Cladding on the West Elevation



Deteriorating Fascia on the East Elevation

### 4. Considerations for Reuse

While the existing building is in sound condition, it is not an ideal candidate for reuse. One limiting factor is the height of the roof structure, particularly at the south wing and covered porch where the clear height is just over 6-feet to the exposed structure.

While the block walls are stable, they are not easily reconfigurable. The existing Rec Room is a nice space but limited in size and ceiling height. The concrete slab floor makes reconfiguration of the restroom facilities challenging, but certainly not impossible.

It is our understanding that there is a desire for a large multi-purpose space to serve the proposed park function with adequate storage for maintenance and other equipment. The ideal restroom facility would be single-user toilet rooms, as showers are not likely to be needed to serve the proposed park functions.

Given the limiting factors of the existing Pool Clubhouse and Locker Room structure, we feel that it is a good candidate for demolition and construction of a new facility to better serve the needs of the proposed park at Wedgewood Hills.

**RESOLUTION NO. 2023-R-29**

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA  
ADOPTING A PARK MASTER PLAN FOR WEDGEWOOD HILLS PARK**

**WHEREAS**, the Susquehanna Township Authority (hereafter, "Authority") is the owner of Wedgewood Hills Park, a two-acre parcel located on Brookfield Street in Susquehanna Township, Dauphin County, Pennsylvania; and

**WHEREAS**, the Authority is desirous of permitting Susquehanna Township to develop and operate the site as a public park; and

**WHEREAS**, a multi-disciplinary Study Committee consisting of community members, Parks & Recreation Department staff, a member of the Recreation Advisory Committee, and a member of the Board of Commissioners was assigned to work with YSM Landscape Architects, the Township's professional consultant, to develop a Park Master Plan utilizing stakeholder input that provides recreational amenities of the highest and best value to the community; and

**WHEREAS**, the resulting Park Master Plan for Wedgewood Hills Park proposes active and passive amenities for use by all residents and visitors that accentuate the unique site characteristics of the property, preserve its environmental value, and can be developed in accordance with a logical phasing schedule as budget and funding opportunities permit.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Susquehanna Township hereby adopts the Park Master Plan for Wedgewood Hills Park.

**BE IT, AND THE SAME IS HEREBY RESOLVED**, this 28<sup>th</sup> day of September 2023.

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

---

Frank Lynch, President

**ATTEST:**

---

David Pribulka, Secretary



**ACT ONE & Associates**  
**Consulting Engineers & Surveyors**

4701 North Front Street  
Harrisburg, PA 17110  
(717) 236-7500 • fax (717) 236-3314  
aoa@actoneassociates.com  
www.actoneassociates.com

Civil Engineering • Construction Management • Building & Structural Plans • Surveying • Sanitary Engineering • Site Planning

August 25, 2023

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

Re: Final Land Development Plan for Rafymar C.  
Gonzales 3103 Walnut Street, #22-064

Dear Commissioners:

On behalf of the applicant, ACT ONE & Associates respectfully requests the following Waivers or Modification of Requirements of the Subdivision and Land Development Ordinance:

1) Section 22-404 - Preliminary Plan Procedure

In accordance with 22-403, this plan proposes to add a dwelling and qualifies for a waiver of submitting a preliminary plan. This plan is being submitted as a Final Plan.

2) Section 22-1102 – Monuments and Markers

There are no existing concrete monuments along the property line, and the remaining corners are existing markers as indicated. In accordance with the Consolidated Statutes of the Pennsylvania General Assembly, Title 18 Crimes and Offenses, Chapter 33 Arson, Criminal Mischief and Other Property Destruction, Section 3312 Destruction of a survey monument, "a person commits a summary offense if he intentionally cuts, injures, damages, destroys, defaces or removes any survey monument or marker, other than natural object such as a tree or stream.

Your consideration of these waivers and modification of requirements request shall be greatly appreciated.

Please contact Rob Shaffer with any questions.

Respectfully submitted,


Robert E. Shaffer, Jr., P.E.  
22-064



**Staff Report – Preliminary/Final Land Development Plan**

3103 Walnut Street

Staff Review Two

<b>Request:</b>	Construct a 602 Square Foot Building with Two Service Bays		
<b>Deadline:</b>	10.09.2023		
<b>Consultants:</b>	Act One & Associates		
<b>Property Owners:</b>	Family Tires Corporation		
<b>Parcel IDs:</b>	62-037-153		
<b>Zoning District:</b>	MU-I Mixed Use Corridor – High Density 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 Land Development Plan	09.07.2022	07.19.2023
	Waiver Request Letter	08.25.2023	
	Comment Response Letter	08.30.2023	

**Project Summary:**

This proposed Final Land Development Plan calls for the construction of an 602 square foot building. 3103 Walnut Street (62-037-153) is owned by the Family Tires Corporation and is currently being operated as an automotive shop with other uses occurring on site. The proposed 800 square feet accessory building would serve as an additional service bay and provide expanded capacity for the Family Tire’s business. This project is located in the MU-I Mixed Use Corridor – High Density District. (Ward 4)

**Approved Special Exceptions/Variances:**

§27-2204.2 – Special Exception to expand a nonconforming Use.

§27-2305.6.A – Variance to permit parking within 10’ of the main building on site.

§27-2305.6.B – Variance to permit parking in front of the building setback line.

§27-1405 - Variance to reduce the streetscaping that is required along Laurel and North Alley.

**Conditions Imposed by the Zoning Hearing Board:**

1. Materials associated with the operation of the automotive / retail uses shall only be stored outside in accordance with §27-2109 Unenclosed storage, of the Zoning Ordinance. Stockpiling of any materials shall not be permitted to occur on site.
2. All hazardous waste shall be disposed of properly and records of such shall be provided to the Township.

3. A 24-hour contact person responsible for the operation of the uses shall be provided to the Township.
4. Hours of operation are not to exceed 7 am. - 9 pm. daily.

**Waivers/Modifications:**

§ 22-404 – Preliminary Plan Procedures

§ 22-1102 – Monuments and Markers

**Staff Review Comments:**

Zoning:

1. Verify that the dumpster enclosure is equipped with a self-latching gate. The provided detail just lists the doors as “Latchable”. [§27-2109.4]
2. List minimum vegetative cover under existing non-conformities. [§27-1404.1]
3. Change “Recommendations” to “Conditions” under Special Exception on the cover sheet. [General]

Subdivision and Land Development:

1. Relabel the Plan as “Preliminary/Final Land Development Plan”. [§22-406]

Susquehanna Township Authority

1. No comments or concerns.

Fire Marshal

1. No comments or concerns.

**Consistency with the Official Map:**

Walnut Street is identified as a priority corridor on the Official Map. The enhanced landscaping, wider sidewalks and other site improvements will help enhance the aesthetics of the site and the Walnut Street Corridor as a whole.

**Consistency with the Comprehensive Plan:**

Sustainable Susquehanna 2030 (SS 2030) was adopted in 2017 and serves as a policy guideline for planning and development in the Township. Currently, the existing infrastructure is not safe/well maintained. The proposed improvements to landscaping and sidewalks are in line with the comprehensive plan and work to beautify a currently blighted property. Additionally, the closing of the Walnut Street access will help enhance the cohesiveness of the streetscape in the area. As a whole, this revised plan furthers the goals of SS 2030 and brings much needed improvements to an important area of the Township.

**Recommendations:**

Waivers:

1. § 22-404 – Preliminary Plan Procedures: Staff recommends approval of this waiver as requested.
2. §22-1102 - Monuments and Markers: Staff recommends approval of this waiver as requested.



Plan Approval:

Staff has reviewed the above referenced plan and recommends approval, with 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 the recording of 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.





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

# FINAL LAND DEVELOPMENT PLAN REVIEW LETTER #2

## SUSQUEHANNA TOWNSHIP

Attn: Mack Breech, Zoning Officer

Rafymar C. Gonzalez – 3103 Walnut Street

September 15, 2023

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

Submission:	Dated:	Last Revised:
Plan Sheets 1 - 7 of 7 (Plan)	September 6, 2022	July 19, 2023

The applicant has submitted the following requests for relief:

Requested Waiver(s):	Ordinance Section:
Preliminary Plan Procedure	SLDO 22-404
Monuments & Markers	SLDO 22-1102

We offer the following comments:

### SUBDIVISION AND LAND DEVELOPMENT (CHAPTER 22)

1. Provide clear sight triangles for the proposed driveways [22-1009.3.B.4].
2. Provide ADA curb ramp access and DWS(s) at the intersection Laurel Street and North Alley [22-1106.A].

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

1. As stormwater management is not proposed, please remove unnecessary notes regarding stormwater pipes and BMPs on Plan Sheet #6 [General].
2. Provide PennDOT HOP approval for all proposed activities within the state right-of-way [General].
3. Provide evidence that the Authority has reviewed and approved the submission.
4. The applicant shall pay all required fees [22-1403].
5. The applicant shall provide all required signatures and seals [22-403.B.8.b].



3103 Walnut Street  
Susquehanna Township  
September 15, 2023  
Page 2

6. Provide financial security for the timely, proper, and complete construction of all applicable improvements [22-406.4].

*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.



Alex Greenly, PE

JW/AG

R000242.0002 (Phase 1273)

P:\0002\000242\_0002\1273 - 3103 Walnut Street LDP\A - PLAN REVIEW\PR#2 - 1273.docx

c: Susquehanna Township



---

## FIRST CAPITAL ENGINEERING

---

June 8, 2023

Frank Chlebnikow, Chairperson  
Susquehanna Township Planning Commission  
1900 Linglestown Road  
Harrisburg, Pennsylvania 17110  
717.545.4751

Re: Final Land Development Plan Application for  
Pennsylvania Game Commission Headquarters Office Expansion  
Project Narrative, Modification/Waiver Request Letter  
**FCE Project #1345-1**

Dear Mr. Chlebnikow:

Please accept the attached Preliminary/Final Land Development application for the Pennsylvania Game Commission Headquarters Office Expansion proposed for review and approval. The project is located at 2100 Elmerton Avenue and is 18.62 acres in size and is currently zoned C-Conservation. Please add this application to the June 26, 2023, Susquehanna Township Planning Commission agenda for review.

### **Project Narrative**

This application is being submitted for the development of office addition, parking expansion, pedestrian walkway additions and realignment as well as stormwater management facilities to the existing headquarters of the Pennsylvania Game Commission. The facility will utilize the existing driveways onto Elmerton Avenue and Gene Cook Way for access into the facility. There are currently 209 employees at this facility and 27 additional are anticipated with the proposed office expansion. Project is currently served by public sewer and water. Attached you will find the PADEP No Planning Required approval letter dated March 9, 2023.

### **Modification/Waiver Request**

As is typical with site redevelopment, it is not always possible to adhere to every requirement within a municipality's ordinances. The waiver requests and their justification are described in greater detail below.

### **Section 22-404 – Preliminary Plan Procedure**

The applicant is requesting a waiver Section 22-404 Preliminary Plan Procedure. This project will utilize existing driveway access, and existing site sanitary and water service that currently serves the facility. The project does not propose new streets or public utility main extensions and all improvements will be limited to the proposed property boundary. This project will not be constructed in phases. This is a waiver of procedure, not of design standards, and will allow this project to proceed in a more expeditious manner.

As an alternative standard, we are asking that the land development plans are reviewed based on the final plan application procedures. All information required in the application and design standards will be provided to Susquehanna Township for review and comment. Therefore, for these reasons we believe that a waiver of this requirement is justified.

**Section 22-407.1A – Final Plan Specifications (Sheet Size 24"x36")**

This subdivision and land development section requires that submissions of land development applications provide all required plans in a 24" x 36" format. The application submitted for review provides plans in a 30" x 42" format. This project has been designed based on the requirements of the Department of General Services. DGS requires that plan designs and submission use a 30" x 42" format. The larger format allows for the necessary legibility and clarity required by the ordinance and for ease of review and limits the need for two separate plan formats. In discussions with the Tri-County Planning Commission we have verified that their office as well as the Dauphin County Recorder of Deeds accepts the 30" x 42" plan format. Therefore, we believe that a waiver of this ordinance section is justified.

If you have further questions or require additional information, please feel free to contact me at any time.

Sincerely,

**First Capital Engineering, Inc.**

**Joseph M. Gurney, RLA, PLA**  
**Director of Land Development**

cc: File

F:\Jobs\1345-1\0-Project Administration\Applications\FLDP Initial Application Submission\1345-1 PAGCC Project Narrative-Modification Request, 9 June 2023.docx



March 9, 2023

Susquehanna Township Commissioners  
c/o Township Secretary  
1900 Linglestown Road  
Harrisburg, PA 17110

Re: No Planning Needed for Land Development Letter  
PA Game Commission Headquarters Addition Development  
Susquehanna Township, Dauphin County

Dear Commissioners:

This letter is in reference to the Application Mailer submitted for the PA Game Commission Headquarters Office Addition project proposed by First Capital Engineering, Inc. The project is located at 2001 Elmerton Avenue in Susquehanna Township, Dauphin County.

This project is proposing a building addition that will result in new flows that equal less than 400 gallons per day, or 1 EDU. Therefore, no planning documents are required to be submitted to the Department of Environmental Protection (DEP).

If you have any questions or concerns, please call Jessica Williams at (717) 705-4723 or email at [jessmwilli@pa.gov](mailto:jessmwilli@pa.gov).

Sincerely,

A handwritten signature in black ink that reads "Timothy K. Wagner". The signature is written in a cursive style.

Timothy K. Wagner  
Environmental Group Manager

cc: Pennsylvania Game Commission (PDF)  
First Capital Engineering, Inc. (PDF)  
Susquehanna Township Authority (paper)  
Capital Region Water (paper)  
Dauphin County Planning Department (PDF)



---

## FIRST CAPITAL ENGINEERING

---

September 14, 2023

Frank Chlebnikow, Chairperson  
Susquehanna Township Planning Commission  
1900 Linglestown Road  
Harrisburg, Pennsylvania 17110  
717.545.4751

Re: Final Land Development Plan Application for  
Pennsylvania Game Commission Headquarters Office Expansion  
Modification/Waiver Request Letter  
**FCE Project #1345-1**

Dear Mr. Chlebnikow:

On August 28, 2023, the Susquehanna Township Planning Commission recommended conditional approval of the Final Land Development Plan for the PA Game Commission Headquarters Office expansion. A condition of that approval was the construction of a sidewalk along Gene Cook Way to connect the existing sidewalk along Elmerton Avenue with the existing sidewalk at Veterans Park. The attached revised Final Plan depicts that sidewalk connection. At the Planning Commission meeting a modification/waiver of Section 22-1107 was requested conditioned on providing the township with the proper written modification/waiver request letter.

### **Section 22-1107 – Sidewalks**

The applicant is requesting a waiver of Section 22-1107 requiring the construction of sidewalk along the entire Gene Cook Way Street frontage with the PA Game Commission property. At the August 28, 2023, Susquehanna Township Planning Commission the need for sidewalk was discussed. As an alternate standard it was determined that sidewalk should be constructed from the existing sidewalk along Elmerton Avenue south along the eastern side of Gene Cook Way to a point where it aligns with sidewalk within the Veterans Park. The sidewalk will then turn west, cross Gene Cook Way with a crosswalk and proceed to connect with the existing sidewalk in Veteran Park as depicted in the attached Final Plan. Therefore, based on these discussions a modification/waiver of the requirements of this ordinance section are justified.

If you have further questions or require additional information, please feel free to contact me at any time.

Sincerely,

**First Capital Engineering, Inc.**



**Joseph M. Gurney, RLA, PLA  
Director of Land Development**

cc: File

F:\Jobs\1345-110-Project Administration\Applications\Compliance Submission #2\1345-1 Modification Request, 29 August 2023.docx


---

48 South Richland Ave. ★ York, PA 17404 ★ 717-845-3227 ★ FAX: 717-852-7891

Gettysburg, PA 17325 ★ 717-337-3827 ★ info@fcap.com



**Staff Report – Preliminary/Final Land Development Plan**  
 Pennsylvania Game Commission  
 Staff Review Three

<b>Request:</b>	Expand the existing structure/install site improvements		
<b>Deadline:</b>	10/26/2023		
<b>Developer:</b>	Commonwealth of Pennsylvania		
<b>Consultants:</b>	First Capital Engineering		
<b>Property Owner:</b>	Union Deposit Corporation		
<b>Parcel ID:</b>	62-023-048		
<b>Zoning District:</b>	C – Conservation		
<b>Prepared By:</b>	Mack Breech Community Planner & Zoning Administrator 		
<b>Items Reviewed:</b>	<b>Submission</b>	<b>Dated</b>	<b>Last Revised</b>
	Preliminary/Final Land Development Plan	06.09.2023	09.13.2023
	Waiver Request Letter/Project Narrative	06.09.2023	07.03.2023
	Sidewalk Modification Request	09.13.2023	
	Parking Analysis Report	08.2023	

**Project Summary:**

A Preliminary/Final Land Development Plan for the purpose of expanding the Game Commissions current facility, located at 2001 Elmerton Avenue. The plan calls for two additions on either side of the existing building. Additionally, the plan calls for the expansion of the on-site parking facilities, walking paths and stormwater management improvements. The property is located in the C-Conservation Zoning District. (Ward 7)

**Approved Special Exception/Variances:**

- §27-2204.2 – Expansion of a nonconforming use.
- §27-2204.B – Expansion of a nonconforming use by 55.8% where 25% is permitted.
- §27-404.7 – Building addition at 45’ in height where 30’ is permitted.
- §27-404.5 – Impervious lot coverage at 37% where 30% is permitted.
- §27-2302.D – 33 new off-street parking spaces where 259 spaces would be required.

**Conditions Imposed by the Zoning Hearing Board:**

1. The applicant shall provide a parking demand analysis and identify potential on-site areas suitable for overflow parking. These items shall be subject to review and approval by the Township.
2. Crosswalks shall be provided across Gene Cook Way, to safely connect the site to Veterans Park. The location and design of the crosswalks shall be subject to review and approval by the Planning Commission.



**Waivers/Modifications:**

§22-404, Preliminary Plan Procedures – Plan was submitted as a Preliminary/Final Plan.

§22-407.1. A, Plan Size – Plan was submitted in 30”x42” format as required by the Department of General Services, as opposed to 24”x36” format as required by the SALDO.

§22-1107, Sidewalks – Modification to provide sidewalks and a crosswalk up until adjacent sidewalk at Veterans Park as opposed to providing sidewalks for the entirety of Gene Cook Way.

**Staff Review Comments:**

Parking Demand Analysis

- I. The proposed parking analysis is acceptable to staff. It appears that the proposed expansion of parking will be enough to accommodate the building expansion and serve the already existing facilities. The proposed expansions are not changing the number of employees in a substantial manner. Game Commission staff can work from home on busier days, such as the first day of hunting license sales, which should minimize the conflicts over parking spaces. Additionally, overflow parking areas have been sufficiently identified.

Zoning:

- I. All comments have been addressed.

Subdivision & Land Development:

- I. All comments have been addressed.

Fire Marshal

- I. No comments or concerns.

**Consistency with Comprehensive Plan**

This site has good bike/ped connectivity to adjacent properties and the Greenbelt. The proposed improvements to on-site pedestrian facilities are consistent with the comprehensive plan.

**Consistency with the Official Map:**

The Official Map is not relevant to this plan.

**Recommendation:**

Waivers/Modifications

§22-404, Preliminary Plan Procedures – Staff recommends approval of this waiver as requested.

§22-407.1. A – Staff recommends approval of this waiver as requested.

§22-1107- Staff recommends approval of this modification as requested.

Plan Approval

Staff recommends approval with the following conditions:

- I. All outstanding comments from the Township staff memo dated 9.21.2023 and the Township Engineer’s memo dated 9.21.2023 are addressed.



2. Provide a copy of the approved NPDES Permit.
3. Provide a copy of the Erosion and Sedimentation Control Plan/Report that is approved by the Dauphin County Conservation District.
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., prior to the recording of the Plan.







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

## LAND DEVELOPMENT REVIEW LETTER #3

### SUSQUEHANNA TOWNSHIP

Attn: Mack Breech

PA Game Commission Office Expansion

September 21, 2023

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

Submission:	Dated:	Last Revised:
Plan Sheets 1-14 of 14 (Plan)	June 9, 2023	September 13, 2023
E&S Plan Sheets 1-6 of 6 (E&S Plan)	June 9, 2023	September 13, 2023
Stormwater Management Report (Report)	June 2023	September 2023

The applicant has submitted the following requests for relief:

Requested Waiver(s):	Ordinance Section:
Preliminary Plan Procedure	SALDO 22-404
Sheet Size (24" x 36")	SALDO 22-407.1.A
Complete Sidewalks Along Gene Cook Way	SALDO 22-1107

We offer the following comments:

### SUBDIVISION AND LAND DEVELOPMENT (CHAPTER 22)

1. Provide dimensions for the rip-rap apron proposed at the mouth of the flared endwall at the mouth of the pipe leaving CO-2 [22-615.6]. Rip-rap dimensions are shown on sheet ES-05 for only EW-1 & EW-2. Please clarify if the apron at the mouth of the flared endwall is to share the dimensions of EW-1 or provide a line within the table for this endwall.

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

1. The applicant shall provide proof of NPDES permit approval [19-602.2.C(4)].

2. Provide financial security for the timely, proper, and complete construction of all applicable improvements [22-406.4]. A review of the Engineer's Opinion of Probable cost will be provided under separate cover.
3. Prior to final approval of the SWM Site Plan and Report, the applicant shall sign the Operation and Maintenance (O&M) Agreement covering all stormwater control facilities that are to be privately owned. The Operation and Maintenance (O&M) Agreement shall be recorded as part of the SWM Site Plan [19-803.1].
4. The applicant shall provide all required signatures and seals [22-403.B.8.b].
5. The applicant shall provide proof of E&S plan approval from the Dauphin County Conservation District [19-602.2.C(2) & 22-407.1.A(18)].
6. The applicant shall pay all required fees [19-1202 & 22-1402].
7. The applicant shall provide the date of approval for all waiver requests on the coversheet of the plans [22-1501].

*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.



Alex Greenly, P.E.  
Project Manager

MRA/AG  
R000242.0002 (Phase 1286)

P:\0002\000242\_0002\1286 - PA Game Commission Office Expansion 2023\A - PLAN REVIEW\PR#3 - PH.1286.docx

c: Susquehanna Township

## 16-103. Prohibited Conduct

The following actions are prohibited:

- 1) Willful destruction of or damage to any of the trees, plants, shrubs, turf, buildings, structures, signs, or amenities, or any other property of the Township of Susquehanna located within a park.
- 2) Kindle or maintain any fire in the park with the exception of the proper use of provided charcoal grills.
- 3) Remove or relocate any bench, seat, table, or other amenities without permission.”
- 4) Willful destruction or removal of any notice, rule, or regulation posted at any place within the park; nor shall any notice or placard be posted within the park other than by the authority of said Board of Commissioners or authorized Township personnel.
- 5) No person shall offer, distribute, supply, rent, or sell any literature, commodity, article, material, equipment, service, or supply whatsoever within the limits of the park; for any purpose without permission of the Board of Commissioners or authorized personnel.
- 6) Recreational activities such as but not limited to practicing golf, horseshoes, archery, camping, that may damage or put other park users at risk.
  - (1) For Boyd Park the launching, and use of motorized boats, non-motorized boats, or flotation devices.
  - (2) For Boyd Park swimming, or wading
- 7) Operate a motorized vehicle, such as but not limited to scooters, snowmobile, minibike, motorcycle, or any vehicle, recreational or otherwise on trails, or park facilities. The exception will be e-bikes and electric wheelchairs.
- 8) Pets to be off leash, on playgrounds, athletic fields, and playing courts.
- 9) Smoke cigarettes, cigars, or pipe tobacco or use any smoke-producing tobacco product in any other form. The use of vaping devices or any other form of e-cigarettes.
- 10) Gambling of any sort on recreation, park, or trail facilities.

#### 16-104 Fishing

11) All laws pertaining to fishing in the Commonwealth shall apply to fishing in parks and recreation areas, and provisions thereof are hereby incorporated by reference.

- a) Boyd Park is a catch-and-release facility.

#### 16-109 Penalties

Any person, firm, or corporation who shall violate any provision of this part shall, upon conviction thereof be sentenced to pay a fine not more than \$1000, plus costs, and in default of payment, to imprisonment not to exceed 90 days.

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

Chapter 21  
**Streets and Sidewalks**

Part 1  
**SIDEWALKS AND CURBS**

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

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

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

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

**CURB**

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

**OWNERS**

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

**PROPERTY OWNER**

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

**SIDEWALK**

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

**STREET**

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

**SUSQUEHANNA TOWNSHIP**

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

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

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

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

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

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

**[Ord. 67-7, 5/11/1967, § 4]**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

§ 21-108. Specifications for cement concrete sidewalks.

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

§ 21-110 **Penalty for Violation.**

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

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



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

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

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

Part 2

**STREETS AND SIDEWALK CONSTRUCTION**

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

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

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

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

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

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

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

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

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

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

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

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

2. Resurfacing Requirements.

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

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

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

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

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

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

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

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

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

9. Determination of Lines and Grades by the Engineer.

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

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

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

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

11. Horizontal and Aerial Utility Corridors.

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

12. Determination of Reimbursement.

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

13. Commencement of Utility Relocation Activities.

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

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

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

**§ 21-207 Inspections.**

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

#### **§ 21-208 Notification.**

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

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

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

one direction.

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

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

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

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

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

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

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

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

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

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

**§ 21-214 Penalty.**

**[Ord. 03-13, 12/11/2003, § 1]**

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

**§21-215 Enforcement.**

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

Part 3

**DEDICATION OF STREETS**

**§ 21-301 Purpose.**

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

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

**§ 21-302 Definitions.**

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

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

**CARTWAY**



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

## **DEDICATION**

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

## **RECORD DRAWINGS**

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

## **SIDEWALK**

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

## **STREET CENTER LINE**

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

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

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

## **STREET, PRIVATE**

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

## **STREET, PUBLIC**

A street which is dedicated for public use and maintenance.

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

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

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

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

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

above streets.

ATTEST: TOWNSHIP OF  
SUSQUEHANNA

\_\_\_\_\_  
\_\_\_\_\_  
Township President, Board of  
Secretary Commissioners

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

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

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

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

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

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

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

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

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

DRAFT



# Susquehanna TOWNSHIP

1900 Linglestown Road | Harrisburg, PA 17110

Phone 717.545.4751 | Fax 717.540.4298

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

## MEMORANDUM

Date: September 28, 2023

To: Susquehanna Township Board of Commissioners

From: David Pribulka, Township Manager

Re: Streets and Sidewalks Ordinance Amendment – Curb Maintenance Requirements

At the Regular Meeting of the Board of Commissioners on Thursday, September 14<sup>th</sup>, the Board reviewed a draft amendment to Chapter 21, Streets and Sidewalks and authorized advertisement of a public hearing and adoption of the amendment for Thursday, October 12<sup>th</sup>. During the discussion, the Commissioners discussed the requirement that property owners maintain curbing along the street abutting their property, including keeping them clear of weeds and other vegetation and repairing or replacing the curbs when needed. The Board directed the Manager to research other municipalities in the Capital Region and explore alternatives for consideration prior to the public hearing. The following summarizes the applicable provisions in several other municipalities in Dauphin County:

### Elizabethville Borough

§ 21-301 Construction, Maintenance and Repair of Curbs, Sidewalks, and Gutters. (2) The Borough of Elizabethville may require owners of property abutting on any street, including state highways, to construct, pave, repave, and repair the sidewalk, curb and gutter along such property, at such grades and under such regulations as may be prescribed by the Borough Engineer and approved by Borough Council.

### Borough of Paxtang

§ 366-8 Emergency repairs. When the Highway Committee determines a sidewalk or curb is in a dangerous condition and can be repaired by an expenditure of not more than \$100, and the Chairman of the Highway Committee shall certify that an emergency repair is required, it shall be the duty of the abutting property owners, after notice is given by the Borough Secretary, to have said emergency repairs made for said length of time, the Highway Committee shall, after due notice as aforesaid, cause it to be done at the cost of the owners, and the Borough shall collect the cost thereof and 10% additional, together with all charges and expenses, from such owners and may file a municipal claim therefor or collect the same by action in assumpsit, as provided by law.

### Lower Paxton Township

§ 176-13 Maintenance. A. It is the obligation of the adjacent property owner to maintain sidewalks, curbs and mowing strips and eliminate any conditions which, in the opinion of the Township, may be a hazard to the public. The following conditions shall be considered sufficient cause for requiring repair or replacement of sidewalks or curbs:

- (1) Movement out of vertical alignment in excess of 11/4 inches resulting in an abrupt change in height of the walking surface which causes a tripping hazard or permits the accumulation of stormwater.
- (2) The surface is broken up, pitted or disintegrating, causing a safety hazard.
- (3) Movement out of horizontal alignment creating a safety hazard or drainage problem.

#### Lower Swatara Township

§ 21-201 Repairing Damages. Any damage to the pavement, curbing and right-of-way of a Township street, caused by the parking or movement of construction equipment or trucks must be restored by the property owner or contractor at their expense.

#### Swatara Township

§ 249-4 Notice to repair sidewalks. All owners of property abutting on any street or highway in the Township of Swatara shall, upon 30 days' notice so to do, from the Board of Commissioners through the Township Secretary, repair the sidewalks along such property in the manner stipulated in such notice.

§ 249-6 Failure to construct; Township to do work and collect cost. Upon failure of the owner or owners of property to grade, pave, curb, repave, or recurb the sidewalk along such property after 30 days' notice so to do as provided in § 249-3 of this article, the Board of Commissioners shall cause the same to be done and shall levy and collect from such owner or owners the cost thereof. In accordance with the Act of Assembly in such cases made and provided, the costs of any such grading, paving, curbing, repaving and recurbing shall be a lien on the premises from the time of the commencement of work and may be collected by action in assumpsit or by lien filed in the manner provided by law for the filing and collection of municipal claims.

#### City of Harrisburg

§ 9-107.2 Notice to repair dangerous conditions; failure to comply. Where a dangerous condition exists in the sidewalk or curb and, in the judgment of the City Engineer or a designated agent, must be repaired, the City Engineer or a designated agent shall give 30 days' notice, unless otherwise specified, to the owners along whose property the dangerous condition exists to remedy such condition. Upon the failure of the owners to remedy the condition within 30 days' notice, unless otherwise specified, the City Engineer may proceed to make the necessary repairs and file a statement of the cost thereof with the City Solicitor, who shall collect said costs. Such costs shall be a lien upon the premises from the time of the completion of the work and shall be subject to the additional collection and costs provisions as more fully described in § 9-107.1.[1]

#### Hummelstown Borough

§ 21-301 Maintenance of Curbs and Sidewalks. Owners of land within the Borough of Hummelstown on which sidewalks and/or curbs are constructed, and persons in possession of any such premises, shall properly maintain, in accordance with criteria developed by the Borough Engineer and approved by resolution by Borough Council, such curbs and sidewalks, and shall be responsible for the repair thereof in a manner satisfactory to the Borough of Hummelstown. All sidewalks and curbs or sections thereof hereafter constructed, reconstructed or repaired shall conform to the requirements of this Part.

#### West Hanover Township\*

§ 170-12 Notice of repair. All owner(s) of property abutting on any street or highway in the township shall keep the sidewalk, together with any portion of his property paved and used as a sidewalk or public walk immediately in front of his property, in good order and repair. All owner(s) of property abutting on any street or highway in the township, upon 60 days' notice to do so from the Board of Supervisors, shall

repair the sidewalks along such property in the manner stipulated in such notice. If such owner(s) fail to comply with the requirements of such notice within 60 days from the date of its service, the Board of Supervisors shall cause the same to be done. The cost of the same, together with a penalty of 10%, shall be paid by such owner(s) and may be collected by action of assumpsit or by lien filed against the property in the manner provided by law for the filing and collection of municipal claims. The township may, in its discretion, grant extensions to the sixty-day notice requirement due to adverse weather conditions.

#### Middletown Borough

§ 235-29 Time limit for repair by property owner. Every owner of property in the Borough of Middletown shall, on 30 days' notice from the Borough Council, through its agent (Code Enforcement Officer), repair the sidewalk or curbing, or both, in the manner stipulated in such notice, in front of or alongside of such property.

#### Borough of Steelton

§ 94-4 Property owners to repair upon receiving notice. All owners of property abutting on any street or highway in the Borough of Steelton, upon 30 days' notice so to do from the Council of the Borough of Steelton through the Borough Secretary and/or the Code Enforcement Officer, shall repair the sidewalks, including curbs if specified, along such property in the manner stipulated in such notice.

#### Penbrook Borough

§ 230-11 Maintenance. Sidewalks, curbs, retaining walls, gutters and drainage facilities shall be built and maintained at the expense of the owner of the abutting premises and shall be kept in good repair and in a safe condition, free of ice and snow or other obstructions.

#### *Summary*

It is evident that an overwhelming majority of the Capital Region municipalities follow the same practice as Susquehanna Township in obligating abutting property owners to maintain curbing as well as sidewalks. It is understood by staff that this obligation may be costly to some residents; however, notice to repair curbing and sidewalks does not typically generate a significant number of complaints. It is, therefore, the recommendation of staff that the Township continue this requirement.

If the Board is interested in pursuing an alternative, it could amend the draft ordinance to remove the reference to curb repair requirements entirely. That would remove the obligation from the abutting property owner and place it with the Township. The Township would either issue a capital repair contract for curb repair and replacements. It is notable, however, that curbs and sidewalks are commonly linked, and the Township may also have to assume responsibility to replace sidewalks where they are connected to the curbs.

Another alternative to consider is for the Township to bid and let an annual curb and sidewalk repair contract. Property owners whose curbs and/or sidewalks are in need of repair or replacement would be given the option to “piggyback” on the contract and perhaps realize better pricing. The benefit to the Township is that it might help to ensure faster compliance and standardized construction and repair specifications. The cost to the Township would be in the administration of the program, including annual inspections of all or a segment of the Township, sending notices to property owners, and managing the capital contract. Thank you.

*Staff recommendation: That the Board of Commissioners maintain the requirement for abutting property owners to repair or replace damaged curbing in Chapter 21, Streets and Sidewalks.*





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

**RETAINER AGREEMENT**  
**PROJECT ASSIGNMENT**  
**SUSQUEHANNA TOWNSHIP**  
Kohn Road Temporary Bridge Feasibility Study  
R000242.0533

This document will serve as a confirmation for a request for services under the existing Retainer Agreement for Consulting Services with Susquehanna Township. The Scope of Services, Schedule and Compensation for this project are based on information included with the request.

### **GENERAL PROJECT DESCRIPTION**

The existing Kohn Road Bridge is a single-span bridge carrying Kohn Road (T-318) over Paxton Creek in Susquehanna Township, Dauphin County, Pennsylvania. The bridge was constructed in 1987 having a superstructure composed of prestressed concrete spread box beams. Previous bridge inspections found the superstructure to be in poor structural condition and it was therefore recommended that this bridge be planned for superstructure replacement. Accordingly, the bridge was placed on the Transportation Improvement Program (TIP) for 2026/2027 construction.

The bridge is currently posted for 11 Tons and is on a three (3) month inspection cycle but is not programmed for construction until 2026. Accordingly, the Township has requested that HRG perform a feasibility analysis to determine if construction of a temporary bridge to bypass the existing bridge would be prudent to maintain vehicular access in the case where the existing bridge is prematurely closed prior to replacement. The temp. access bridge could also be used to maintain traffic during the bridge superstructure replacement project construction.

### **SCOPE OF SERVICES**

In order to meet the needs as outlined in the above paragraphs, HRG proposes the following scope of services:

#### **Task 1 - Data Collection:**

1. HRG will utilize record topographic basemapping from the 2008 Kohn Road Collector Upgrade project and supplement with readily available LIDAR data to produce sketch level alternatives.
2. HRG will conduct a site visit to identify the potential type, size and location of a temporary bridge and the anticipated extent of temporary roadway approach to the bridge. A general assessment of the anticipated utility impacts and potential right-of-way take will also be made. Photographs of the project area will be taken.
3. Traffic Counts – HRG will obtain 24-hour automatic traffic recorder counts on Kohn Road to

determine peak hour vehicular traffic volumes and travel speeds. An origin and destination study or traffic network analysis is not included as part of this scope. All findings will be summarized in a memorandum to the project file.

4. Permitting Pre-Application Meeting – HRG will coordinate and attend a Pre-Application Meeting with the Department of Environmental Protection (DEP) to verify the proposed approach for construction of a new temporary bridge across Paxton Creek.
5. Wetlands - HRG will perform a wetland absence / presence to confirm if wetlands are present within the project area.
6. Threatened and Endangered (T&E) Species - HRG will conduct a Project Environmental Review through the Pennsylvania Natural Diversity Inventory (“PNDI”) and will correspond with the applicable local, state and federal agencies (U.S. Fish and Wildlife Service, PA Game Commission, PA Fish and Boat Commission, and DCNR) that have listed potential impacts or PNDI “hits” on the review receipt through certified mail to determine the presence or absence of state or federally listed threatened and endangered (T&E) species within the project area. The correspondence will include a project location map, photos of the site and a project narrative. This information will be used by the agencies to determine if the proposed construction project will impact the life requisites of threatened species, endangered species, biological resources and species of special concern in the project area. A report on the appropriate actions (i.e. either avoidance or further survey) as required by the state and federal agencies will be prepared and submitted to the client once they are received.

## Task 2: Alternatives Development:

HRG will conduct an analysis of the following alternatives:

1. **ALTERNATE A: Temporary 2-Lane, 2-way Bridge** - Involves maintaining two-lane, two-way traffic on a temporary bridge structure located adjacent to the existing bridge.
2. **ALTERNATE B: Temporary 1-Lane, 2-way Bridge** - Involves maintaining one-lane, two-way traffic on a temporary bridge structure located adjacent to the existing bridge. This alternative will require placement of temporary traffic signals to allow one direction to cross the bridge at a time.
3. **ALTERNATE C: Temporary 1-Lane, 1-way Bridge** - Involves maintaining one-lane, one-way traffic on a temporary bridge structure located adjacent to the existing bridge. This alternative will detour either northbound or southbound traffic while the remaining traffic flow utilizes the temporary bridge.
4. **ALTERNATE D: Do Nothing** – All traffic will be detoured until the existing bridge superstructure has been replaced as part of the 2026/2027 bridge superstructure replacement project.

Conceptual Layout – HRG will develop a preliminary concept level sketch for a new temporary bridge located east of the existing bridge structure. HRG will develop a bridge typical section and horizontal and vertical alignment control geometry for approximate sizing of the temporary bridge structure and identify the extents of required roadway approach work; no renderings or visualizations of the proposed alternatives are anticipated.

The above information will be used to develop a preliminary concept level sketch which details elements of the proposed work (geometric layout of the new bridge, limits of the roadway approach reconstruction,

proposed grading limits, limits of work, etc.) against the existing conditions topographic basemapping for each alternative.

### Task 3 – Preliminary Impact Assessment:

HRG will perform a preliminary impact assessment for the alternatives based on the following work components:

1. Cost Estimate - HRG will develop an opinion of probable cost for the above alternatives. HRG will utilize existing data, PennDOT unit prices, and current inflationary indicators to develop an opinion of probable cost for a 2024 year of expenditure. The estimate will be for planning purposes only; the dollar figures represented will be an order of magnitude estimate.
2. Roadway User Impact Assessment - HRG will perform an assessment of impact to roadway users associated with traffic delays cause by each alternative as follows:
  - a. HRG will perform a capacity analysis to quantify the delay associated with the temporary signal. This analysis will use the Automated Traffic Recorder data previously obtained.
  - b. HRG will calculate Roadway User Liquidated Damages (RULD) in accordance with PennDOT standards. For Alternative D, HRG will utilize existing traffic data or use estimates to quantify delay at existing intersections.
3. Comparison of Alternatives - HRG will evaluate and compare the practicability and feasibility of the alternatives. This analysis will be based on the following criteria:
  - a. Cost Effectiveness based on estimated construction and engineering costs and on the transportation benefits they provide. The construction cost will be based on quantities obtained from the conceptual design and historical construction unit price data. The engineering cost will be based on a percent of construction costs.
  - b. Utility Impacts on an arbitrary estimate with respect to the utilities in the project area. The cost will be based on utility relocation costs from comparative projects.
  - c. Right-of-Way Impacts based on level of impacts and associated cost. The cost will be based on an assumed cost per square foot for property impacts with respect to the context of the project area.
  - d. Effectiveness of the Alternatives in satisfying the preferences and expectations of the Township during the coordination process.

### Task 4 - Alternatives Analysis Memorandum:

An Alternatives Analysis Memorandum compiling the results of the previous tasks will be developed which will include the following:

- Narrative describing the process in developing the alternatives analysis.
- Comparison Matrix of Alternatives
- Conceptual Layout Exhibits for each alternative

HRG will meet with the Township to review the Alternatives Analysis Memorandum findings. Following this meeting, HRG will finalize the Alternatives Analysis with recommendation of the most feasible and practical alternative.

### WORK PRODUCT

HRG will provide one (1) hard copy and electronic copy of the Alternatives Analysis Memorandum.

### SCHEDULE

HRG will begin working on the above listed Scope of Services upon your authorization to proceed. It is estimated that the outlined services can be completed within three (3) months from notice to proceed.

### COMPENSATION

We propose to complete this work for a Lump Sum of:

\$22,200      All Inclusive (Includes Labor, Expense, Consultant)

The work will be subject to the General Conditions included within our Retainer Agreement. Our policy is to render invoices monthly based on the percentage of completion.

Herbert, Rowland & Grubic, Inc.      Client

Approved by:	<u>Matthew J. Sena</u>	Approved by:	_____
Title:	<u>Project Manager</u>	Title:	_____
Date:	<u>9/22/2023</u>	Date:	_____



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

## FINANCIAL SECURITY ADJUSTMENT #3

### SUSQUEHANNA TOWNSHIP

Attn: Betsy Logan

### SOLID ROCK MISSIONARY BAPTIST CHURCH

September 21, 2023

As requested, Herbert, Rowland & Grubic, Inc. performed a site inspection for the above-referenced project to determine the extent of completion of items covered by the Financial Security.

Based upon our observations of work completed, we recommend that the Financial Security be adjusted to \$10,021 as shown on the attached tabulation.

Original Financial Security Amount			\$378,472
Financial Security Adjustment #1			(\$251,521)
Financial Security Adjustment #2			(\$86,610)
Financial Security Adjustment #3			(\$30,320)
Remaining Security Held			10,021

We request that a copy of the updated Financial Security be provided to HRG for our internal records. Please feel free to contact our office if you need additional information regarding this matter.

*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.*

*Please note that the adjusted Financial Security recommendation may include a 10% annual increase for each one-year period from the establishment of said security per PAMPC 509(h); this may lead to increases in security totals from previous adjustment recommendations if sufficient project progress has not been achieved.*

Herbert, Rowland & Grubic, Inc.

Alex Greenly, PE  
 Project Manager

AG/JMC

R000242.0002 (Phase 1230)

P:\0002\000242\_0002\1230 - Solid Rock Missionary Baptist Church\C. Financial Security\FSA#3.Docx

Enclosures: Financial Security Adjustment #3

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #3**  
**SOLID ROCK MISSIONARY BAPTIST CHURCH**

INITIAL FS RECOMMENDATION DATE: 12/04/19  
 PREVIOUS FS REDUCTION DATE: 11/02/22  
 CURRENT FS REDUCTION DATE: 09/21/23

HRG NO.: R000242.0002 PH 1230  
 PLAN DATE: 05/21/19  
 LAST PLAN REVISION DATE: 07/05/19



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
<b>SITE WORK</b>															
Bulk Earthwork (all necessary work to bring site to final grade)	CY	6500		\$ 6	\$ 35,750	6500		\$ 35,750			\$ -			\$ -	
Clearing and Grubbing	LS	1		\$ 5,000	\$ 5,000	1		\$ 5,000			\$ -			\$ -	
Topsoli/Seed/Mulch	LS	1		\$ 2,500	\$ 2,500	0.25		\$ 625	0.75		\$ 1,875			\$ -	
<b>Site Work Total:</b>					<b>\$ 43,250</b>	<b>1750</b>		<b>\$ 41,375</b>			<b>\$ 1,875</b>			<b>\$ -</b>	
<b>EROSION &amp; SEDIMENTATION CONTROL</b>															
Stabilized Construction Entrance (INSTALLED)	EA	2		\$ 900	\$ 1,800	2		\$ 1,800			\$ -			\$ -	
Stabilized Construction Entrance (REMOVED)	EA	2		\$ 900	\$ 1,800	1		\$ 900	1		\$ 900			\$ -	
18" Silt Sock (INSTALLED)	LF	1750		\$ 5	\$ 8,750	1750		\$ 8,750			\$ -			\$ -	
18" Silt Sock (REMOVED)	LF	1750		\$ 5	\$ 8,750			\$ -	1750		\$ 8,750			\$ -	
Rock Filter (INSTALLED)	EA	2		\$ 275	\$ 550	2		\$ 550			\$ -			\$ -	
Rock Filter (REMOVED)	EA	2		\$ 275	\$ 550	2		\$ 550			\$ -			\$ -	
Inlet Protection (INSTALLED)	EA	10		\$ 113	\$ 1,130	9		\$ 1,017	1		\$ 113			\$ -	
Inlet Protection (REMOVED)	EA	10		\$ 113	\$ 1,130	8		\$ 904	2		\$ 226			\$ -	
North American Green (S-75)	SY	2150		\$ 4	\$ 8,600	2150		\$ 8,600			\$ -			\$ -	
Riprap Apron	EA	3		\$ 850	\$ 2,550	3		\$ 2,550			\$ -			\$ -	
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 35,610</b>			<b>\$ 25,621</b>			<b>\$ 9,989</b>			<b>\$ -</b>	
<b>STORMWATER MANAGEMENT</b>															
Type M Top Unit	EA	11		\$ 680	\$ 7,480	11		\$ 7,480			\$ -			\$ -	
Standard Inlet Box	EA	11		\$ 2,100	\$ 23,100	11		\$ 23,100			\$ -			\$ -	
Storm Manhole	EA	4		\$ 3,300	\$ 13,200	4		\$ 13,200			\$ -			\$ -	
12" HDPEP (includes excavation and backfill)	LF	370		\$ 40	\$ 14,800	370		\$ 14,800			\$ -			\$ -	
15" HDPEP (includes excavation and backfill)	LF	87		\$ 45	\$ 3,915	87		\$ 3,915			\$ -			\$ -	
18" HDPEP (includes excavation and backfill)	LF	45		\$ 50	\$ 2,250	45		\$ 2,250			\$ -			\$ -	
DW Head/Endwall	EA	5		\$ 4,000	\$ 20,000	5		\$ 20,000			\$ -			\$ -	
Drainage Channels	LF	550		\$ 15	\$ 8,250	550		\$ 8,250			\$ -			\$ -	
Subsurface Infiltration Bed 1 (Complete In Place)	EA	1		\$ 50,000	\$ 50,000	1		\$ 50,000			\$ -			\$ -	
Subsurface Infiltration Bed 2 (Complete In Place)	EA	1		\$ 65,000	\$ 65,000	1		\$ 65,000			\$ -			\$ -	
Seepage Pit (Complete In Place)	EA	1		\$ 4,000	\$ 4,000	1		\$ 4,000			\$ -			\$ -	
Rain Gargen (Complete In Place)	EA	1		\$ 7,500	\$ 7,500	1		\$ 7,500			\$ -			\$ -	
<b>Stormwater Management Total:</b>					<b>\$ 219,495</b>			<b>\$ 219,495</b>			<b>\$ -</b>			<b>\$ -</b>	
<b>PAVING AND CONCRETE</b>															
Concrete Curb, 18"	LF		190	\$ 30	\$ 5,700		190	\$ 5,700			\$ -			\$ -	
Sidewalk	SY		70	\$ 50	\$ 3,500		70	\$ 3,500			\$ -			\$ -	
Stone Subbase, 6" Depth	SY		260	\$ 9	\$ 2,340		260	\$ 2,340			\$ -			\$ -	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY		260	\$ 13	\$ 3,380		260	\$ 3,380			\$ -			\$ -	
Superpave Asphalt, HMA Base (25mm, 5" depth)	SY		260	\$ 23	\$ 5,980		260	\$ 5,980			\$ -			\$ -	
Curb Ramp	EA		2	\$ 4,500	\$ 9,000			\$ -			\$ -	2	\$ 9,000	Needs reviewed by senior RPR prior to release.	
Stopbar	EA	1		\$ 110	\$ 110			\$ -			\$ -	1	\$ 110	Not observed to be installed.	
<b>Paving and Concrete Total:</b>					<b>\$ 30,010</b>			<b>\$ 20,900</b>			<b>\$ -</b>			<b>\$ 9,110</b>	
<b>MISCELLANEOUS</b>															
Post-mounted Signs	EA	1		\$ 200	\$ 200			\$ -	1		\$ 200			\$ -	
Perwinkle Ground Cover	LS	1		\$ 15,500	\$ 15,500			\$ -	1		\$ 15,500			\$ -	Not observed to be planted, but the planting area is stabilized with grass.
<b>Miscellaneous Total:</b>					<b>\$ 15,700</b>			<b>\$ -</b>			<b>\$ 15,700</b>			<b>\$ -</b>	
<b>Note: All totals (item, sub, final, etc.) rounded to nearest dollar.</b>						<b>Past FS Reductions</b>			<b>Current FS Reduction</b>						
<b>Sub-Total:</b>					<b>\$ 344,065</b>			<b>\$ 307,391</b>			<b>\$ 27,564</b>			<b>\$ 9,110</b>	<b>Items Proposed for Dedication Total</b>
<b>Note: 10% of remaining balance</b>					<b>10% Contingency:</b>	<b>\$ 34,407</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>\$ 911</b>	<b>\$ 29,900</b>
<b>Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.</b>					<b>10% Annual Increase:</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>&gt;&gt;</b>	<b>\$ -</b>	<b>15% for Post-Dedication Security</b>
<b>Total:</b>					<b>\$ 378,472</b>						<b>Number of Years</b>			<b>\$ 10,021</b>	<b>\$ 4,485</b>



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

## FINANCIAL SECURITY ADJUSTMENT #2

### SUSQUEHANNA TOWNSHIP

Attn: Betsy Logan  
 HRG Project Number: 242.0002 Ph. 1166

### Laurel Hill Land Development

September 21, 2023

As requested by Peter Wertz of McNees Wallace & Nurick LLC, Herbert, Rowland & Grubic, Inc. performed a site inspection on September 12, 2023, for the above-referenced project to determine the extent of completion of items covered by the Financial Security.

Based upon our observations of work completed, we recommend that the Financial Security be adjusted to \$487,540, as shown on the attached tabulation.

Original Financial Security Amount		\$2,780,267
Financial Security Adjustment #1		(\$1,805,558)
Financial Security Adjustment #2		(\$487,169)
Remaining Financial Security Amount		\$487,540

We request that a copy of the updated Financial Security be provided to HRG for our internal records. Please feel free to contact our office if you need additional information regarding this matter.

*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.*

*Please note that the adjusted Financial Security recommendation may include a 10% annual increase for each one-year period from the establishment of said security per PAMPC 509(h); this may lead to increases in security totals from previous adjustment recommendations if sufficient project progress has not been achieved.*

Herbert, Rowland & Grubic, Inc.

Alex Greenly, PE  
 Project Manager

AG/CMF

R000242.0002 (Phase 1166)

P:\0002\000242\_0002\1166 - Laurel Hills Final Subdiv & LD\C - FINANCIAL SECURITY\FSA2 - PH 1166.Docx

Enclosures: Financial Security Adjustment #2

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #2**  
**LAUREL HILL**

INITIAL FS RECOMMENDATION DATE: 09/17/20  
 PREVIOUS FS REDUCTION DATE: 04/07/22  
 CURRENT FS REDUCTION DATE: 09/21/23

HRG NO.: R000242.0002  
 PLAN DATE: 02/26/20  
 LAST PLAN REVISION DATE: 07/29/20



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
<b>SITE WORK</b>															
Bulk Earthwork (all necessary work to bring site to final grade)	CY	152,434		\$ 4	\$ 533,519	137190		\$ 480,165	15,244		\$ 53,354			\$ -	
Topsoil Removal/Stockpiling	SY	51,064		\$ 2	\$ 89,362	40851.2		\$ 71,490	10,212.80		\$ 17,872			\$ -	
Re-spread Topsoil	CY	17,021		\$ 3	\$ 55,318	5106.3		\$ 16,595	5,957.70		\$ 19,363	5957		\$ 19,360	
Permanent Seed/Mulch (no topsoil)	SF	522,556		\$ 0	\$ 41,804			\$ -	261278		\$ 20,902	261278		\$ 20,902	
<b>Site Work Total:</b>					<b>\$ 720,004</b>	<b>2289</b>		<b>\$ 568,250</b>			<b>\$ 111,491</b>			<b>\$ 40,262</b>	
<b>EROSION &amp; SEDIMENTATION CONTROL</b>															
12" Silt Sock (INSTALLED)	LF	914		\$ 5	\$ 4,570	914		\$ 4,570			\$ -			\$ -	
12" Silt Sock (REMOVED)	LF	914		\$ 5	\$ 4,570			\$ -			\$ -	914		\$ 4,570	
18" Silt Sock (INSTALLED)	LF	2,289		\$ 6	\$ 13,734	2289		\$ 13,734			\$ -			\$ -	
18" Silt Sock (REMOVED)	LF	2289		\$ 6	\$ 13,734			\$ -			\$ -	2289		\$ 13,734	
24" Silt Sock (INSTALLED)	LF	1,481		\$ 8	\$ 11,848	1481		\$ 11,848			\$ -			\$ -	
24" Silt Sock (REMOVED)	LF	1481		\$ 8	\$ 11,848			\$ -			\$ -	1481		\$ 11,848	
Rock Apron (Rip-Rap) (PERMANENT)	SY	40		\$ 120	\$ 4,800	40		\$ 4,800			\$ -			\$ -	
Skimmer (INSTALLED)	EA	1		\$ 1,000	\$ 1,000	1		\$ 1,000			\$ -			\$ -	
Skimmer (REMOVED)	EA	1		\$ 1,000	\$ 1,000			\$ -			\$ -	1		\$ 1,000	
North American Green (S-150)	SY	10,354		\$ 5	\$ 51,770	2070		\$ 10,350	7000		\$ 35,000	1284		\$ 6,420	
North American Green (P-550)	SY	320		\$ 15	\$ 4,800	64		\$ 960	256		\$ 3,840			\$ -	
6'-6" Anti-Seep Collars	EA	3		\$ 900	\$ 2,700	3		\$ 2,700			\$ -			\$ -	
Stabilized Construction Entrance (street-50') (INSTALLED)	EA	2		\$ 1,000	\$ 2,000	2		\$ 2,000			\$ -			\$ -	
Stabilized Construction Entrance (street-50') (REMOVED)	EA	2		\$ 1,000	\$ 2,000			\$ -	2		\$ 2,000			\$ -	
Stabilized Construction Entrance (driveway-30') (INSTALLED)	EA	80		\$ 250	\$ 20,000	68		\$ 17,000			\$ -	12		\$ 3,000	Lots 34-39 & 40-45
Stabilized Construction Entrance (driveway-30') (REMOVED)	EA	80		\$ 200	\$ 16,000			\$ -	48		\$ 9,600	32		\$ 6,400	Lots 27-45, 46-50, 53, 54, 57, 58, 60, 67-69
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 166,374</b>			<b>\$ 68,962</b>			<b>\$ 50,440</b>			<b>\$ 46,972</b>	
<b>STORMWATER MANAGEMENT</b>															
Type C Top Unit	EA		44	\$ 800	\$ 35,200		44	\$ 35,200			\$ -			\$ -	
Type M Top Unit	EA	1	1	\$ 800	\$ 1,600	1	1	\$ 1,600			\$ -			\$ -	
Standard Inlet Box	EA		36	\$ 1,600	\$ 57,600		36	\$ 57,600			\$ -			\$ -	
Type-4 Box	EA		10	\$ 3,500	\$ 35,000		10	\$ 35,000			\$ -			\$ -	
Storm Manhole	EA	3		\$ 2,900	\$ 8,700	3		\$ 8,700			\$ -			\$ -	
24" RCP (includes excavation and backfill)	LF	83		\$ 96	\$ 7,968	83		\$ 7,968			\$ -			\$ -	
36" RCP (includes excavation and backfill)	LF	163	60	\$ 120	\$ 26,760	163	60	\$ 26,760			\$ -			\$ -	
DW Head/Endwall	EA	3		\$ 3,500	\$ 10,500	3		\$ 10,500			\$ -			\$ -	
Orifice Plates	EA	1		\$ 100	\$ 100	1		\$ 100			\$ -			\$ -	
AASHTO #3 Aggregate	CY	650		\$ 30	\$ 19,500	520		\$ 15,600	68		\$ 2,040	62		\$ 1,860	
USBR Type VI Energy Dissipator Endwall	EA	1		\$ 5,000	\$ 5,000	1		\$ 5,000			\$ -			\$ -	
15" SL CPP (includes excavation and backfill)	LF	58	1541	\$ 20	\$ 31,980	58	1541	\$ 31,980			\$ -			\$ -	
18" SL CPP (includes excavation and backfill)	LF	116	384	\$ 28	\$ 14,000	116	384	\$ 14,000			\$ -			\$ -	
24" SL CPP (includes excavation and backfill)	LF		440	\$ 36	\$ 15,840		440	\$ 15,840			\$ -			\$ -	
30" SL CPP (includes excavation and backfill)	LF		200	\$ 49	\$ 9,800		200	\$ 9,800			\$ -			\$ -	
36" SL CPP (includes excavation and backfill)	LF		349	\$ 62	\$ 21,638		349	\$ 21,638			\$ -			\$ -	
42" SL CPP (includes excavation and backfill)	LF	355	10	\$ 75	\$ 27,375	355	10	\$ 27,375			\$ -			\$ -	
30'x10'x2.40' On-Lot Infiltration Bed	EA	52		\$ 2,500	\$ 130,000	10		\$ 25,000	17		\$ 42,500	25		\$ 62,500	Lots 28-40, 45-50, 53, 54, 56, 60, 67,68, 79, 80
6.5'x24.25'x3.00' On-Lot Infiltration Bed	EA	11		\$ 1,500	\$ 16,500	3		\$ 4,500	7		\$ 10,500	1		\$ 1,500	Lot 41
PVC Pipe	LF	1,671	30	\$ 5	\$ 8,505			\$ -			\$ -	1671	30	\$ 8,505	
<b>Stormwater Management Total:</b>					<b>\$ 483,566</b>			<b>\$ 354,161</b>			<b>\$ 55,040</b>			<b>\$ 74,365</b>	



**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #2**  
**LAUREL HILL**

INITIAL FS RECOMMENDATION DATE: 09/17/20  
 PREVIOUS FS REDUCTION DATE: 04/07/22  
 CURRENT FS REDUCTION DATE: 09/21/23

HRG NO.: R000242.0002  
 PLAN DATE: 02/26/20  
 LAST PLAN REVISION DATE: 07/29/20



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
<b>PAVING AND CONCRETE</b>															
Sidewalk	SY		3055	\$ 60	\$ 183,300		916.5	\$ 54,990		1205.5	\$ 72,330		933	\$ 55,980	Lots 28-30, 32-50, 53, 54, 57, 58, 67, 68
Stone Subbase, 6" Depth	SY		9771	\$ 9	\$ 87,939		9771	\$ 87,939			\$ -			\$ -	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY		9771	\$ 13	\$ 127,023			\$ -			\$ -		9771	\$ 127,023	
Superpave Asphalt, HMA Base (25mm, 5" depth)	SY		9771	\$ 30	\$ 293,130		9771	\$ 293,130			\$ -			\$ -	
8" Slant Concrete Curb	LF		5467	\$ 15	\$ 82,005		5467	\$ 82,005			\$ -			\$ -	
<b>Paving and Concrete Total:</b>					<b>\$ 773,397</b>			<b>\$ 518,064</b>			<b>\$ 72,330</b>			<b>\$ 183,003</b>	
<b>MISCELLANEOUS</b>															
Geotextile Fabric (various uses/types)	SY	3260		\$ 3	\$ 9,780	978		\$ 2,934	1000		\$ 3,000	1282		\$ 3,846	
Orange Construction Fence	LF	780		\$ 3	\$ 2,340			\$ -	780		\$ 2,340			\$ -	
Fencing (Chain-link)	LF	795		\$ 9	\$ 7,155			\$ -	795		\$ 7,155			\$ -	
Iron Pins	EA	82	120	\$ 75	\$ 15,150			\$ -	82	120	\$ 15,150			\$ -	
Concrete Monuments	EA		4	\$ 225	\$ 900			\$ -			\$ -	4		\$ 900	
Street Lights	EA		6	\$ 2,500	\$ 15,000			\$ -	6		\$ 15,000			\$ -	
Post-mounted Signs	EA		2	\$ 200	\$ 400			\$ -	2		\$ 400			\$ -	
Fire Hydrants	EA		4	\$ 5,450	\$ 21,800			\$ -	4		\$ 21,800			\$ -	
Deciduous Trees (2-1/2" - 3" Caliper)	EA	1	103	\$ 275	\$ 28,600			\$ -	1	103	\$ 28,600			\$ -	
Shrubs	EA	6	8	\$ 75	\$ 1,050			\$ -	6	8	\$ 1,050			\$ -	
Retaining Wall	SF	13100		\$ 20	\$ 262,000	10480		\$ 209,600	2620		\$ 52,400			\$ -	
As-Built Plan	LS	1		\$ 20,000	\$ 20,000			\$ -			\$ -	1		\$ 20,000	
<b>Miscellaneous Total:</b>					<b>\$ 384,175</b>			<b>\$ 212,534</b>			<b>\$ 146,895</b>			<b>\$ 24,746</b>	
						<b>Past FS Reductions</b>			<b>Current FS Reduction</b>						
Note: All totals (item, sub, final, etc.) rounded to nearest dollar.								\$ 1,721,971			\$ 436,196			\$ 369,348	<b>Items Proposed for Dedication Total</b>
Note: 10% of remaining balance								\$ 252,752	>>	>>	>>	>>	>>	\$ 36,935	\$ 1,074,972
Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.								>>	>>	>>	>>	<b>Number of Years</b>	2	\$ 81,257	<b>15% for Post-Dedication Security</b>
<b>Total:</b>					<b>\$ 2,780,267</b>									<b>\$ 487,540</b>	<b>\$ 161,246</b>



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

## FINANCIAL SECURITY ADJUSTMENT #5

### SUSQUEHANNA TOWNSHIP

Attn: Betsy Logan

Stray Winds Farm – Phase 7

September 21, 2023

As requested by Jessica Hodnett of Triple Crown Corporation on September 7, 2023, Herbert, Rowland & Grubic, Inc. performed a site inspection on September 8, 2023, for the above-referenced project to determine the extent of completion of items covered by the Financial Security.

Based upon our observations of work completed, we recommend that the Financial Security be adjusted to \$13,805, as shown on the attached tabulation.

Original Financial Security Amount		\$1,069,222
Financial Security Adjustment #1		(\$795,662)
Financial Security Adjustment #2		(\$16,154)
Financial Security Adjustment #3		(\$82,608)
Financial Security Adjustment #4		(\$55,555)
Financial Security Adjustment #5		(\$105,438)
Remaining Security Held		\$13,805

We request that a copy of the updated Financial Security be provided to HRG for our internal records. Please feel free to contact our office if you need additional information regarding this matter.

*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.*

*Please note that the adjusted Financial Security recommendation may include a 10% annual increase for each one-year period from the establishment of said security per PAMPC 509(h); this may lead to increases in security totals from previous adjustment recommendations if sufficient project progress has not been achieved.*

Herbert, Rowland & Grubic, Inc.

Alex Greenly, PE  
 Project Manager

AG/CMF

R000242.0002 (Phase 1244)

P:\0002\000242\_0002\1244 - Stray Wind Farms Ph. 7 Final Sudiv\C - FINANCIAL SECURITY\FSA #5\FSA 5 - PH 1244.Docx

Enclosures: Financial Security Adjustment #5

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #5**  
**Stray Winds, Phase 7**

INITIAL FS RECOMMENDATION DATE: 05/12/20  
 PREVIOUS FS REDUCTION DATE: 05/04/23  
 CURRENT FS REDUCTION DATE: 09/21/23

HRG NO.: R00242.0002  
 PLAN DATE: 04/10/20  
 LAST PLAN REVISION DATE: NA



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
<b>SITE WORK</b>															
Clearing and Grubbing	AC	1.5		\$ 2,500	\$ 3,750	1.5		\$ 3,750			\$ -			\$ -	
Topsoil Removal/Stockpiling	CY	12092		\$ 2	\$ 24,184	12092		\$ 24,184			\$ -			\$ -	
Bulk Earthwork (all necessary work to bring site to final grade)	CY	37682		\$ 5	\$ 188,410	37682		\$ 188,410			\$ -			\$ -	
Replace Topsoil	CY	1330		\$ 4	\$ 5,320	1330		\$ 5,320			\$ -			\$ -	
Permanent Seeding	SF	73606		\$ 0	\$ 2,944	73606		\$ 2,944			\$ -			\$ -	
<b>Site Work Total:</b>					<b>\$ 224,608</b>			<b>\$ 224,608</b>			<b>\$ -</b>			<b>\$ -</b>	
<b>EROSION &amp; SEDIMENTATION CONTROL</b>															
Stabilized Construction Entrance (INSTALLED)	EA	2		\$ 1,850	\$ 3,700	2		\$ 3,700			\$ -			\$ -	
Stabilized Construction Entrance (REMOVED)	EA	2		\$ 1,850	\$ 3,700	2		\$ 3,700			\$ -			\$ -	
Concrete Washout Area (INSTALLED)	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -	
Concrete Washout Area (REMOVED)	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -	
12" Silt Sock (INSTALLED)	LF	3074		\$ 5	\$ 15,370	3074		\$ 15,370			\$ -			\$ -	
12" Silt Sock (REMOVED)	LF	3074		\$ 5	\$ 15,370	3074		\$ 15,370			\$ -			\$ -	
Rock Apron (Rip-Rap) (PERMANENT)	SY	176		\$ 72	\$ 12,672	176		\$ 12,672			\$ -			\$ -	
Baffle Wall (INSTALLED)	LF	798		\$ 14	\$ 11,172	798		\$ 11,172			\$ -			\$ -	
Baffle Wall (REMOVED)	LF	798		\$ 14	\$ 11,172	798		\$ 11,172			\$ -			\$ -	
Inlet Protection (INSTALLED)	EA	29		\$ 160	\$ 4,640	29		\$ 4,640			\$ -			\$ -	
Inlet Protection (REMOVED)	EA	29		\$ 160	\$ 4,640			\$ -	29		\$ 4,640			\$ -	
Temporary Outlet Structure (INSTALLED)	EA	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -			\$ -	
Temporary Outlet Structure (REMOVED)	EA	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -			\$ -	
Temporary Outlet Structure Trash Rack (INSTALLED)	EA	1		\$ 100	\$ 100	1		\$ 100			\$ -			\$ -	
Temporary Outlet Structure Trash Rack (REMOVED)	EA	1		\$ 100	\$ 100	1		\$ 100			\$ -			\$ -	
North American Green (P-300 TRM)	SY	300		\$ 12	\$ 3,600	300		\$ 3,600			\$ -			\$ -	
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 91,736</b>			<b>\$ 87,096</b>			<b>\$ 4,640</b>			<b>\$ -</b>	
<b>STORMWATER MANAGEMENT</b>															
Subsurface Stormwater Facility (Stone; includes stone and excavation)	CY	45		\$ 30	\$ 1,350			\$ -			\$ -	45		\$ 1,350	Not installed
Type M Top Unit	EA	7		\$ 500	\$ 3,500	7		\$ 3,500			\$ -			\$ -	
Standard Inlet Box	EA	7	22	\$ 1,050	\$ 30,450	7	22	\$ 30,450			\$ -			\$ -	
Storm Manhole	EA	1	1	\$ 1,650	\$ 3,300	1	1	\$ 3,300			\$ -			\$ -	
18" HDPEP (includes excavation and backfill)	LF	491	1432	\$ 50	\$ 96,150	491	1432	\$ 96,150			\$ -			\$ -	
24" HDPEP (includes excavation and backfill)	LF	515	89	\$ 54	\$ 32,616	515	89	\$ 32,616			\$ -			\$ -	
DW Head/Endwall	EA	2		\$ 1,750	\$ 3,500	2		\$ 3,500			\$ -			\$ -	
Anti-Seep Collar	EA	2		\$ 600	\$ 1,200	2		\$ 1,200			\$ -			\$ -	
Outlet Structure	EA	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -			\$ -	
R-5 Rip-Rap (Spillways)	Tons	70		\$ 45	\$ 3,150	70		\$ 3,150			\$ -			\$ -	
Type S Top Unit	EA		22	\$ 750	\$ 16,500		22	\$ 16,500			\$ -			\$ -	
Basin 4B Underdrain (includes pipe, #57 stone, geotextile)	LF	140		\$ 20	\$ 2,800	140		\$ 2,800			\$ -			\$ -	
<b>Stormwater Management Total:</b>					<b>\$ 197,016</b>			<b>\$ 195,666</b>			<b>\$ -</b>			<b>\$ 1,350</b>	
<b>PAVING AND CONCRETE</b>															
Mountable Curb	LF		4537	\$ 17	\$ 77,129		4537	\$ 77,129			\$ -			\$ -	
Sidewalk	SY		1264	\$ 40	\$ 50,560		1264	\$ 50,560			\$ -			\$ -	
Stone Subbase, 6" Depth	SY		7583	\$ 7	\$ 53,081		7583	\$ 53,081			\$ -			\$ -	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY		7583	\$ 11	\$ 83,413			\$ -		7583	\$ 83,413			\$ -	
Superpave Asphalt, HMA Base (25mm, 5" depth)	SY		7583	\$ 19	\$ 144,077		7583	\$ 144,077			\$ -			\$ -	
Curb Ramp	EA		6	\$ 3,000	\$ 18,000		4	\$ 12,000			\$ -		2	\$ 6,000	2 ADA ramps on lot 257 & 237 from Ph. 8 not installed.
Crosswalk	LF		150	\$ 2	\$ 300			\$ -		70	\$ 140		80	\$ 160	
<b>Paving and Concrete Total:</b>					<b>\$ 426,560</b>			<b>\$ 336,847</b>			<b>\$ 83,553</b>			<b>\$ 6,160</b>	
<b>MISCELLANEOUS</b>															
Mobilization	LS	1		\$ 5,000	\$ 5,000	1		\$ 5,000			\$ -			\$ -	

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #5**  
**Stray Winds, Phase 7**

INITIAL FS RECOMMENDATION DATE: 05/12/20  
 PREVIOUS FS REDUCTION DATE: 05/04/23  
 CURRENT FS REDUCTION DATE: 09/21/23

HRG NO.: R00242.0002  
 PLAN DATE: 04/10/20  
 LAST PLAN REVISION DATE: NA



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes	
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity				
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)		
Street Lights	EA		3	\$ 1,600	\$ 4,800			\$ -			\$ -		3	\$ 4,800	Not installed	
Post-mounted Signs	EA		13	\$ 160	\$ 2,080			\$ -		13	\$ 2,080			\$ -		
Deciduous Trees (3-1/2" - 4" Caliper)	EA		78	\$ 240	\$ 18,720		60	\$ 14,400		17	\$ 4,080		1	\$ 240	1 tree missing on Lot 233	
As-Built Plan	LS	1		\$ 1,500	\$ 1,500			\$ -	1		\$ 1,500			\$ -		
<b>Miscellaneous Total:</b>					<b>\$ 32,100</b>			<b>\$ 19,400</b>			<b>\$ 7,660</b>			<b>\$ 5,040</b>		
						<b>Past FS Reductions</b>			<b>Current FS Reduction</b>							
Note: All totals (item, sub, final, etc.) rounded to nearest dollar.					<b>Sub-Total:</b>	\$ 972,020		\$ 863,617			\$ 95,853			\$ 12,550		<b>Items Proposed for Dedication Total</b>
10% of Remaining Balance					<b>10% Contingency:</b>	\$ 97,202	>>	>>	>>	>>	>>	>>	>>	\$ 1,255		\$ 569,816
Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.					<b>10% Annual Increase:</b>	>>	>>	>>	>>	>>	<b>Number of Years</b>			\$ -		<b>15% for Post-Dedication Security</b>
					<b>Total:</b>	\$ 1,069,222								<b>\$ 13,805</b>		<b>\$ 85,472</b>

This information is subject to HRG Policy E-002 - Confidential and Proprietary Information



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

## FINANCIAL SECURITY ADJUSTMENT #2

### SUSQUEHANNA TOWNSHIP

Attn: Betsy Logan  
 HRG Project Number: 242.0002 Ph. 1248

### The Terraces at Maplewood

September 22, 2023

As requested by Kyle Gillespie of Burkentine on September 5, 2023, Herbert, Rowland & Grubic, Inc. performed a site inspection on September 19, 2023, for the above-referenced project to determine the extent of completion of items covered by the Financial Security.

Based upon our observations of work completed, we recommend that the Financial Security be adjusted to \$1,338,094, as shown on the attached tabulation.

Original Financial Security Amount			\$2,681,753
Financial Security Adjustment #1			(\$280,577)
Financial Security Adjustment #2			(\$1,063,082)
Remaining Financial Security Held			\$1,338,094

We request that a copy of the updated Financial Security be provided to HRG for our internal records. Please feel free to contact our office if you need additional information regarding this matter.

*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.*

*Please note that the adjusted Financial Security recommendation may include a 10% annual increase for each one-year period from the establishment of said security per PAMPC 509(h); this may lead to increases in security totals from previous adjustment recommendations if sufficient project progress has not been achieved.*

Herbert, Rowland & Grubic, Inc.

Alex Greenly, PE  
 Project Manager

AG/CMF/LB  
 R000242.0002 (Phase 1248)  
 P:\0002\000242\_0002\1248 - Maplewood\C - FINANCIAL SECURITY\FSA 2\FSA2 - PH 1248.Docx

Enclosures: Financial Security Adjustment #2

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #2**  
**THE TERRACES AT MAPLEWOOD**

INITIAL FS RECOMMENDATION DATE: 05/25/21  
 PREVIOUS FS REDUCTION DATE: 09/21/22  
 CURRENT FS REDUCTION DATE: 09/21/23

HRG NO.: R000242.0002 PH 1248  
 PLAN DATE: 01/08/21  
 LAST PLAN REVISION DATE: 04/09/21



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
<b>SITE WORK</b>															
Clearing and Grubbing	AC	20.0		\$ 2,400	\$ 48,000	20.0		\$ 48,000			\$ -			\$ -	
Bulk Earthwork (all necessary work to bring site to final grade)	LS	1		\$ 50,000	\$ 50,000			\$ -			\$ -	1		\$ 50,000	
Permanent Seed/Mulch (no topsoil)	LS	1		\$ 10,000	\$ 10,000	0.02		\$ 200			\$ -	0.98		\$ 9,800	
<b>Site Work Total:</b>					<b>\$ 108,000</b>	<b>850</b>		<b>\$ 48,200</b>			<b>\$ -</b>		<b>\$ 59,800</b>		
<b>EROSION &amp; SEDIMENTATION CONTROL</b>															
Stabilized Construction Entrance (INSTALLED)	EA	1		\$ 805	\$ 805	1		\$ 805			\$ -			\$ -	
Stabilized Construction Entrance (REMOVED)	EA	1		\$ 805	\$ 805			\$ -			\$ -	1		\$ 805	
Concrete Washout Area (INSTALLED)	EA	2		\$ 284	\$ 568			\$ -			\$ -	2		\$ 568	
Concrete Washout Area (REMOVED)	EA	2		\$ 284	\$ 568			\$ -			\$ -	2		\$ 568	
18" Silt Sock (INSTALLED)	LF	850		\$ 4	\$ 3,400	850		\$ 3,400			\$ -			\$ -	
18" Silt Sock (REMOVED)	LF	850		\$ 4	\$ 3,400			\$ -			\$ -	850		\$ 3,400	
24" Silt Sock (INSTALLED)	LF	5000		\$ 5	\$ 25,000	5000		\$ 25,000			\$ -			\$ -	
24" Silt Sock (REMOVED)	LF	5000		\$ 5	\$ 25,000			\$ -			\$ -	5000		\$ 25,000	
Rock Filter (INSTALLED)	EA	2		\$ 490	\$ 980	1		\$ 490			\$ -	1		\$ 490	
Rock Filter (REMOVED)	EA	2		\$ 490	\$ 980			\$ -			\$ -	2		\$ 980	
Inlet Protection (INSTALLED)	EA	32		\$ 80	\$ 2,560			\$ -			\$ -	32		\$ 2,560	
Inlet Protection (REMOVED)	EA	32		\$ 80	\$ 2,560			\$ -			\$ -	32		\$ 2,560	
North American Green (P-300 TRM)	SY	100		\$ 14	\$ 1,400	100		\$ 1,400			\$ -			\$ -	
32" Silt Sock (INSTALLED)	LF	125		\$ 9	\$ 1,125	100		\$ 900			\$ -	25		\$ 225	
32" Silt Sock (REMOVED)	LF	125		\$ 9	\$ 1,125			\$ -			\$ -	125		\$ 1,125	
Wooden Baffle	LF	275		\$ 5	\$ 1,375	275		\$ 1,375			\$ -			\$ -	
Cleanout Marker	EA	4		\$ 5	\$ 20			\$ -			\$ -	4		\$ 20	
Embankment Sediment Trap (Basin 1)	LS	1		\$ 5,000	\$ 5,000	1		\$ 5,000			\$ -			\$ -	
Type M Inlet Sediment Trap (Basin 2)	LS	1		\$ 5,000	\$ 5,000	1		\$ 5,000			\$ -			\$ -	
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 81,671</b>			<b>\$ 43,370</b>			<b>\$ -</b>		<b>\$ 38,301</b>		
<b>STORMWATER MANAGEMENT</b>															
Type C Top Unit	EA	41	25	\$ 400	\$ 26,400			\$ -	27	25	\$ 20,800	14		\$ 5,600	Missing inlets I-G1, I-G2, I-G5, I-G6, I-G7, I-G8, I-G9, I-G11, I-G12, I-D10, I-D11, I-D12, I-D13, I-D21,
Type M Top Unit	EA	14		\$ 400	\$ 5,600			\$ -	11		\$ 4,400	3		\$ 1,200	Missing inlets I-H7, I-D19, I-D20
Standard Inlet Box	EA	50	23	\$ 1,050	\$ 76,650			\$ -	33	23	\$ 58,800	17		\$ 17,850	Missing inlets I-G1, I-G2, I-G5, I-G6, I-G7, I-G8, I-G9, I-G11, I-G12, I-D10, I-D11, I-D12, I-D13, I-D19, I-D20, I-D21, I-H7
Type-4 Box	EA	3	2	\$ 2,750	\$ 13,750			\$ -	3	2	\$ 13,750			\$ -	
Type-5 Box	EA	2		\$ 3,250	\$ 6,500			\$ -	2		\$ 6,500			\$ -	
Tie-in to Existing System	EA		1	\$ 750	\$ 750		1	\$ 750			\$ -			\$ -	
Storm Manhole	EA	7		\$ 1,650	\$ 11,550			\$ -	6		\$ 9,900	1		\$ 1,650	Missing M-G10
15" HDPEP (includes excavation and backfill)	LF	4220	450	\$ 66	\$ 308,220			\$ -	2875	450	\$ 219,450	1345		\$ 88,770	
18" HDPEP (includes excavation and backfill)	LF	355	193	\$ 68	\$ 37,264			\$ -	306	193	\$ 33,932	49		\$ 3,332	
24" HDPEP (includes excavation and backfill)	LF	451	104	\$ 68	\$ 37,740			\$ -	451	104	\$ 37,740			\$ -	
30" HDPEP (includes excavation and backfill)	LF	96		\$ 80	\$ 7,680			\$ -	96		\$ 7,680			\$ -	
36" HDPEP (includes excavation and backfill)	LF	130		\$ 95	\$ 12,350			\$ -	130		\$ 12,350			\$ -	
15" RCP (includes excavation and backfill)	LF	80		\$ 100	\$ 8,000	80		\$ 8,000			\$ -			\$ -	
DW Head/Endwall	EA	5		\$ 1,750	\$ 8,750	5		\$ 8,750			\$ -			\$ -	
Anti-Seep Collar	EA	2		\$ 600	\$ 1,200	2		\$ 1,200			\$ -			\$ -	
Outlet Structure	EA	3		\$ 2,500	\$ 7,500	3		\$ 7,500			\$ -			\$ -	
Trash Rack	EA	5		\$ 100	\$ 500	5		\$ 500			\$ -			\$ -	
Concrete Cradle	LF	80		\$ 10	\$ 800	80		\$ 800			\$ -			\$ -	
Drainage Swale	LF	1000		\$ 5	\$ 5,000	1000		\$ 5,000			\$ -			\$ -	
Stormwater Basin (includes Soil Media, Underdrain, Core Trench, and Grading)	EA	2		\$ 20,000	\$ 40,000	1		\$ 20,000			\$ -	1		\$ 20,000	

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #2**  
**THE TERRACES AT MAPLEWOOD**

INITIAL FS RECOMMENDATION DATE: 05/25/21  
 PREVIOUS FS REDUCTION DATE: 09/21/22  
 CURRENT FS REDUCTION DATE: 09/21/23

HRG NO.: R000242.0002 PH 1248  
 PLAN DATE: 01/08/21  
 LAST PLAN REVISION DATE: 04/09/21



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes	
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity				
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)		
Underground Storm Water Basin (includes geotextile fabric and coarse aggregate)	EA	2		\$ 30,000	\$ 60,000	1		\$ 30,000			\$ -	1		\$ 30,000		
Metal Arch Culvert	EA	2		\$ 20,000	\$ 40,000			\$ -	2		\$ 40,000			\$ -		
Yard Invert	EA	8		\$ 1,000	\$ 8,000			\$ -			\$ -	8		\$ 8,000		
Plunge Pool (R-4 Riprap)	EA	5		\$ 1,000	\$ 5,000	5		\$ 5,000			\$ -			\$ -		
Dissipator (R-3 Riprap)	SY	100		\$ 40	\$ 4,000	100		\$ 4,000			\$ -			\$ -		
8" HDPEP (includes excavation and backfill)	LF	12		\$ 20	\$ 240			\$ -			\$ -	12		\$ 240		
10" Perforated HDPEP (includes excavation and backfill)	LF	115		\$ 25	\$ 2,875			\$ -			\$ -	115		\$ 2,875		
<b>Stormwater Management Total:</b>					<b>\$ 736,319</b>			<b>\$ 91,500</b>			<b>\$ 465,302</b>			<b>\$ 179,517</b>		
<b>PAVING AND CONCRETE</b>																
Concrete Curb, 18"	LF	6519	2360	\$ 21	\$ 186,459			\$ -	4500	2360	\$ 144,060	2019		\$ 42,399		
Bituminous Walking Path	SY	467		\$ 22	\$ 10,274			\$ -			\$ -	467		\$ 10,274		
Sidewalk	SY	2885	1005	\$ 45	\$ 175,050			\$ -			\$ -	2885	1005	\$ 175,050		
Stone Subbase, 6" Depth	SY	19735	4480	\$ 7	\$ 169,505			\$ -	10049	4480	\$ 101,703	9686		\$ 67,802		
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY	19735	4480	\$ 10	\$ 242,150			\$ -			\$ -	19735	4480	\$ 242,150		
Superpave Asphalt, HMA Base (25mm, 3" depth)	SY	19735		\$ 13	\$ 256,555			\$ -	11841		\$ 153,933	7894		\$ 102,622		
Superpave Asphalt, HMA Base (25mm, 5" depth)	SY		4480	\$ 18	\$ 80,640			\$ -		4480	\$ 80,640			\$ -		
Curb Ramp	EA	25	13	\$ 3,150	\$ 119,700			\$ -			\$ -	25	13	\$ 119,700		
Crosswalk	LF	210	300	\$ 2	\$ 1,020			\$ -			\$ -	210	300	\$ 1,020		
Handicap Symbol	EA	18		\$ 43	\$ 774			\$ -			\$ -	18		\$ 774		
Pavement Arrow	EA	1	2	\$ 280	\$ 840			\$ -			\$ -	1	2	\$ 840		
Concrete Curb Stop	EA	18		\$ 100	\$ 1,800			\$ -			\$ -	18		\$ 1,800		
Steps with Handrails	EA	3		\$ 3,000	\$ 9,000			\$ -			\$ -	3		\$ 9,000		
<b>Paving and Concrete Total:</b>					<b>\$ 1,253,767</b>			<b>\$ -</b>			<b>\$ 480,336</b>			<b>\$ 773,431</b>		
<b>MISCELLANEOUS</b>																
Fencing (Vinyl/PVC)	LF	625		\$ 21	\$ 13,125			\$ -			\$ -	625		\$ 13,125		
Concrete Monuments	EA	8	14	\$ 200	\$ 4,400			\$ -			\$ -	8	14	\$ 4,400		
Parking Lighting	EA	26		\$ 2,500	\$ 65,000			\$ -			\$ -	26		\$ 65,000		
Post-mounted Signs	EA	27	17	\$ 200	\$ 8,800			\$ -			\$ -	27	17	\$ 8,800		
Fire Hydrants	EA	11	2	\$ 2,600	\$ 33,800			\$ -	8		\$ 20,800	3	2	\$ 13,000		
Deciduous Trees (2-1/2" - 3" Caliper)	EA	105	43	\$ 250	\$ 37,000			\$ -			\$ -	105	43	\$ 37,000		
Evergreen Trees	EA	61		\$ 175	\$ 10,675			\$ -			\$ -	61		\$ 10,675		
As-Built Plan	LS	1		\$ 10,000	\$ 10,000			\$ -			\$ -	1		\$ 10,000		
Retaining Wall	LF	2400		\$ 30	\$ 72,000	2400		\$ 72,000			\$ -			\$ -		
Ornamental Trees	EA	2		\$ 200	\$ 400			\$ -			\$ -	2		\$ 400		
Dumpster Enclosure	EA	1		\$ 3,000	\$ 3,000			\$ -			\$ -	1		\$ 3,000		
<b>Miscellaneous Total:</b>					<b>\$ 258,200</b>			<b>\$ 72,000</b>			<b>\$ 20,800</b>			<b>\$ 165,400</b>		
<b>Sub-Total:</b>					<b>\$ 2,437,957</b>			<b>\$ 255,070</b>			<b>\$ 966,438</b>			<b>\$ 1,216,449</b>		
<b>10% Contingency:</b>					<b>\$ 243,796</b>	>>	>>	>>	>>	>>	>>	>>	>>	>>	\$ 121,645	<b>Items Proposed for Dedication Total</b>
<b>10% Annual Increase:</b>					>>	>>	>>	>>	>>	>>	>>	>>	>>	\$ -	<b>15% for Post-Dedication Security</b>	
<b>Total:</b>					<b>\$ 2,681,753</b>									<b>\$ 1,338,094</b>	<b>\$ 60,921</b>	

Note: All totals (item, sub, final, etc.) rounded to nearest dollar.

Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.



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

## FINANCIAL SECURITY ADJUSTMENT #2

### SUSQUEHANNA TOWNSHIP

Attn: Betsy Logan

Russel Drive Lot 2

September 25, 2023

As requested by Jessica Hodnett of Triple Crown Corporation on September 7, 2023, Herbert, Rowland & Grubic, Inc. performed a site inspection on September 25, 2023, for the above-referenced project to determine the extent of completion of items covered by the Financial Security.

Based upon our observations of work completed, we recommend that the Financial Security be adjusted to \$174,628, as shown on the attached tabulation.

Original Financial Security Amount		\$464,289
Financial Security Adjustment #1		(\$143,240)
Financial Security Adjustment #2		(\$146,421)
Remaining Security Held		\$174,628

We request that a copy of the updated Financial Security be provided to HRG for our internal records. Please feel free to contact our office if you need additional information regarding this matter.

*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.*

*Please note that the adjusted Financial Security recommendation may include a 10% annual increase for each one-year period from the establishment of said security per PAMPC 509(h); this may lead to increases in security totals from previous adjustment recommendations if sufficient project progress has not been achieved.*

Herbert, Rowland & Grubic, Inc.

Alex Greenly, PE  
 Project Manager

AG/JMC  
 R000242.0002 (Phase 1262)

P:\0002\000242\_0002\1262 - Russel Drive Lot 2 LDP\C - FINANCIAL SECURITY\FSA 2 - PH1262.Docx



**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #2**  
**RUSSEL DRIVE LOT 2**

INITIAL FS RECOMMENDATION DATE: 09/01/22  
 PREVIOUS FS REDUCTION DATE: 05/19/23  
 CURRENT FS REDUCTION DATE: 09/25/23

HRG NO.: R000242.0002  
 PLAN DATE: 04/08/22  
 LAST PLAN REVISION DATE: 06/24/22



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
<b>SITE WORK</b>															
Topsoil/Seed/Mulch (Permanent Stabilization)	SY	4200		\$ 2	\$ 8,400	1200		\$ 2,400			\$ -	3000		\$ 6,000	
Bulk Earthwork (all necessary work to bring site to final grade)	CY	3860		\$ 6	\$ 23,160	3860		\$ 23,160			\$ -			\$ -	
<b>Site Work Total:</b>					<b>\$ 31,560</b>	<b>338</b>		<b>\$ 25,560</b>			<b>\$ -</b>			<b>\$ 6,000</b>	
<b>EROSION &amp; SEDIMENTATION CONTROL</b>															
Stabilized Construction Entrance (INSTALLED)	EA	1		\$ 1,000	\$ 1,000	1		\$ 1,000			\$ -			\$ -	
Stabilized Construction Entrance (REMOVED)	EA	1		\$ 1,000	\$ 1,000	1		\$ 1,000			\$ -			\$ -	
Concrete Washout Area (INSTALLED)	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -	
Concrete Washout Area (REMOVED)	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -	
12" Silt Sock (INSTALLED)	LF	1070		\$ 3	\$ 3,210	1070		\$ 3,210			\$ -			\$ -	
12" Silt Sock (REMOVED)	LF	1070		\$ 3	\$ 3,210			\$ -			\$ -	1070		\$ 3,210	
18" Silt Sock (INSTALLED)	LF	638		\$ 4	\$ 2,552	338		\$ 1,352	300		\$ 1,200			\$ -	
18" Silt Sock (REMOVED)	LF	638		\$ 4	\$ 2,552			\$ -			\$ -	638		\$ 2,552	
Rock Apron (Rip-Rap) (PERMANENT)	SY	7		\$ 120	\$ 840	7		\$ 840			\$ -			\$ -	
Inlet Protection (INSTALLED)	EA	8		\$ 150	\$ 1,200			\$ -			\$ -	8		\$ 1,200	not observed to be installed
Inlet Protection (REMOVED)	EA	8		\$ 150	\$ 1,200			\$ -			\$ -	8		\$ 1,200	
Basin Conversion (includes amended soils and seeding)	SY	382		\$ 50	\$ 19,100			\$ -			\$ -	382		\$ 19,100	
North American Green (S-75)	SY	337		\$ 10	\$ 3,370	237		\$ 2,370	100		\$ 1,000			\$ -	
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 39,734</b>			<b>\$ 10,272</b>			<b>\$ 2,200</b>			<b>\$ 27,262</b>	
<b>STORMWATER MANAGEMENT</b>															
Type C Top Unit	EA	6		\$ 500	\$ 3,000	6		\$ 3,000			\$ -			\$ -	
Type M Top Unit	EA	2		\$ 500	\$ 1,000	2		\$ 1,000			\$ -			\$ -	
Standard Inlet Box	EA	8		\$ 1,500	\$ 12,000	8		\$ 12,000			\$ -			\$ -	
15" HDPEP (includes excavation and backfill)	LF	577		\$ 66	\$ 38,082	577		\$ 38,082			\$ -			\$ -	
18" HDPEP (includes excavation and backfill)	LF	153		\$ 68	\$ 10,404	153		\$ 10,404			\$ -			\$ -	
DW Head/Endwall	EA	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -			\$ -	
Roof Drain	LF	700		\$ 8	\$ 5,600			\$ -			\$ -	700		\$ 5,600	
Emergency Spillway Stabilization (Fabric and R-5)	LS	1		\$ 1,000	\$ 1,000			\$ -			\$ -	1		\$ 1,000	not observed to be installed.
Water Quality Basin (includes: geotextile fabric, pea gravel, underdrain, pipe and fittings, plantings and stabilization)	LS	1		\$ 4,500	\$ 4,500			\$ -			\$ -	1		\$ 4,500	
<b>Stormwater Management Total:</b>					<b>\$ 78,086</b>			<b>\$ 66,986</b>			<b>\$ -</b>			<b>\$ 11,100</b>	
<b>PAVING AND CONCRETE</b>															
Concrete Curb, 18"	LF	967		\$ 28	\$ 27,076	800		\$ 22,400			\$ -	167		\$ 4,676	
Stone Subbase, 8" Depth	SY	6890		\$ 9	\$ 62,010			\$ -	6890		\$ 62,010			\$ -	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY	6890		\$ 11	\$ 75,790			\$ -			\$ -	6890		\$ 75,790	
Superpave Asphalt, HMA Binder (19mm, 2-1/2" depth)	SY	6890		\$ 10	\$ 68,900			\$ -	6890		\$ 68,900			\$ -	
Boulevard Entrance Median	LS	1		\$ 1,000	\$ 1,000	1		\$ 1,000			\$ -			\$ -	
<b>Paving and Concrete Total:</b>					<b>\$ 234,776</b>			<b>\$ 23,400</b>			<b>\$ 130,910</b>			<b>\$ 80,466</b>	
<b>WATER</b>															
Fire Hydrants	EA		1	\$ 4,000	\$ 4,000		1	\$ 4,000			\$ -			\$ -	
<b>Water Total:</b>					<b>\$ 4,000</b>			<b>\$ 4,000</b>			<b>\$ -</b>			<b>\$ -</b>	

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #2**  
**RUSSEL DRIVE LOT 2**

INITIAL FS RECOMMENDATION DATE: 09/01/22  
 PREVIOUS FS REDUCTION DATE: 05/19/23  
 CURRENT FS REDUCTION DATE: 09/25/23

HRG NO.: R000242.0002  
 PLAN DATE: 04/08/22  
 LAST PLAN REVISION DATE: 06/24/22



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
<b>MISCELLANEOUS</b>															
Parking Lighting	EA	10		\$ 2,000	\$ 20,000			\$ -			\$ -	10		\$ 20,000	
Deciduous Trees (2-1/2" - 3" Caliper)	EA	28	3	\$ 275	\$ 8,525			\$ -			\$ -	28	3	\$ 8,525	
Evergreen Trees	EA	17		\$ 200	\$ 3,400			\$ -			\$ -	17		\$ 3,400	
As-Built Plan	LS	1		\$ 2,000	\$ 2,000			\$ -			\$ -	1		\$ 2,000	
<b>Miscellaneous Total:</b>					<b>\$ 33,925</b>			<b>\$ -</b>			<b>\$ -</b>			<b>\$ 33,925</b>	
						<b>Past FS Reductions</b>			<b>Current FS Reduction</b>						
Note: All totals (item, sub, final, etc.) rounded to nearest dollar.					<b>Sub-Total:</b>	\$ 422,081			\$ 130,218			\$ 133,110		\$ 158,753	<b>Items Proposed for Dedication Total</b>
Note: 10% of remaining estimate as of 02.01.2022					<b>10% Contingency:</b>	\$ 42,208	>>	>>	>>	>>	>>	>>	>>	\$ 15,875	\$ 4,825
Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.					<b>10% Annual Increase:</b>	>>	>>	>>	>>	>>	>>	>>	>>	\$ -	<b>15% for Post-Dedication Security</b>
					<b>Total:</b>	\$ 464,289								<b>\$ 174,628</b>	\$ 724



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

## FINANCIAL SECURITY ADJUSTMENT #4

### SUSQUEHANNA TOWNSHIP

Attn: Betsy Logan

Enclave at Elmerston

September 25, 2023

As requested, Herbert, Rowland & Grubic, Inc. performed a site inspection on September 24, 2023, for the above-referenced project to determine the extent of completion of items covered by the Financial Security.

Based upon our observations of work completed, we recommend that the Financial Security be adjusted to \$4,224, as shown on the attached tabulation.

Original Financial Security Amount			\$1,405,429.00
Financial Security Adjustment #1			(\$924,996)
Financial Security Adjustment #2			(\$119,647)
Financial Security Adjustment #3			(\$136,329)
Financial Security Adjustment #4			(\$220,233)
Remaining Security Held			\$4,224

We request that a copy of the updated Financial Security be provided to HRG for our internal records. Please feel free to contact our office if you need additional information regarding this matter.

*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.*

*Please note that the adjusted Financial Security recommendation may include a 10% annual increase for each one-year period from the establishment of said security per PAMPC 509(h); this may lead to increases in security totals from previous adjustment recommendations if sufficient project progress has not been achieved.*

Herbert, Rowland & Grubic, Inc.

Alex Greenly, PE  
 Project Manager

AG/JMC

R000242.0002 (Phase 1247)

P:\0002\000242\_0002\1247 - Enclave At Elmerston LDP\C - FINANCIAL SECURITY\FSA#4 - Enclave At Elmerston.Docx

Enclosures: Financial Security Adjustment #4

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #4**  
**ENCLAVE AT ELMERTON**

ORIGINAL FS DATE: 11/10/21  
 PREVIOUS FS REDUCTION DATE: 05/19/23  
 CURRENT FS REDUCTION DATE: 09/25/23

HRG NO.: R000242.0002 (PH 1247)  
 PLAN DATE: 06/11/21  
 LAST PLAN REVISION DATE: 08/13/21



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity			
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	
<b>SITE WORK</b>															
Seed/Mulch	SY	16680		\$ 2	\$ 33,360	8340		\$ 16,680	8340		\$ 16,680			\$ -	
Replace Topsoil	CY	8861		\$ 4	\$ 35,444	5906		\$ 23,624	2955		\$ 11,820			\$ -	
Bulk Earthwork (all necessary work to bring site to final grade)	CY	45606		\$ 5	\$ 228,030	45606		\$ 228,030			\$ -			\$ -	
<b>Site Work Total:</b>					<b>\$ 296,834</b>	<b>153</b>		<b>\$ 268,334</b>			<b>\$ 28,500</b>			<b>\$ -</b>	
<b>EROSION &amp; SEDIMENTATION CONTROL</b>															
					<b>153</b>										
Stabilized Construction Entrance (INSTALLED)	EA	1		\$ 1,850	\$ 1,850	1		\$ 1,850			\$ -			\$ -	
Stabilized Construction Entrance (REMOVED)	EA	1		\$ 1,850	\$ 1,850	1		\$ 1,850			\$ -			\$ -	
Concrete Washout Area (INSTALLED)	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -	
Concrete Washout Area (REMOVED)	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -	
12" Silt Sock (INSTALLED)	LF	275		\$ 6	\$ 1,650	275		\$ 1,650			\$ -			\$ -	
12" Silt Sock (REMOVED)	LF	275		\$ 6	\$ 1,650			\$ -	275		\$ 1,650			\$ -	
18" Silt Sock (INSTALLED)	LF	153		\$ 7	\$ 1,071	153		\$ 1,071			\$ -			\$ -	
18" Silt Sock (REMOVED)	LF	153		\$ 7	\$ 1,071	153		\$ 1,071			\$ -			\$ -	
24" Silt Sock (INSTALLED)	LF	1051		\$ 10	\$ 10,510	1051		\$ 10,510			\$ -			\$ -	
24" Silt Sock (REMOVED)	LF	1051		\$ 10	\$ 10,510	1051		\$ 10,510			\$ -			\$ -	
Rock Apron (Rip-Rap) (PERMANENT)	SY	83		\$ 75	\$ 6,225	83		\$ 6,225			\$ -			\$ -	
Inlet Protection (INSTALLED)	EA	26		\$ 160	\$ 4,160	26		\$ 4,160			\$ -			\$ -	
Inlet Protection (REMOVED)	EA	26		\$ 160	\$ 4,160			\$ -	26		\$ 4,160			\$ -	
Erosion Control Mat	SY	400		\$ 2	\$ 800			\$ -	400		\$ 800			\$ -	
32" Silt Fence (INSTALLED)	LF	495		\$ 15	\$ 7,425	475		\$ 7,125	20		\$ 300			\$ -	
32" Silt Fence (REMOVED)	LF	495		\$ 15	\$ 7,425			\$ -	495		\$ 7,425			\$ -	
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 60,857</b>			<b>\$ 46,522</b>			<b>\$ 14,335</b>			<b>\$ -</b>	
<b>STORMWATER MANAGEMENT</b>															
Type C Top Unit	EA	29		\$ 600	\$ 17,400	29		\$ 17,400			\$ -			\$ -	
Type M Top Unit	EA	8		\$ 600	\$ 4,800	8		\$ 4,800			\$ -			\$ -	
Standard Inlet Box	EA	37		\$ 1,000	\$ 37,000	37		\$ 37,000			\$ -			\$ -	
Storm Manhole	EA	9		\$ 2,500	\$ 22,500	9		\$ 22,500			\$ -			\$ -	
15" HDPEP (includes excavation and backfill)	LF	3360		\$ 60	\$ 201,600	3360		\$ 201,600			\$ -			\$ -	
18" HDPEP (includes excavation and backfill)	LF	160		\$ 65	\$ 10,400	160		\$ 10,400			\$ -			\$ -	
24" HDPEP (includes excavation and backfill)	LF	100		\$ 68	\$ 6,800	100		\$ 6,800			\$ -			\$ -	
DW Head/Endwall	EA	8		\$ 2,500	\$ 20,000	8		\$ 20,000			\$ -			\$ -	
Anti-Seep Collar	EA	9		\$ 1,000	\$ 9,000	9		\$ 9,000			\$ -			\$ -	
Outlet Structure	EA	4		\$ 3,500	\$ 14,000	4		\$ 14,000			\$ -			\$ -	
Trash Rack	EA	3		\$ 200	\$ 600	3		\$ 600			\$ -			\$ -	
Level Spreader	EA	1		\$ 2,500	\$ 2,500	1		\$ 2,500			\$ -			\$ -	
Stormwater Basin Conversion	LS	1		\$ 50,000	\$ 50,000	1		\$ 50,000			\$ -			\$ -	
<b>Stormwater Management Total:</b>					<b>\$ 396,600</b>			<b>\$ 396,600</b>			<b>\$ -</b>			<b>\$ -</b>	
<b>PAVING AND CONCRETE</b>															
Sidewalk	SY	3000		\$ 18	\$ 54,000	2600		\$ 46,800	400		\$ 7,200			\$ -	
Curb Ramp	EA	8		\$ 500	\$ 4,000			\$ -	6		\$ 3,000	2		\$ 1,000	Ramp 601 - DWS not secure Ramp 586 - DWS not secure
Handicap Symbol	EA	2		\$ 61	\$ 122			\$ -	2		\$ 122			\$ -	
Greenbelt Trail Connection	SY	500		\$ 18	\$ 9,000			\$ -	500		\$ 9,000			\$ -	
Veterans Park Trail	SY	850		\$ 18	\$ 15,300	850		\$ 15,300			\$ -			\$ -	
Line Stripping	LS	1		\$ 10,000	\$ 10,000			\$ -	1		\$ 10,000			\$ -	
Concrete Curb, 18"	LF	3910		\$ 17	\$ 66,470	3910		\$ 66,470			\$ -			\$ -	
Superpave Asphalt, HMA Binder (19mm, 2" depth)	SY	12225		\$ 10	\$ 122,250	12225		\$ 122,250			\$ -			\$ -	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY	12225		\$ 9	\$ 110,025			\$ -	12225		\$ 110,025			\$ -	

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #4**  
**ENCLAVE AT ELMERTON**

ORIGINAL FS DATE: 11/10/21  
 PREVIOUS FS REDUCTION DATE: 05/19/23  
 CURRENT FS REDUCTION DATE: 09/25/23

HRG NO.: R000242.0002 (PH 1247)  
 PLAN DATE: 06/11/21  
 LAST PLAN REVISION DATE: 08/13/21



Description	Units	Standard Quantity	Dedicated Quantity	Unit Cost	Item Total	Financial Security Reduction						Financial Security Remaining After Reduction			Notes		
						Previous Quantity Reduced			Current Quantity Reduced			Remaining Quantity					
						Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)	Standard	Dedicated	Total (\$)			
Stone Subbase, 6" Depth	SY	12225		\$ 7	\$ 85,575	12225		\$ 85,575			\$ -			\$ -			
<b>Paving and Concrete Total:</b>					<b>\$ 476,742</b>			<b>\$ 336,395</b>			<b>\$ 139,347</b>			<b>\$ 1,000</b>			
<b>MISCELLANEOUS</b>																	
Post-mounted Signs	EA	5		\$ 200	\$ 1,000			\$ -	5		\$ 1,000			\$ -			
As-Built Plan	LS	1		\$ 2,000	\$ 2,000			\$ -			\$ -	1		\$ 2,000			
Deciduous Trees (2" - 2-1/2" Caliper)	EA	48		\$ 250	\$ 12,000			\$ -	48		\$ 12,000			\$ -			
Evergreen Groundcover Plantings	EA	79		\$ 30	\$ 2,370			\$ -	51		\$ 1,530	28		\$ 840			28 are brown and don't appear to be rooted successfully
					\$ -			\$ -			\$ -			\$ -			
Benches	EA	11		\$ 500	\$ 5,500	4		\$ 2,000	7		\$ 3,500			\$ -			
Retaining Wall	LF	264		\$ 90	\$ 23,760	264		\$ 23,760			\$ -			\$ -			
<b>Miscellaneous Total:</b>					<b>\$ 46,630</b>			<b>\$ 25,760</b>			<b>\$ 18,030</b>			<b>\$ 2,840</b>			
Note: All totals (item, sub, final, etc.) rounded to nearest dollar.						<b>Sub-Total:</b>		\$ 1,277,663			\$ 200,212			\$ 3,840			<b>Items Proposed for Dedication Total</b>
Note: 10% of remaining balance held for contingency						<b>10% Contingency:</b>		\$ 127,766	>>	>>	>>	>>	>>	\$ 384			<b>No Items Proposed for Dedication</b>
Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.						<b>10% Annual Increase:</b>		>>	>>	>>	>>	>>	<b>Number of Years</b>	\$ -			<b>15% for Post-Dedication Security</b>
<b>Total:</b>					\$ 1,405,429									<b>\$ 4,224</b>			<b>N/A</b>



# ARM Group LLC

Engineers and Scientists

---

September 5, 2023

Susquehanna Township  
c/o Alex Greenly, PE  
Project Manager | Civil  
Herbert, Rowland and Grubic, Inc.  
369 East Park Drive  
Harrisburg, PA 17111

Re: Phase I ESA Proposal  
DGS Annex Complex Lot 16  
Susquehanna Twp, Dauphin Co., PA  
ARM Proposal P23011351

Dear Mr. Greenly:

ARM Group LLC (ARM) appreciates the opportunity to present this proposal to Susquehanna Township (the Client) to complete a Phase I Environmental Site Assessment (ESA) for the DGS Annex Complex Lot 16 (Subject Property) consisting of approximately 84 acres located to the north of Elmerton Avenue, with Interstate 81 abutting the northern part of the lot, in Susquehanna Township, Dauphin County, Pennsylvania. The purpose of this Phase I ESA will be to identify Recognized Environmental Conditions as defined by ASTM Standard E-1527-21. Based on the information provided, it is understood that there are currently no building improvements on the site, and approximately 22 acres of the site includes an unpermitted municipal solid waste landfill. ARM previously conducted a Phase 1 ESA of the Subject Property and issued its report in August of 2016. Acceptance of this proposal will serve as acknowledgement by you that the above Subject Property description and the Limit of Assessment on the attached Site Map from the 2016 ESA report are accurate to complete this Phase I ESA.

## SCOPE OF WORK

ARM will complete a Phase I ESA of the above-referenced site. The ESA will be performed in accordance with the American Society for Testing and Materials (ASTM) Standard E-1527-21, including the United States Environmental Protection Agency (USEPA) All Appropriate Inquiry (AAI) requirements (40 CFR Part 312). *The purpose of the ESA will be to identify Recognized Environmental Conditions, which mean the presence of any hazardous substances or petroleum*

---

PRECISE. RESPONSIVE. SOLUTIONS.

---

1129 West Governor Road, P.O. Box 797, Hershey, PA 17033-0797

*products in, on or at a property due to any release or material threat of release to the environment.* Upon completion of the assessment, ARM will prepare a report in accordance with the ASTM E-1527-21 standard. The report will: describe the geology, soils, topography, and hydrology of the site; describe the site and site conditions as observed during the site inspection and include a Site Diagram, provide a summary of the information gathered from interviews with the current owner, state, and/or local official(s); include photo documentation of the site conditions as observed at the time of the site inspection, describe the site history and include a summary of the environmental database search. Data sources will be documented within the report that will also contain appended details of these sources. It should be noted that the scope of work for this ESA does not include environmental sampling (soil, sediment, water, lead-based paint, PFAS, asbestos-containing materials, and/or PCB sampling), wetland delineation, or indoor air quality/radon surveillance. Based on information developed during the background investigation, visual observations and professional judgment, ARM will set forth clear conclusions regarding whether Recognized Environmental Conditions are present at the site. A digital (PDF) color copy of the report will be sent to you electronically upon completion. This proposal assumes that the deliverables, provided as a result of the work proposed herein, are provided for the sole use of the Client and may not be used or relied upon by any other person without the express written consent and authorization of ARM. Reliance letters may be provided for other entities upon request at an additional fee.

It is assumed the Client will assist ARM with access to the property and will identify a person who is knowledgeable of the uses and physical characteristics of the property and can be interviewed in conjunction with the site visit. The Client has provided a plan showing the property boundaries for the site inspection. A User and Owner Questionnaire will be provided and are to be completed in order to qualify for one of the Landowner Liability Protections offered by the Small Business Liability Relief and Brownfields Revitalization Act of 2001 (the "Brownfields Amendments"). In addition, a search for the existence of environmental liens and activity use limitations (AULs) is required to be performed by or on behalf of the party seeking to qualify for Landowner Liability Protections. It is assumed that the Client will engage a title company, real estate attorney, or title professional to undertake a review of reasonably ascertainable recorded land title records and lien records.

### **COST**

ARM will perform the work scope described in this proposal for a Lump Sum Fee of **\$3,300** for this work.

### **TERMS AND CONDITIONS**

All services will be provided in accordance with the attached ARM Standard Terms and Conditions, which the undersigned acknowledges as having read and agreed to upon acceptance of this proposal. Invoices will be prepared monthly at a minimum, based on work completed. Our



terms for payment are net: 30 days. Invoices aging past 30 days are subject to a late fee of 1½-percent per month. It is assumed that the client will assist with access to the property during normal working hours and completion of the User and Owner Questionnaires.

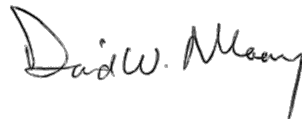
### PROPRIETARY NOTICE

Information contained within this document is the property of, and proprietary to ARM, and cannot be reproduced, disclosed, or used, except for evaluation purposes, without the express written consent of ARM. This proposal will remain open for 90 days.

### CLOSING

ARM can proceed with the Phase I ESA immediately upon receipt of written authorization and the retainer. ARM will present its report within approximately 2 weeks of the site inspection. You may authorize this work by signing in the space provided below and returning a copy of the signed proposal. ARM appreciates the opportunity to provide this proposal to you and looks forward to working with you on this project. If you have any questions or require additional information, please do not hesitate to contact me at 717 508-0595

Respectfully submitted,  
ARM Group LLC



David W. Mooney  
Senior Project Manager

Reviewed by: Justin Paul, Project Manager

**Attachments:** ARM Group LLC Standard Terms and Conditions  
Site Map – DGS Annex Complex Lot 16, Susquehanna Township PA





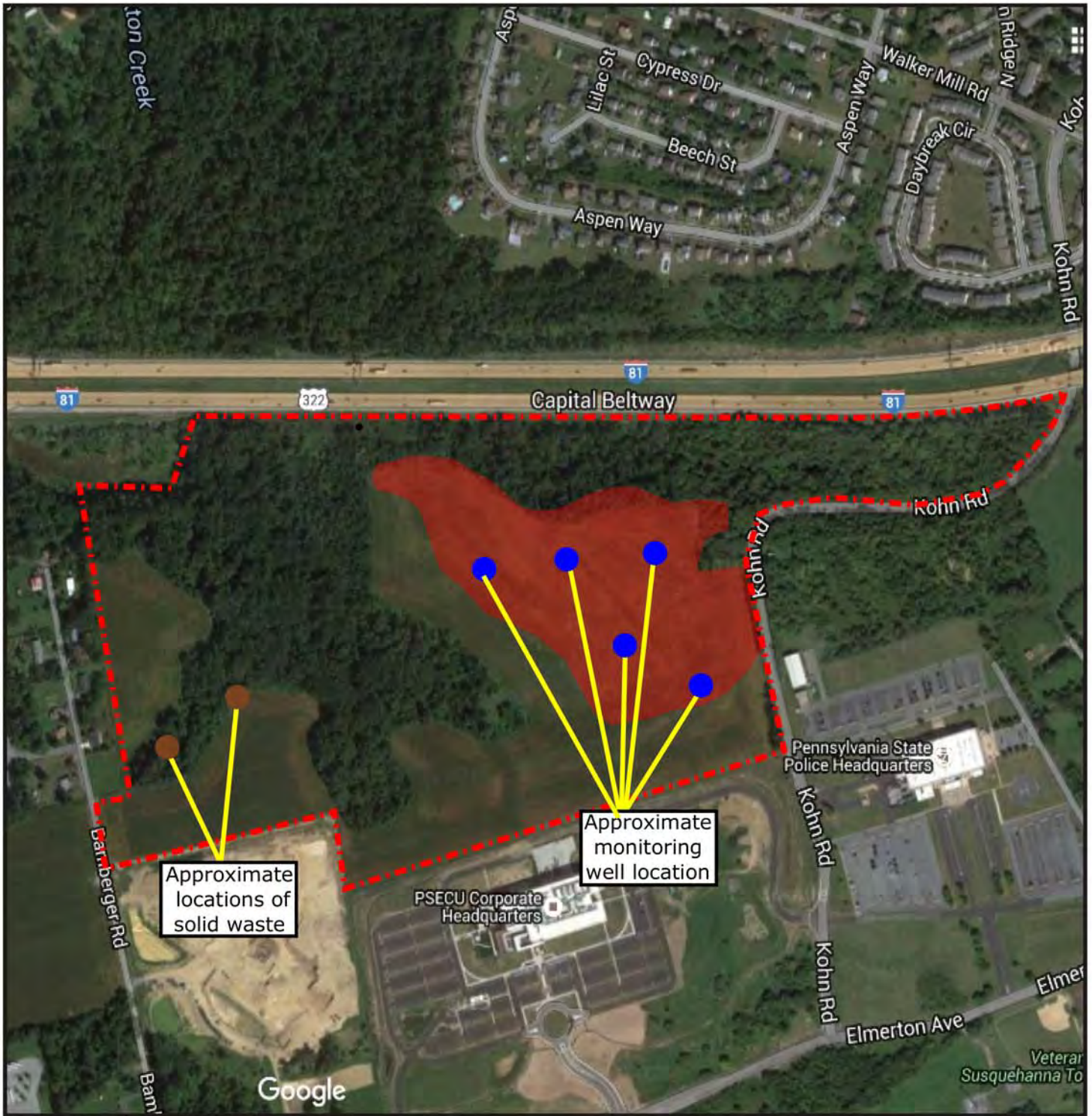
**AGREED AND ACCEPTED BY: Susquehanna Township  
ARM Proposal P23011351**

**By:** \_\_\_\_\_  
**Printed Name and Title of Authorized Representative**

\_\_\_\_\_  
**Signature** **Date**

The above signed represents that they have read and understand the attached Terms and Conditions and have the authority to enter into this agreement on behalf of the client named above.





Imagery (c)Google Map Data


--- = Approximate Limit of Assessment

■ = Approximate Limit of Landfill

NOT TO SCALE



## Figure 2

<b>Site Plan</b>	
Lot 16 DGS Annex Complex Harrisburg, Pennsylvania 17110	
March 2016	 <b>ARM Group Inc.</b> Earth Resource Engineers and Consultants 1129 West Governor Road - Hershey, PA 17033
160131	

**ARM GROUP LLC  
STANDARD TERMS AND CONDITIONS**

**1.0 GENERAL**

ARM Group LLC (ARM) agrees to perform for Client, and Client alone, the services set forth in the Proposal in accordance with generally accepted professional practices, in the same or similar localities, related to the nature of work accomplished, at the time the services are performed. ARM's services shall not be subject to any express or implied warranties whatsoever. Any references to the term services herein shall include Basic Services and authorized Additional Services as defined herein. The Proposal to which these Standard Terms and Conditions apply is valid for 30 days from the date of the Proposal. Beyond that date ARM may elect to extend the time period for providing its services as described in the Proposal as initially written; extend the Proposal with modifications; or nullify the Proposal. In the case of services provided under a single Proposal, but provided over a period of time extended beyond that contemplated in the Proposal, ARM shall be entitled to renegotiate its fee to cover any increased costs or changed conditions associated with the subject time period extension.

**2.0 SCOPE OF ARM SERVICES**

**2.1 Basic Services.**

The Basic Services shall consist of those specific services or tasks as described or enumerated in the Proposal.

**2.2 Uncertainty of Subsurface Conditions; Changing Conditions Over Time.**

Because subsurface conditions are inherently random, variable, and often indeterminate in nature, the professional services rendered by ARM, and opinions provided with respect to such conditions, including the presence or absence of potentially hazardous substances, being performed by ARM in accord with the Proposal (including opinions regarding potential future costs), are not guaranteed to be a representation of actual site conditions or anticipated costs (if such are provided as a service by ARM). In addition, conditions found to exist at the time of ARM's work under the subject Proposal, are subject to change with time as a result of changes that may occur to the subject property or due to the availability of new or additional information.

**2.3 Reliability of Existing, Available Information.**

ARM may provide Client with a written report ("Report") in connection with the services performed. The Report will present such findings and conclusions as ARM may reasonably make with the information gathered in accordance with the Proposal. In preparing the Report, ARM may review and interpret certain information provided to it by third parties, including government agencies, registries of deeds, testing laboratories and other entities. Client agrees that ARM, in its sole discretion, may rely upon such information, and Client understands that ARM will not conduct an independent evaluation of the accuracy or completeness of such information, and that ARM shall not be responsible for any errors or omissions contained in such information.

**2.4 Document Use Restrictions.**

Subject to the specific provisions of these Standard Terms and Conditions, and particularly Section 11.0 hereof, any report(s) other related documents including, without limitation, letters, memos, hand-written notes, design drawings, calculations, figures, tables, datasets, and spreadsheets are instruments of service which are prepared for, and made available for the sole use of the Client, and the instruments of service may not be used or relied upon by any other person without the express written consent and authorization of ARM.

**3.0 ADDITIONAL SERVICES OF ARM**

If mutually agreed by the Client and ARM, ARM shall perform Additional Services that are in addition to Basic Services. Additional Services are not included as part of Basic Services and will be paid by the Client at a negotiated rate. Client agrees that Additional Services, either requested by the Client or recommended by ARM, may be authorized by Client on the basis of verbal authorization provided to ARM by Client's authorized representative. Client acknowledges that authorized Additional Services are subject to these Standard Terms and Conditions, as applicable.

**4.0 SERVICES EXCLUDED BY ARM**

Services not expressly set forth in writing within the scope of the Proposal are excluded from the scope of ARM's services, and ARM assumes no duty to the Client to perform such services. The services to be performed by ARM shall not include an analysis or determination by ARM as to whether the Client is in compliance with federal, state, or local laws, statutes, ordinances, or regulations, except in the case where the Client specifically engages ARM via ARM's Proposal to conduct such an analysis or determination. Except where expressly stated in the Proposal, ARM's services shall not include directly or indirectly storing, arranging for or actually transporting, disposing, or treating hazardous substances, hazardous materials, hazardous wastes or petroleum products. ARM's services shall not include an independent analysis of work conducted and information provided by independent laboratories or other independent contractors retained by ARM in connection with



ARM's services provided to the Client. Also, unless specifically described or listed in the Proposal, ARM's services do not include sampling of soils, water, air, or other materials.

## 5.0 RESPONSIBILITIES OF THE CLIENT

### 5.1 Information.

The Client shall provide all information in its possession, custody, or control which relates to the project site(s), its present and prior uses, or to activities at the site which may bear upon the services of ARM as set forth in the Proposal, including, but not limited to, the following:

- (i) a legal description of the site, including boundary lines and a site plan;
- (ii) historical information as to the prior owners of the site;
- (iii) identification of the location of overhead and underground utilities: underground tanks; waste generation, storage or disposal areas; and structures; information to be provided shall also include available plans of the site;
- (iv) a description of activities which were conducted at the site at any time by the Client or by any person or entity which would relate to the services to be provided by ARM; and
- (v) identification, by name, quantity, location, and date, of any releases or handling of hazardous substances (as defined herein).

### 5.2 Authorized Access to the Project Site/Property.

The Client shall be fully responsible for obtaining the necessary authorizations to allow ARM, its agents, subcontractors and representatives, to have access to the project site and buildings thereon at reasonable times throughout the period of contract performance. ARM will take reasonable precautions to minimize damage to the site from use of equipment, but Client understands that unavoidable damage or alteration of the site may occur and Client agrees to assume responsibility for such unavoidable damage or alteration, including the cost of site restoration, if required.

### 5.3 Underground Utilities.

Client agrees to assume responsibility for personal and property damages due to ARM's inadvertent interference with or damage to subterranean structures such as pipes, tanks, and utility lines that are not correctly shown on the documents provided by Client to ARM or in the event that the locations of subterranean structures are not known by Client or not communicated to ARM by Client.

### 5.4 Reliance Upon Client-Furnished Services, Information or Data.

The services, information, and other data required by this Section to be furnished by the Client shall be provided at the Client's expense, and ARM may rely upon all data furnished by the Client, and the accuracy and completeness thereof.

## 6.0 PAYMENTS AND INVOICING

ARM will submit invoices for its services to the Client on a monthly basis, and each invoice will cover all sums payable to ARM for services generally provided to Client by ARM and its suppliers and subcontractors for the preceding month. Such invoices shall be in accordance with the scope of services presented within the Proposal and as accepted by the Client. Unit rates and prices for such services shall be invoiced in accord with specific provisions of the Proposal or as otherwise shown on ARM's currently-in-effect Consulting Rate Schedule which is ordinarily attached to each of ARM's proposals. Terms for payment are net: 30 days, and each ARM invoice will specify the due date, accordingly. In authorizing ARM to perform services, Client explicitly agrees to accept and honor these payment terms. Invoices aging past 30 days are subject to a late payment finance charge of 1.5% per month, 18% per annum (simple interest), and such finance charges shall automatically be incurred by Client and shall be due to ARM in the event that the Client fails to honor the specified payment terms. If billings become delinquent, ARM may stop all work until Client's account is brought current, or ARM may withdraw from this engagement. Client acknowledges and agrees that ARM is not required to continue work in the event of Client's failure to pay in accordance with these terms. Client further acknowledges and agrees that, in the event ARM stops work or withdraws from this engagement as a result of Client's failure to pay in accordance with these terms, ARM shall not be liable to the Client for any damages that are incurred as a result of the cessation of work and that Client remains liable for billings up to the date of cessation of services. In the event that ARM incurs costs of collection of overdue accounts, Client also agrees to bear the full collection expense incurred by ARM. Applicable collection costs or expenses shall include and not be limited to attorney fees, court and magistrate costs, postage and express mail services, fees charged by duly authorized collection agencies, and other related costs.

## 7.0 LIMITATION OF RESPONSIBILITY

### 7.1 Limitation of Liability.

CLIENT HEREBY AGREES THAT TO THE FULLEST EXTENT PERMITTED BY LAW, ARM'S TOTAL LIABILITY TO CLIENT FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES OR DAMAGES WHATSOEVER



ARISING OUT OF OR IN ANY WAY RELATING TO THE PROJECT FROM ANY CAUSE OR CAUSES INCLUDING BUT NOT LIMITED TO ARM'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY, SHALL NOT EXCEED THE LESSER OF THE TOTAL AMOUNT PAID BY THE CLIENT FOR THE SERVICES OF THE CONSULTANT UNDER THIS CONTRACT OR \$50,000.

- i) **Limitation of Liability for Services Provided in Karst Regions:** ARM neither states nor implies that sufficient site and/or subsurface characterization activities have been conducted to avoid all risks associated with the project including, but not limited to: sinkhole development and repair, and associated costs, delays, and other effects to the project; rock removal and associated costs, delays, and other effects to the project; and/or unknown conditions and conditions not expressly described in any work product of ARM. Client must recognize and accept the potential for sinkhole or related feature development at the subject site. The risks and associated costs for addressing sinkhole-related activity lie solely with the project owner, developer, and/or construction contractor, as applicable. ARM accepts no liability whatsoever for sinkhole-related activity and costs arising therefrom, regardless of the services conducted by ARM. ARM's investigation activities and recommendations are intended to help reduce the risk and magnitude of sinkhole-related activity in association with the subject project and any associated response costs, but no guarantee or warranty against sinkhole development and/or related issues, either express or implied, is made by ARM.
- ii) **Geophysical Services:** By their inherent capabilities and limitations, geophysical surveys are not 100-percent accurate, nor can they completely define subsurface conditions. ARM will not accept responsibility for inherent technique limitations, survey limitations, potentially foreseen or unforeseen site-specific conditions, or alleged operator error. Client, Owner, and all persons in any way using or relying on the information collected from this survey will accept all liability for the use, reliance, and actions taken based on the information collected in the survey and contained in the report, and shall hold ARM harmless for any and all damages allegedly resulting from or actually resulting from the information collected from the geophysical services/survey.

## 7.2 No Special or Consequential Damages.

In no event shall either Client or ARM be liable for special, indirect, or consequential damages whatsoever, including, without limitation, loss of use or loss of profits, incurred by one another or successors, regardless of whether such damages are caused by a breach of contract, willful misconduct, negligent act or omission, or other wrongful act, whether professional or unprofessional, of either of them or their employees or associates.

## 7.3 Indemnification.

To the fullest extent permitted by law, Client agrees to defend, indemnify, and hold ARM, its agents, subcontractors, and employees harmless from and against any and all claims, defense costs, including attorneys' fees, damages, and other liabilities arising out of or in any way related to: a) services performed by ARM for Client; b) reports, letters, recommendations, designs, illustrations and calculations prepared for Client by ARM; c) ARM's presence on the Client's property or project site(s); or, d) the presence, release, or threatened release of asbestos, hazardous substances, or pollutants on or from the Client's property or project site(s); **except that** Client shall not indemnify ARM against liability for damages to the extent caused by the negligence or misconduct of ARM, its agents, subcontractors, or employees.

## 7.4 Limitation on Construction-Related Testing and Inspections.

ARM will perform construction-related testing and inspections in accordance with a normal standard of care, but assumes no liability for any damages alleged to arise from ARM's failure to identify, disclose or otherwise recognize work performed by others that does not conform to the applicable construction documents or specifications.

## 8.0 DISPUTES RESOLUTION

All claims, disputes, and other matters in controversy between ARM and Client arising out of or in any way related to the Proposal will be submitted to "alternative dispute resolution" (ADR) such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law. If a dispute at law arises related to the services provided under the Proposal and that dispute requires litigation as provided above, then: **(a)** Client assents to personal jurisdiction in the State of ARM's principal place of business; **(b)** The claim will be brought and tried in judicial jurisdiction of the court of the county where ARM's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction; and **(c)** The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' and expert witness fees, and other claim-related expenses.



## 9.0 DISCOVERY OF UNANTICIPATED POLLUTANT RISKS

If, while performing the services, pollutants are discovered that pose unanticipated risks, it is hereby agreed that the scope of services, schedule, and the estimated project cost will be reconsidered and that the Basic Services shall immediately become subject to renegotiation or termination.

In the event that the services are terminated because of the discovery of pollutants posing unanticipated risks, Client agrees that ARM shall be paid for its total charges for labor performed and reimbursable charges incurred to the date of termination of the services, including, if necessary, any additional labor or reimbursable charges incurred in demobilizing and in effecting such termination.

Client also agrees that the discovery of unanticipated hazardous substances may make it necessary for ARM to take immediate measures to protect the health and safety of ARM personnel and others, as appropriate. ARM agrees to notify Client as soon as practically possible should unanticipated hazards or hazardous substances or suspected hazards or hazardous substances be encountered. Client authorizes ARM to take measures that in ARM's sole judgment are justified to safeguard ARM's personnel and others, including the general public. Client agrees to compensate ARM for the additional cost associated with such authorized additional steps and measures, pursuant to the provisions of ARM's Consulting Rate Schedule that is then in effect.

## 10.0 DISPOSITION OF SAMPLES AND EQUIPMENT

### 10.1 Disposition of Unpolluted Samples.

No samples of unpolluted soil and rock will be kept by ARM unless agreed otherwise.

### 10.2 Hazardous or Potentially Hazardous Samples and Materials.

In the event that samples and/or materials contain or are suspected to contain substances or constituents that are hazardous or otherwise detrimental to health, safety, or the environment as defined by federal, state, or local statutes, regulations, or ordinances, ARM will, after completion of testing (1) return such samples and materials to Client, or (2) reach an agreement in writing to have such samples and materials properly disposed in accordance with applicable laws. Client agrees to pay all costs associated with the storage, transport, and disposal of samples and materials. Client recognizes and agrees that ARM is acting as an agent of Client and at no time assumes title to said waste.

### 10.3 Contaminated Equipment.

All laboratory and field equipment contaminated in performing Basic or Additional Services will be cleaned at Client's expense. Contaminated consumables will be disposed of and replaced at Client's expense. Equipment (including tools) which cannot be reasonably decontaminated shall become the property and responsibility of Client. All such equipment shall be delivered to Client or disposed of in a manner similar to that indicated for hazardous samples. Client agrees to pay the fair market value of any such equipment which cannot reasonably be decontaminated.

## 11.0 REPORTS, RECOMMENDATIONS, AND OWNERSHIP OF DOCUMENTS

Reports, recommendations, and other documents resulting from ARM's efforts are intended solely for purposes of the services described by the Proposal; any reuse or changes by Client or others for purposes outside of those described by the Proposal or any failure to follow ARM's recommendations, without ARM's written permission, shall be at the Client's and/or the user's sole risk. Client will furnish such reports, data, studies, plans, specifications, documents, and other information deemed necessary by ARM for proper performance of its services. ARM may rely upon Client-provided documents in performing the services described by the Proposal; however, ARM assumes no responsibility or liability for the accuracy of such documents. Client-provided documents will remain property of Client.

All reports, field notes, calculations, estimates, data, spreadsheets, designs, and other documents which ARM prepares are instruments of service, and ARM shall be deemed the author and owner of such instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights. Upon Client's acceptance of ARM's Proposal, ARM grants to Client a non-exclusive license to use these instruments of service in accordance with the provisions of this Section (Section 11.0) conditioned upon Client's full payment of the applicable invoice(s) relating to such instruments of service. The Client shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of ARM. Any termination of the services offered by ARM in its Proposal prior to completion of the authorized services, or any failure of Client to make full payment of the applicable invoice(s) relating to such services shall terminate this license. Upon such termination, the Client shall refrain from making further reproductions of ARM's instruments of service and shall return to ARM within seven days of termination all originals and reproductions of ARM's instruments of service in the Client's possession or control.

ARM will retain all pertinent records relating to services performed for a period of three (3) years following completion of the services described by the Proposal, during which period the records will be made available to Client for review or duplication, at all reasonable times, and at Client's sole expense.



ARM reserves the right to use general descriptive information pertaining to the project and to the services provided by ARM in relation thereto, including images and plans generated by ARM during the course of providing the services described under the Proposal, for business development or marketing purposes. Images or plans prepared by or provided by others will not be used for such purposes without the written permission of the applicable parties.

#### **12.0 TERMINATION**

The services offered by the Proposal and accepted by the Client may be terminated by either party by giving seven (7) days written notice to the other party. If this Agreement is terminated, it is agreed that ARM shall be paid for total charges for labor performed to the termination notice date, plus reimbursable charges. Within five business days of receipt of all payable amounts due to ARM, ARM will provide Client with all data that ARM collected and work products that ARM completed for Client.

#### **13.0 FORCE MAJEURE**

ARM shall not be liable to the Client for delays in performing the services, nor for the direct or indirect cost resulting from such delays, that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control of ARM.

#### **14.0 SEVERABILITY AND SURVIVAL**

Any element of these terms and conditions later held to violate a law shall be deemed void, and all remaining provisions shall continue in force. However, Client and ARM will in good faith attempt to replace any invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision. All of these terms and conditions which allocate liability between Client and ARM shall survive the completion of the services hereunder and the termination of services.

#### **15.0 ENTIRE AGREEMENT**

The terms and conditions set forth herein constitute the entire understanding and agreement of Client and ARM with respect to the Services. All previous proposals, offers, and other communications relative to the provisions of these Services are hereby superseded. Should Client utilize its purchase order or any other form to procure services, Client acknowledges and agrees that its use of such purchase order or other form is solely for administrative purposes and in no event shall ARM be bound to any term and conditions on such purchase order or other form, regardless of reference to or signature upon such purchase order or other form by ARM. Client shall reference this Agreement on any purchase order or other form it may issue to procure ARM services, but Client's failure to do so shall not operate to modify this Agreement.

