



# *Susquehanna* TOWNSHIP

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## **Susquehanna Township Board of Commissioners**

### **Regular Meeting Agenda**

**May 12, 2022**

**Holtzman Elementary School Gymnasium**

**6:30 p.m.**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**
- D. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS**
- E. APPROVAL OF MINUTES**
  - 1. April 28, 2022 – Board of Commissioners Workshop
- F. RECOGNITIONS AND PRESENTATIONS – None.**
- G. REPORTS OF COMMITTEES**
  - 1. Building & Grounds (Rothrock/Pyne)
  - 2. Budget, Finance, Insurance & Pension (Fleming/Pyne/Rebarchak)
  - 3. Public Works (Napper/Hisiro)
  - 4. Health & Sanitation (Rebarchak/ Hisiro)
  - 5. Administration & Personnel (Napper/Fleming/Engle)
  - 6. Police (Engle/Faylona)
  - 7. Fire, EMS, EMA (Hisiro/Fleming)
  - 8. Recreation (Faylona/Hisiro)
  - 9. Planning & Zoning (Rothrock/Pyne/Rebarchak)
- H. BIDS AND AGREEMENTS**
- I. ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS**
  - 1. **A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING A PERFORMANCE EVALUATION**

**POLICY, ATTACHED HERETO AS EXHIBIT “A” AND MADE PART OF THIS RESOLUTION**

*David Pribulka, Township Manager & Nancy Hess, NJ Hess Associates*

**Narrative**

The Township engaged NJ Hess Associates of Hummelstown, PA to develop a performance evaluation instrument for non-uniformed personnel. Nancy Hess, principal of the firm, has developed the draft policy which has been appended to the resolution for consideration this evening. Also provided with the agenda is the template for the development of employee performance plans prepared by NJ Hess Associates. Department Directors and front-line supervisors would complete the template for each of their direct reports, and there would be, at minimum, quarterly “touch points” and coaching sessions with staff to evaluate progress, make adjustments, and provide opportunities for continuing professional development.

*Staff recommendation: That the Board of Commissioners adopt the resolution establishing a performance evaluation policy.*

**2. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF HEALTH “WALKWORKS” PROGRAM IN AN AMOUNT OF \$20,000 TO FUND AN ACTIVE TRANSPORTATION PLAN CONSISTENT WITH THE RECOMMENDATIONS OF THE SUSQUEHANNA TOWNSHIP COMPREHENSIVE PLAN**

*Doug Knauss, Director of Parks and Recreation*

**Narrative**

Provided with the agenda is a copy of a resolution authorizing the Director of Parks and Recreation to submit a grant application for \$20,000 to the PA Dept. of Health “WalkWorks” program. The program was established to aid communities in developing active transportation plans and multimodal accommodations throughout the Commonwealth. If awarded, the grant proceeds would be used to fund the preparation of a Township-wide Bicycle, Pedestrian, and Greenway Plan in accordance with the “Pedestrian and Bicycle Connections” Element of the Susquehanna Township Comprehensive Plan: Sustainable Susquehanna 2030.

*Staff recommendation: That the Board of Commissioners adopt the resolution authorizing the submission of a Pennsylvania Department of Health “WalkWorks” grant in an amount of \$20,000 to develop a Susquehanna Township Bicycle, Pedestrian, and Greenway Plan.*

**J. REPORTS**

- |                                |                                  |
|--------------------------------|----------------------------------|
| <b>1. Township Manager</b>     | <b>3. Community and Economic</b> |
| <b>2. Public Safety/Police</b> | <b>Development</b>               |

4. Public Works
5. Engineering
6. Solicitor
7. School Board (Pyne/Fleming)
8. Authority – (Napper/Pribulka)
9. Shade Tree (Pyne/Rebarchak)

10. Communications  
(Pyne/Rebarchak/Faylona)
11. Human Relations  
(Hisiro/Faylona)
12. Parks & Recreation

**K. OLD BUSINESS**

**1. AUTHORIZATION OF CONTRACT SUPPLEMENT TO NJ HESS ASSOCIATES FOR THE IMPLEMENTATION OF THE PERFORMANCE EVALUATION SYSTEM**

*David Pribulka, Township Manager*

**Narrative**

Earlier in the agenda, the Board of Commissioners was asked to adopt a resolution establishing a performance evaluation policy and procedure for Township staff. If approved, it is recommended that the Board retain NJ Hess Associates to assist in the implementation of the policy and meet with senior staff to facilitate a “train the trainer” session and any one-on-one assistance necessary to implement the policy. Provided with the agenda is a proposal from Nancy Hess of NJ Hess Associates to facilitate the implementation of the performance evaluation policy. The attachment includes a scope of work and methodology proposed.

*Staff recommendation: That the Board of Commissioners authorize the Township Manager to execute a contract supplement with NJ Hess Associates in an amount of \$900.00 to assist with the implementation of the performance evaluation policy.*

**2. APPROVAL OF CONTRACT ADDENDUM WITH ZENCITY TECHNOLOGIES LTD. FOR A TERM BEGINNING JUNE 14, 2022, AND ENDING JUNE 14, 2023**

*Betsy Logan, Assistant Township Manager*

**Narrative**

Provided with the agenda is a contract addendum with ZenCity to renew the Township’s engagement for an additional year commencing June 14, 2022, and ending June 14, 2023. The Township initiated its partnership with ZenCity as a tool to receive meaningful feedback from Township residents to aid in our mission of providing better public service delivery. The addendum still includes a substantial initial term discount, and staff is recommending approval of the same. Below is a link to ZenCity’s Civil Space being used for public engagement on the Susquehanna Township Recreation Plan:

[Susquehanna Township Recreation Plan Civil Space](#)

*Staff recommendation: That the Board of Commissioners approve the contract addendum with ZenCity for a term beginning June 14 2022, and ending June 14, 2023 in an amount of \$23,000.*

### 3. SUSQUEHANNA TOWNSHIP ADMINISTRATIVE OFFICE RENOVATION PROJECT CHANGE ORDERS

*Betsy Logan, Assistant Township Manager*

#### **Narrative**

Provided with the agenda are copies of three change order requests (COR) associated with the renovation of the Administrative Office. They are summarized as follows:

- a. COR 1, Soffit Manufacturer Costs (\$3,151.00) - Proposal was based on Longboard soffit panels as identified in Specification Section 074923, Para. 2.2.C.1.b. The selected finish color is not warranted for exterior use per Longboard so the Subcontractor will provide Knotwood soffit panels. This Change Order includes the increase in material costs only; no markup is included.
- b. COR 2, Door Manufacturer Change (\$4,341.00) - Costs to provide wood doors as manufactured by USA Wood Door in lieu of VT Industries on account of significant lead time. This Change Order includes the increase in material costs only; no markup is included.
- c. COR 3, Accessible Restroom Changes (\$10,545.00) - Supply all labor, material and equipment to provide and perform revisions to Unisex ADA Toilet 110 per response to RFI GC-05 and SK 7 thru 9. Cost includes additional demolition, framing, insulation, gyp board, finishing, doors, etc. as indicated. CO also includes credit to delete AWI certification.
- d. COR 4, Hallway Window Treatment (\$4,711.10) - Window blinds in the corridor from the administrative side of the building to the police department were not included in the original bid package. There are currently blinds on the windows, but they are not standardized with what is being installed in the rest of the renovated space. The proposal is to install 12 draper solar shades in the hallway.

Also provided with the agenda is an updated budget spreadsheet showing the costs-to-date associated with the project. If all change orders are approved, the project will be over budget. It is noteworthy that the Board has authorized American Rescue Plan Act funding for this project, so there is contingency available in that fund to cover the additional expenditures. All but COR 4 should be considered critical path items and are recommended for approval by staff. COR 4 is not a necessity, but important to the aesthetic of the new space. The total amount of all requested change orders is \$22,748.10. The Board could move all requested change orders with one motion or consider each COR individually.

*Staff recommendation: That the Board of Commissioners approve the change orders for the Administrative Office Renovation Project.*

## L. NEW BUSINESS

### 1. CONSENT AGENDA

- a. Statement of Bills Paid



- b. Building Renovation Project Pay Application #4 - \$113,651.36
- c. Civil Service List Certification
- d. Financial Security Reduction #2, Cherry Orchard Place - \$199,800
- e. Financial Security Reduction #3, Susquehanna Union Green Phases 2A, 2C, 2E, 3B, and 5- \$348,117
- f. Financial Security Reduction #12, Susquehanna Union Green Phase 1 – (\$83,174)

**2. APPOINTMENT OF NORMAN DAVENPORT, JR. AND ROBERT NEELY TO THE SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT**

*Robert Martin, Director of Public Safety*

**Narrative**

Susquehanna Township is pleased to present for appointment two candidates for the Susquehanna Township Police Department, Norman Davenport, Jr. and Robert Neely. Each excelled in their written and oral examinations with the Civil Service Commission and are recommended for the appointment this evening. Public Safety Director Martin will introduce the agenda item.

*Staff recommendation: That the Board of Commissioners appoint Norman Davenport Jr. and Robert Neely to the Susquehanna Township Police Department.*

**3. APPOINTMENT OF EDWARD “MACK” BREECH AS COMMUNITY PLANNER/ZONING ADMINISTRATOR OF SUSQUEHANNA TOWNSHIP**

*Betsy Logan, Assistant Township Manager*

**Narrative**

Susquehanna Township is pleased to present for appointment Edward “Mack” Breech to serve as Community Planner/Zoning Administrator. Mr. Breech’s resume is provided with the agenda. He is a recent graduate of West Chester University with a Bachelor of Science in Urban and Environmental Planning. Assistant Township Manager Logan will introduce the agenda item.

*Staff Recommendation: That the Board of Commissioners appoint Edward “Mack” Breech to serve as Community Planner/Zoning Administrator of Susquehanna Township effective May 23, 2022.*

**M. COMMISSIONER COMMENTS**

**N. ADJOURNMENT**

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

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

**NOTE: THE TOWNSHIP MEETINGS ARE RECORDED.**

**MINUTES**

**SUSQUEHANNA TOWNSHIP**  
**BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**  
**APRIL 28, 2022**

**WORKSHOP MEETING:**

President Lynch called to order the Workshop Meeting of the Susquehanna Township Board of Commissioners on Thursday, April 28, 2022, at 7:07 PM.

President Lynch stated that all members of the Board of Commissioners were present except for Vice President Napper and Commissioner Pyne, who were excused.

**ROLL CALL: COMMISSIONERS**

Jody Rebarchak – Present

Gary Rothrock – Present

Carl Hisiro – Present

Frank Lynch – Present

Tom Pyne – Excused

Fred Faylona – Present

Fred Engle – Present

Justin Fleming – Present

Steven Napper – Excused

**TOWNSHIP PERSONNEL:**

David Pribulka – Secretary-Manager

Betsy Logan, Assistant Township Manager

Michael Miller, Esq. – Township Solicitor

Alex Greenly – Township Engineer

Robert Martin – Director of Public Safety – on assignment – arrived later in meeting

Doug Knauss – Director of Parks and Recreation

Travis Mease - Assistant Highway Superintendent

George Drees – Fire Marshall

Jill Lovett – Director of Finance - Virtual

Kathy Fry – Administrative Assistant

**OTHERS IN ATTENDANCE:** Timothy J. Horstmann & Chris Gibbons

**EXECUTIVE SESSION:** President Lynch announced that an Executive Session was held to discuss matters of personnel & real estate.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:**

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

**PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS** – None

**APPROVAL OF MINUTES:**

Commissioner Hisiro moved to approve the April 14, 2022, Regular Meeting Minutes as presented; seconded by Commissioner Faylona and unanimously approved.

**RECOGNITIONS AND PRESENTATIONS**

**1. A Proclamation of the Susquehanna Township Board of Commissioners declaring the week of May 15<sup>th</sup> to May 21<sup>st</sup> to be Police Week in Susquehanna Township.**

*Frank Lynch, President, Board of Commissioners*

President Lynch commended Manager Pribulka for the suggestion to recognize the Police and their support staff as well as the Public Works Departments with their own weeks during the month of May. Manager Pribulka will be putting together ways to show the Township's appreciation to these departments.

Commissioner Hisiro moved that the Board of Commissioners adopt the proclamation designating the week of May 15<sup>th</sup> to May 22<sup>nd</sup> to be Police Week in Susquehanna Township; seconded by Commissioner Engle.

President Lynch asked Commissioner Fleming to read the Proclamation to those in attendance in its entirety.

The motion was unanimously approved.

**2. A Proclamation of Susquehanna Township Board of Commissioners declaring the week of May 15<sup>th</sup> to May 21<sup>st</sup> to be Public Works Week in Susquehanna Township**

*Frank Lynch, President, Board of Commissioners*

Commissioner Rothrock moved that the Board of Commissioners adopt the proclamation designating the week of May 15<sup>th</sup> to 21<sup>st</sup> to be Public Works Week in Susquehanna Township.

President Lynch asked Commissioner Engle to read the Proclamation to those in attendance in its entirety.

The motion was unanimously approved.

**TRAFFIC STUDY REQUESTS**

*Robert Martin, Director of Public Safety*

Chief Martin was called away on assignment and this report was presented by David Pribulka, Township Manager.

A request was made for a traffic study to evaluate the installation of a "speed hump" in the 3400 block of Schoolhouse Lane. This road is two-tenths of a mile in length and has a speed limit of 25 m.p.h.

The Fire Marshal noted that this is a main corridor traveled by several of the Fire and EMS

departments in the area. A speed hump would hinder any large apparatus from getting through the area quickly. An ATS speed display was placed in this area for seven days. The study does not recommend a “speed hump” but does recommend painting “Slow 25 MPH” on the roadway in both directions.

**CONSENT AGENDA:**

**1. Acceptance of the Resignation of Melissa Foltz**

President Lynch announced the unfortunate resignation of Melissa Foltz. She was thanked for her time and tenure and for acquiring her Notary Public status.

Commissioner Rothrock moved to accept the resignation of Melissa Foltz; seconded by Commissioner Rebarchak and unanimously approved.

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

**1. Engagement of Timothy Horstmann of McNees Wallace & Nurick, LLC as Bond Counsel for Susquehanna Township and the Susquehanna Township Authority**

*David Pribulka, Township Manager*

The Susquehanna Township Authority is in the process of evaluating the issuance of a \$10 million dollar bank loan or General Obligation Bond to help finance sanitary sewer projects that are on the capital plan. Mr. Horstmann has worked with the Township in the past and a Conflict-of-Interest letter has been reviewed by the Township Solicitor and found to be in order. Bond counsel is required to guide the Township through the legal process of the new debt issuance.

Commissioner Rothrock moved that the Board of Commissioners approve the engagement of Timothy Horstmann of McNees Wallace & Nurick, LLC to serve as bond counsel for the new debt issue of the Susquehanna Township Authority; seconded by Commissioner Hisiro.

Mr. Horstmann thanked the Board of Commissioners for the opportunity and values the relationship he has with the Township.

President Lynch stated that interest rates are on the rise and the Authority should get the lowest interest rate possible for the necessary projects.

The motion was unanimously approved.

**2. Engagement of Chris Gibbons of Concord Financial as Financial Advisor for Susquehanna Township and the Susquehanna Township Authority**

*David Pribulka, Township Manager*

Manager Pribulka introduced Chris Gibbons of Concord Financial. Mr. Gibbons provided several different financing options to the Board of Commissioners. He explained that interest rates are on the rise. The first option they considered would require the Authority to raise Authority fees. The other option would help to keep Authority rates steady and would save the Authority about \$600,000 in payments over a 5-year period.

After some discussion, there was a consensus to recommend the second option that was discussed to the Authority.

Commissioner Rothrock moved that the Board of Commissioners approve the engagement of

Chris Gibbons of Concord Financial to serve as Financial Advisor to the Township for the new debt issue of the Susquehanna Township Authority; seconded by Commissioner Engle and unanimously approved.

**3. Acceptance of a Proposal from HRG to update the Pavement Management Plan**

*David Pribulka, Township Manager*

The Board of Commissioners requested a proposal to update the 2017/2018 pavement condition assessment conducted by HRG, Inc. This assessment was requested to evaluate the Township's 127 miles of roads. HRG, Inc. recommended that this assessment be done every five years to monitor the degradation of the road system.

Commissioner Hisiro moved that the Board of Commissioners accept the proposal from HRG, Inc. to conduct the 2022 Pavement Management Plan Update in an amount of \$52,500; seconded by Commissioner Engle

Proposals from Robotics, Inc. were also received at a lower fee, but they only provide raw data which would then need to be disseminated by Township staff and HRG, Inc. to recommend a Capital Improvement Plan.

The motion was unanimously approved.

Alex Greenly, Engineer will provide a timeline for this work at the next Board of Commissioners meeting.

**4. Authorization of Purchase Order to National Fitness Campaign, LP to install a Fitness Court at Veterans Park**

*Doug Knauss, Director of Parks & Recreation*

A grant for \$30,000.00 was awarded to the Township by the National Fitness Challenge. This grant will assist in the installation of a Fitness Court at Veterans Park. The plan is to obtain sponsorship or partnerships to cover the majority of the \$155,200.00 that remains for this project. This agreement has been favorably reviewed by the Solicitor.

Commissioner Hisiro moved that the Board of Commissioners approve the Purchase Order to National Fitness Campaign, LP to install a Fitness Court at Veterans Park; seconded by Commissioner Faylona.

Commissioner Faylona thanked Mr. Knauss for his hard work in securing the funding for these projects.

The motion was unanimously approved.

**4. Award of Line Striping Contract to D. E, Gemmill, Inc. for \$27,051.21**

*Nathan Bragunier, Director of Public Work*

Nathan Bragunier, Director of Public Works could not be in attendance. Manager Pribulka reported the highlights of the proposal. These highlights included the roads and streets to have the pavement markings repainted, the bid went through the Capital Region Council of Governments, and is under the budgeted amount of \$45,000.00 from Liquid Fuels Funding. Pricing is being

sought to do additional pavements markings.

Commissioner Engle moved that the Board of Commissioners approve the pavement marking proposal submitted by D. E. Gemmill, Inc. in an amount of \$27,051.21; seconded by Commissioner Fleming.

This project will take approximately two to three days to complete.

The motion was unanimously approved.

**APPOINTMENTS:**

1. Appointment of Daneisha Dunbar-Yancy to the Susquehanna Township Human Relations Commission for a term expiring December 31, 2024.

Commissioner Hisiro moved that the Board of Commissioners appoint Daneisha Dunbar-Yancey to the Susquehanna Township Human Relations Commission with the term expiring on December 31, 2024; seconded by Commissioner Engle and unanimously approved.

2. Appointment of Kristen Herman to the Susquehanna Township Human Relations Commission for a term expiring on December 31, 2024.

Commissioner Rebarchak moved that the Board of Commissioners appoint Kristen Herman to the Susquehanna Township Human Relations Commission with the term expiring on December 31, 2024; seconded by Commissioner Faylona and unanimously approved.

**COMMISSIONER COMMENTS**

Commissioner Rebarchak asked that the large, degraded area in the 3700 to 3800 block of Sixth Street be addressed by the Highway Department.

Commissioner Fleming stated that considering the Township will be celebrating Police Week, we should also celebrate the rich diversity of our Township. We have a large amount of minority and women owned business enterprises and there is an imbalance in the business community in Central Pennsylvania.

**ADJOURNMENT:** Commissioner Engle moved to adjourn the meeting at 8:05 P.M. and seconded by Commissioner Hisiro.

Signed: \_\_\_\_\_

David Pribulka  
Secretary-Manager

# Public Safety Committee



April 21<sup>st</sup> , 2022 (2<sup>nd</sup> qtr)

Next meeting- July 21, 2022.

## **Township Personnel**

Comm. Hisiro Liaison

Chief Martin- PSD

Brad Reist- EMA

George C. Drees- Fire Marshal/Chief

## **Members**

Chief Smith- STEMS

Chief- Reist- 37

Chief Strausbaugh- 32 absent

CoB Hockenberry- Prog- excu

CoB Reist- Rescue

Chief McCoy- Progress

Guests- None

1835 hrs.- 1945 hrs.

**\*Meeting reminder- July 21<sup>st</sup> 1800 hrs.**

## **Reports**

### **Fire Marshal/Chief**

- 1) ARP Act Grant for water rescue PPE- we have received 95% and has been distributed.
- 2) CapCog grant \$2.3 for SAFER Recruitment and Retention approved. This will be split with 20 other fire companies and will need some time in sorting out. We are meeting with CapCog rep to terms of the grant.
- 3) I need the budgets for both Fire Companies submitted to me as soon as possible.
- 4) National Night will be at STHS 1<sup>st</sup> Tuesday in August again this year.
- 5) School district projects-
  - a. Mentoring program- TBD post COVID19 looking at 2022 semester.
  - b. Director Martin mtg to discuss Progress Elementary property
  - c. Mock DUI program for 11/12 grades May 16
  - d. Active Assailant drill May17
  - e. Fire/EMS Career presentation in the works for June
- 6) Continue the restrictions in the 1300 block of Paxton Church Road.
- 7) Integrated training- continuing to go well. Acquired structure training at Joe K's Brew House going well.
- 8) Requests for reports- Fire Company to send them, and bill accordingly.

- 9) Fire Scene interviews or photographs/video discussion-
- 10) Vehicle fires large or expensive vehicles call for an investigator to advise further actions. This is due to national increase in vehicle arsons due to pandemic and wage/business losses.
- 20) Community Service person will be painting fire hydrants in spring as we get them. (or if weather holds, pass on areas of need).
- 11) Codes issues that are deemed IDLH should have Chief 84 paged for documentation purposes and follow up by codes.
- 12) Finance protocols:
  - \$0.00- \$100.00 Twp will accept purchase orders with receipts
  - \$101- \$2,000.00 Submit "request" to C84 for his approval
  - \$2,001.00 and over submit request to C84 and then goes to Twp. Manager for approval to purchase.
- 13) Discussion on routine bills such as utilities and emergency purchases. This does not apply to routine/monthly purchases. Emergency purchase should be done through a phone call/page/email utilizing chain of command. All PO coming into the Township finance department are date stamped. Please ensure that you get your requests in as soon as possible.

Dates: 26April- Co32 assisting HACC EMT Class with Vehicle extrication  
27April- COG event at HACC for Regional R&R Grant  
28April- Truck 32 and Squad/boats 37 to PEMA for display  
29April- initial ISO meeting  
01May- FF Furhman Funeral at Station 37  
16May- STSD Mock DUI  
17May- STSD mass evac drill

#### **EMS-**

- 1.) National EMS Week is May 15<sup>th</sup>-21<sup>st</sup>. Please stay safe and healthy. Encourage residents to retain memberships for Emergency Medical calls with STEMMS.
- 2.) Hospital ED census has been exceptionally high recently (not a direct result of COVID). Crews are seeing longer wait times to transfer care. At times, 30+ minutes. So, these delays limit our ability to make fast turnarounds.
- 3.) COVID cases remain low for the region.
- 4.) Emergency Calls: 382 January; 269 February; 342 March

#### **EMA-**

- 1.) County and Twp updated the Emergency Plan for the 2022 deadline.
- 2.) The 800 mhz repeater system is back online.
- 3.) An additional 30 mobile 800 mhz radios and 5 portables have been ordered to upgrade remaining Twp needs.



### **Progress Fire Company-**

- 1.) Request to meet regarding Township Box card running assignments.
- 2.) The Truck Class has started and has 15 participants
- 3.) We have received mutual aid Chief's policy from Lower Paxton Township and would like to discuss similar for our Township. Let's do this at Box card mtg.
- 4.) Hose and Pump Testing being done.
- 5.) Command Boards should be in early May.
- 6.) Present members are presently getting their physicals as part of the DHS Regional Safety grant. All new members will receive a physical through the DHS Recruitment COG Grant.
- 7.) Officers stayed the same for 2022
- 8.) Building Project ongoing and slow.
- 9.) Developing a policy for T32 for funeral requests. Suggest that we do this as a Township policy and push out at Chiefs Meeting.

### **Rescue Fire Company-**

- 1.) Rescue is participating in AMAZON Smiles Program as a fundraiser.
- 2.) May 1<sup>st</sup> is FF Furhman's Funeral at station 37. Thanks to 32/38 for assistance.
- 3.) Request from Public Works for millings to be dumped at the 37-1 boat ramp to do repair work on ruts. The gravel fill just washes away. Coordinate directly with Chief Reist if possible. C84- Public Works is extremely busy right now but will move forward for late Spring.
- 4.) May 7<sup>th</sup> is Chicken BBQ
- 5.) Fire Expo is May 20/21. R 37 will be on display in exchange for passes and live-in recruitment stand. E32-1 will cover during this time.
- 6.) New roads in the 37-5 box. Maps are being upgraded. Watch entrances in Susquehanna Union Green project.

### **PSD/Police-**

- 1) Meeting with School District regarding old Progress Elementary property ongoing.
- 2) Chief Drees will be working with Captain Reber with a Fire101 program for Officers on what fire companies do and what each can expect of each other.
- 3) Would like to utilize station 32 breach door again this year. Captain Wolford did an excellent job 2 years ago instructing breaching

### **Commissioner Hisiro-**

- 1) Look into a \$21 million EMS grant recently announced by the State Fire Commissioners Office.
- 2) Continue keeping yourselves, your families, and the Township safe.
- 3) Recommend sending out agenda prior to next meeting.

**RESOLUTION NO. 22-R-08**

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING A PERFORMANCE EVALUATION POLICY, ATTACHED HERETO AS EXHIBIT “A” AND MADE PART OF THIS RESOLUTION.**

**WHEREAS**, the Susquehanna Township Board of Commissioners is committed to cultivating a workplace of dedicated public servants who are community-minded and hold professional ethics in the highest regard; and

**WHEREAS**, investing in the professional development of the employees of Susquehanna Township is in the best interest of the residents of Susquehanna Township as well as those who work for the Township; and

**WHEREAS**, a thorough instrument to evaluate employee performance is a critical component of honoring that commitment and investment; and

**WHEREAS**, in order to develop the performance evaluation instrument, the Board of Commissioners engaged NJ Hess & Associates of Hummelstown, PA to prepare the policy and to work with the elected officials and staff at the Township to produce a comprehensive measure that aids in employee development and results in better service provision to the community.

**NOW, THEREFORE, BE IT RESOLVED**, that the Susquehanna Township Board of Commissioners hereby adopts the Performance Evaluation Policy attached hereto as Exhibit “A” and made part of this resolution.

**RESOLVED** this 12<sup>th</sup> day of May, 2022.

**ATTEST:**

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

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David Pribulka, Township Secretary

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Frank Lynch, President

[Township Seal]

## Exhibit “A”

### PERFORMANCE REVIEW POLICY

Performance review will be considered a process and not an event. As such, employees should expect to receive and give ongoing feedback regarding performance goals and expectations throughout the year.

Generally, performance goals will be established at the beginning of the performance review cycle and progress will be monitored through informal communication between employee and supervisor and a quarterly check-in submitted by employees that will be reviewed and commented on by supervisors and/ or Directors.<sup>1</sup>

Formal evaluations shall also be conducted annually, normally during August and September. Formal evaluations will be conducted by the Director and committed to writing.

Informal evaluations will take place as often as deemed necessary by the supervisor or Director to communicate expectations, recognize good work or evaluate any modifications to the plan. Informal evaluations may, or may not, be written. However, when a supervisor or Director meets with an employee to discuss corrective performance issues, a summary of the discussion, including the specific issues addressed and the recommendations made, will be put in writing, and copied to the employee's personnel folder.

#### 1. Procedure:

General: Formal performance evaluations

- a. Directors and/or the direct supervisor will meet with each employee to accomplish the following:
  - i. review the job description for any changes;
  - ii. review the goals established the previous year;
  - iii. discuss what worked well and what didn't and particular challenges in the job;
  - iv. develop goals for the upcoming year;
  - v. assess whether employee is contributing level of competency set for job;
  - vi. finalize rating and comments, including any area of job performance that was not addressed, including unexpected changes or additions to work.
- b. Directors will submit a copy of completed formal assessments to the Human Resources Manager who will spot check review for continuity and completeness.
- c. Formal assessments may be reviewed by the Township Manager.
- d. Employees will receive a copy of their formal assessment and a copy will also be placed in the employee's file.

#### 2. Appeals:

Employees may request review of their performance evaluation if they believe their evaluation was unfair, inaccurate or incomplete. Level 3 may be requested only where Level 2 is exhausted.

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<sup>1</sup> Various approaches may be used to update plans. One approach to maintain updates is for the employee to email quarterly updates after conversation or respond to a follow up email from supervisor. The emails can be saved to record communication and the Director can update individual performance plans and save the file to a new date. Updates should be brief and reflect conversations between supervisor and employee.

- a. Level 1: Within 5 days after annual review is complete, the employee may provide **additional** written comments that will be made part of the performance assessment documentation. **Note:** The employee will have an opportunity to prepare comment during the review process, but this will not be considered an appeal. Comments will be subject to review and will be removed if language or content is unsupported or constitute a direct attack.
- b. Level 2: Within 5 days after the annual review is complete, the employee may also request a meeting with his or her Director to discuss the outcomes of the performance review. The meeting will be documented and the performance review amended where indicated.
- c. Level 3: Where further resolution is needed, the employee may request a meeting with Township Manager to discuss the performance review. The Township Manager will review the appeal to determine whether there is precedent or other HR issues that need to be considered and take steps to resolve the matter and make a final recommendation. **NOTE:** Where an employee reports directly to the Township Manager, that employee may appeal to the Admin/Personnel committee of the Board of Commissioners.

## **ADDITIONAL LANGUAGE FOR PAY POLICY**

### **Pay Adjustments based on Performance**

Performance awards are based on results of performance review process. Performance awards should not be confused with individual pay adjustments based on market survey results.

Each year, after the Township has determined what individual pay adjustments will be necessary based on market, he or she will provide guidelines to Directors regarding performance pay parameters and the team will review these policy guidelines to determine how to best apply the performance rewards in a uniform and consistent manner across the organization. Specifically, the team will establish criteria for a range of performance awards from low to high.

*For example:*

1. LEVEL 1 – Needs development. COLA. Performance improvement plan in place.
2. LEVEL 2 – COLA + .5% Performance goals were met and employee provided feedback at quarterly check-in.
3. LEVEL 3 – COLA + 1% Performance goals were given close attention throughout the quarterly reporting period and the employee problem-solved and collaborated with others to ensure successful completion.
4. LEVEL 4 – COLA + 1.5% - Completion of performance goals resulted in significant shift in work processes and outcomes that impact the overall a major area of and/or entire Township operations. This may have been accomplished over more than one performance cycle.

## OVERVIEW OF PERFORMANCE SYSTEM

When:	What:			
1st quarter	1. <b>REVIEW</b> the proposed performance plan with the employee.	2. <b>DISCUSS</b> what will be different in the coming year from the previous year.	3. <b>EXPLAIN</b> how the Township and department goals impact the work of the employee.	4. <b>INVITE</b> questions and input regarding the performance plan and finalize plan.
2 <sup>nd</sup> and 3 <sup>rd</sup> quarter	1. <b>CHECK IN</b> with employees on the performance plan.	2. <b>PROVIDE FEEDBACK AND COACHING;</b> identify resources and sources of support if needed.	3. <b>INVITE</b> questions and input regarding the performance plan and adjust if needed.	4. <b>DOCUMENT</b> progress and challenges on plan.
End of Year	1. <b>BEGIN PLANNING</b> for the upcoming year.	2. <b>REVIEW</b> progress on all performance indicators from current year.	3. <b>DISCUSS</b> summary of performance outcomes; share preliminary thoughts on goals for upcoming year.	4. <b>DOCUMENT</b> summary of performance year; employee adds comments.

# SUSQUEHANNA TOWNSHIP

## PERFORMANCE PLAN

YEAR

**PURPOSE:** This form is designed to help the reviewing manager and employee document the performance indicators that the employee will focus on in the coming year. A copy of this form should be returned to the employee and HR.

Employee:	Date of Initial Meeting: Date of Final Review:
Department:	Reviewing Manager:

### PERFORMANCE INDICATOR #1 - JOB FOCUS:

Complete the following questions and provide comment to help support your rating.

1. Does this person fulfill the expectations of this job as outlined on the job description?  Yes  No  
Comment: Click or tap here to enter text.
2. Are there any changes that need to be made to the job description?  Yes  No  
If yes, please submit a copy of the job description with suggested changes.
3. Does this person have the capacity, skills and knowledge required to do the job?  Yes  No  
Comment: Click or tap here to enter text.
4. Does this person indicate they have received sufficient feedback about how well he or she is doing with respect to job expectations?  Yes  No  
Comment: Click or tap here to enter text.
5. Is this person satisfied with the benefits and rewards (intangible or tangible) that follow successful performance of their job?  
Comment: Click or tap here to enter text.

## PERFORMANCE INDICATOR #2 - EMPLOYEE GOALS

The manager and employee will talk about goals for the department and how these goals relate to the employee's work. They will work together to establish 1 - 2 individual goals for the employee.

Goal 1:
How will you know this goal is complete? <ul style="list-style-type: none"><li>•</li><li>•</li></ul>
CHECK IN-
2 <sup>nd</sup> Qtr: 3 <sup>rd</sup> Qtr : 4 <sup>th</sup> Qtr: 4 <sup>th</sup> Qtr: On a scale of 1 – 100, what percentage of this goal is complete?

Goal 2:
How will you know this goal is complete? <ul style="list-style-type: none"><li>•</li><li>•</li></ul>
CHECK IN-
2 <sup>nd</sup> Qtr: 3 <sup>rd</sup> Qtr : 4 <sup>th</sup> Qtr: 4 <sup>th</sup> Qtr: On a scale of 1 – 100, what percentage of this goal is complete?

## PERFORMANCE INDICATOR #3 - COMPETENCY ASSESSMENT





The manager and employee will focus on three competencies they will be evaluated on in the coming year. [Refer to the competency dictionary] The manager will set the target level for the employee and add notes about what specific things the employee can concentrate on.

Note: whatever target level is set, an employee must demonstrate competency at all levels up to the target number. Example, if level 3 is selected for a target, an employee should be able to demonstrate proficiency at 1, 2 and 3.

COMPETENCIES	Target Level	Assessed Level
1. Notes:	1	1
2. Note:	1	1
3. Note:	1	1

### OVERALL RATING:

CHECK APPROPRIATE BOX AND SUMMARIZE FINDINGS REPORTED ON THIS REVIEW:

			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4

### SUMMARY OF FINDINGS REPORTED ON THIS REVIEW THAT SUPPORT RATING:

Click or tap here to enter text.



**ADDITIONAL COMMENTS (OPTIONAL)**

<b>Manager Comments</b>
<b>Employee Comments</b>

<b>Signed (Reviewing Manager):</b>	<b>Date:</b>
<b>Signed (employee):</b>	<b>Date:</b>

**RESOLUTION NO. 22-R-09**

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF HEALTH “WALKWORKS” PROGRAM IN AN AMOUNT OF \$20,000 TO FUND AN ACTIVE TRANSPORTATION PLAN CONSISTENT WITH THE RECOMMENDATIONS OF THE SUSQUEHANNA TOWNSHIP COMPREHENSIVE PLAN.**

**WHEREAS**, Susquehanna Township adopted a new Comprehensive Plan entitled Sustainable Susquehanna 2030 and the 2017 Township Parks and Recreation Comprehensive Plan to define and establish a sustainable vision for the future development of the Township; and

**WHEREAS**, Sustainable Susquehanna 2030 outlines goals along with the 2017 Township Parks and Recreation Comprehensive Plan to obtain the desired vision with numerous strategies recommending the Township develop a Township-wide Bicycle, Pedestrian, Greenway Plan; and

**WHEREAS**, the Township-wide Bicycle, Pedestrian, Greenway Plan will focus on pedestrian and bicycle connections, safe routes to schools and parks, and Complete Streets as outlined in the strategies for Sustainable Susquehanna 2030; and

**WHEREAS**, the Pennsylvania Department of Health provides funding through the Preventive Health and Health Services Block Grant from the Centers for Disease Control and Prevention for the development of plans and policies to enhance the built environment and expand opportunities for physical activity; and

**WHEREAS**, Susquehanna Township is committed to improving the non-motor vehicle connectivity of the Township and a Township-wide Bicycle, Pedestrian, Greenway Plan can provide needed direction to meet that goal.

**NOW, THEREFORE, BE IT RESOLVED**, that the Susquehanna Township Board of Commissioners hereby authorizes the submission of an application requesting funding in the amount of \$20,000.00 to the PA “WalkWorks” Program; and

**BE IT FURHTER RESOLVED**, that the Susquehanna Township Board of Commissioners commits to carry out the project-if awarded the funds.

**RESOLVED** this 12<sup>th</sup> day of May, 2022.

[SIGNATURE PAGE TO FOLLOW]

**ATTEST:**

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

---

David Pribulka, Township Secretary

---

Frank Lynch, President

[Township Seal]



## Township Manager's Report May 12, 2022

1. The Board of Commissioners Workshop originally scheduled for May 26<sup>th</sup> at Holtzman Elementary School must be moved due to a scheduling conflict. After consultation with the Board, the meeting will be moved to May 25<sup>th</sup> pending availability of meeting space. Once confirmed, staff will update the Township website with the new meeting information.
2. Staff has conducted several interviews for vacancies in the Finance Department including a Customer Service Representative and a Finance Assistant/Human Resources Clerk. Reference checks are being finalized and it is anticipated that recommendations for appointments to each vacancy will be on May 25<sup>th</sup>.
3. Administrative and Planning staff met with the Dauphin County Conservation District to discuss the Memorandum of Understanding for their administration of certain components of the Township's Minimum Control Measures associated with its MS4 permit.
4. A meeting of the municipal managers in the Capital Region Council of Governments was held on May 3<sup>rd</sup> at New Cumberland Borough. Items discussed included regional approaches to stormwater management utility fees; hiring challenges; and cooperative purchasing through the Capital Region COG. The next meeting is scheduled for August 9<sup>th</sup> at Middletown Borough.
5. Kathy Fry, Administrative Assistant has completed her notary training and is scheduled to take her exam in the coming weeks. Ms. Fry is assuming this responsibility for the Township after Melissa Foltz left employment.
6. The Administration Office Renovation Project is proceeding as scheduled with no substantial delays in critical path items. While a firm date for occupancy has not been set, it is anticipated that the newly renovated space will be substantially completed by the end of May.



## **SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT**

1900 Linglestown Road, Harrisburg, PA 17110  
(717) 652-8265 FAX (717) 652-5628

**FROM: Robert A. Martin. Director of Public Safety**

**TO: Mr. David Pribucka, Township Manager**

**SUBJECT: Traffic Study for Crooked Hill Road**

**DATE: April 8, 2022**

Attached is a traffic study for speed calming on Crooked Hill Road.

Recommendations are for additional markings of "SLOW 25 MPH" South of Apollo Avenue,  
See diagrams for locations.

It is also recommended to paint all faded traffic calming painting.

I concur with these recommendations.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT  
1900 Linglestown Road  
Harrisburg, PA 17110

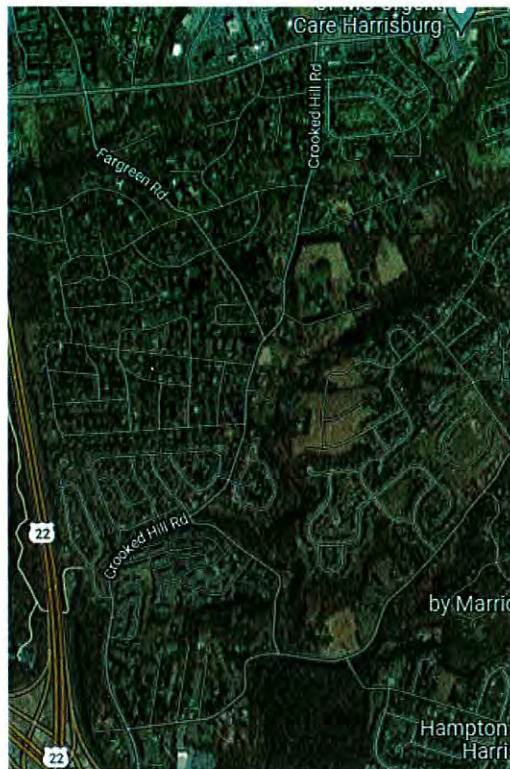


**To:** Director of Public Safety Robert Martin  
**From:** Patrolman Michael D’Arcy #155  
**Ref:** Crooked Hill Rd Speed Calming Study  
**Date:** March 21<sup>st</sup>, 2022

This officer was assigned a traffic study to review the area of Crooked Hill Rd between Linglestown Rd and Paxton Church Rd due to concerns of an increasing number of speeding vehicles on this roadway. The installation of speed calming devices is requested to be addressed.

**Geometric Review:**

- Crooked Hill Rd is a roadway that runs in a north / south direction. The roadway is a main thoroughfare between Linglestown Rd and Elmerton Avenue.
- Crooked Hill Rd has many cross streets branching off it and connects to several residential neighborhoods.
- The speed limit on this section of roadway is 25 miles per hour.
- This section of roadway is approximately 1.8 miles long.
- The entire length of the roadway is made of asphalt and has solid double yellow painted center divider. There are no sidewalks along the roadway. There are no curbs along the roadway.
- There is no street parking along this roadway. There are long stretches of the roadway that do not have paved shoulder. A paved shoulder begins south of Shut Mill Rd.
- There is stop sign traffic control on Crooked Hill Rd at the intersection of Hidden Trail Dr / Wading Springs Ln. All other intersecting roadways are controlled by a stop sign.



**Satellite View of Area**





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1900 Linglestown Road  
Harrisburg, PA 17110



### Traffic Calming:

There are already a great deal of roadway markings and signage that is acting as a traffic calming strategy. I located the following markings along Crooked Hill Rd that is currently acting as speed calming:

- Crooked Hill Rd / Chevy Chase Dr: "SLOW 25 MPH" painted (southbound lanes)
- In front of 4464 Crooked Hill Rd: "SLOW 25 MPH" painted (northbound lanes)
- In front of 4348 Crooked Hill Rd: "SLOW 25 MPH" painted (southbound / northbound lanes)
- Crooked Hill Rd / Appletree Rd: Painted (faded) speed lines
- Crooked Hill Rd / Sauers Rd: "Slow Children at Play"
- Crooked Hill Rd / Rambo Rd: "SLOW 25 MPH" painted (northbound lanes)
- Crooked Hill Rd / Hidden Trail Dr: "SLOW 25 MPH"
- Crooked Hill Rd / Hidden Trail Dr: 4-way stop intersection / "Slow Stop Ahead" painted (northbound / southbound lanes)
- 3600 blk Crooked Hill Rd: "SLOW" painted (southbound lanes) / Yellow turn chevrons
- Crooked Hill Rd / Apollo Ave: Painted (very faded) speed lines

\*It should be noted that there are no additional roadway markings south of Apollo Ave to Paxton Church Rd

### Crash History:

The following crashes were located in In-Sync within the last 5 years that could have speed attributed to the major factor in the collision:

C17-0003107 (DUI) – Crooked Hill Rd at Paxton Church Rd / Two vehicle collision. Operator was swerving due to speed and intoxication and struck another vehicle. Operator found to be DUI.

C17-0010089 (Non-Reportable) – Crooked Hill Rd at Apollo Ave / Vehicle into ditch. Operator lost control of vehicle during a rainstorm. Speed found to be factor in losing control during hydroplane.

C17-0019467 (Non-Reportable) – Crooked Hill Rd at Chevy Chase Dr / Rear end collision. Operator following too close and driving too fast to stop in time to avoid rear end collision with vehicle in front of them.

C18-0014861 (Non-Reportable) – Crooked Hill Rd at Linglestown Rd / Rear end collision. Operator following too close and driving too fast to stop in time to avoid rear end collision with vehicle in front of them.

C19-0017165 (Non-Reportable) – Crooked Hill Rd at Montfort Dr / Rear end collision. Operator following too close and driving too fast to stop in time to avoid rear end collision with vehicle in front of them.

C21-0008548 (DUI) – 4333 Crooked Hill Rd / Vehicle vs. utility pole. Operator lost control of vehicle due to speed and struck utility pole. Operator found to be DUI and in possession of drugs.

C21-0012441 (Reportable) – Crooked Hill Rd at Apollo Ave / Vehicle vs. guard rail. Operator "swerved to avoid oncoming vehicle" and lost control of their vehicle. Speed found to be factor.

C21-0017769 (Non-Reportable) – Crooked Hill Rd at Shut Mill Rd / Two vehicle collision. Operator driving too fast for conditions during rain storm and slid into another vehicle.

C22-0000480 (Non-Reportable) – Crooked Hill Rd at Hammaker Dr / Vehicle vs. guard rail. Operator driving too fast for conditions and slid on patch of ice on the roadway.

\*It should be noted that there were several collisions involving vehicles vs. deer during this time period. It is not documented as to whether speed was a factor in these crashes, but it is a possibility.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT  
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Harrisburg, PA 17110



### ATS Speed Survey:

- Lt Tienter placed the ATS speed display in the 3600 block of Crooked Hill Rd (northbound) for a period of 7 days to include weekend traffic (03/21/22 – 03/28/22). The data collected during this period is as follows:
  - Average Speed: **35.35 mph**
  - 50<sup>th</sup> Percentile Speed: **35.58 mph**
  - 85<sup>th</sup> Percentile Speed: **40.0 mph**
  - Highest Recorded Speed: **58 mph**
  - Total Number of Vehicles Traveling on Roadway: **4718**
  - Average Traffic Volume per Day: **944**
- I placed the ATS speed display in the 2800 block of Crooked Hill Rd (southbound) for a period of 4 days (03/28/22 – 03/31/22). The data collected during this period is as follows
  - Average Speed: **40.16 mph**
  - 50<sup>th</sup> Percentile Speed: **40.06 mph**
  - 85<sup>th</sup> Percentile Speed: **45.74 mph**
  - Highest Recorded Speed: **67 mph**
  - Total Number of Vehicles Traveling on Roadway: **6000**
  - Average Traffic Volume per Day: **1500**

### Speed Humps:

- A speed hump is a raised surface on the roadway that is typically 3 to 4 inches in height, and 12 to 20 feet in length. They are effective in reducing speeds at a minimal cost.
- The Watts speed hump is recommended for local streets with volumes less than 3,500 ADT (Average Daily Traffic) and posted speeds of 30 mph or less. In addition, it is not recommended for major emergency service routes.
- Speed Humps are primarily used at mid-block locations.
- Speed Humps should be placed 250 to 600 feet apart. One study showed that placing Watts speed humps at intervals of 275 feet resulted in 85th percentile speeds of 25mph; intervals of 550 feet resulted in 85 percentile speeds of 30mph.
- Speed Humps should not be placed within 150 feet of an unsignalized intersection or 250 feet of a signalized intersection.
- Speed Humps should not be installed on streets without curbing unless obstructions such as signing, flexible delineator posts, or bollards prevent drivers from driving around the hump. Rocks, boulders, and other objects of this nature should not be used for this application.
- Should be avoided on major transit routes.





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Harrisburg, PA 17110



### Speed Cushions:

- Speed cushions (or speed pillows) are modified speed humps installed across the width of the roadway with spaces between each cushion which permit wider axle emergency vehicles (such as fire trucks or ambulances) to pass without slowing down.
- Speed cushions are typically three (3) to four (4) cushions (depending on width of the roadway) which are approximately three (3) inches high, six (6) feet wide, and seven to fourteen (7-14) feet in length.
- Typical Uses: Within typical residential travel speeds, humps create a gentle rocking motion which encourage motorists to slow to a safer speed at or below the posted speed limit.
- Speed Cushions are appropriate for use on local streets and may be utilized on major emergency response routes. Primarily used for mid-block locations.
- Traffic may divert to surrounding neighborhood roadways.
- Should be avoided on major transit routes.

### Considerations:

Crooked Hill Rd is a main thoroughfare between Linglestown Rd and Elmerton Ave and it is also a major emergency response route.

### Signage:

There is frequent and adequate speed limit signage posted along Crooked Hill Rd in both the northbound and southbound lanes.

### Recommendation:

Since Crooked Hill Rd is not a curbed roadway, it is **not recommended** for the installation of speed humps or speed cushions. Other physical speed calming devices (bulb-outs, chicanes) are not recommended due to this factor as well.

Crooked Hill Rd is not only a major emergency response route, but it is a major throughfare of traffic traveling from Linglestown Rd to Elmerton Ave. These traffic calming devices should not be used on these types of roadways.

There is a great deal of painted roadway markings on the north end of Crooked Hill Rd, that are being used for traffic calming. It is recommended that additional markings of "SLOW 25 MPH" (or similar text) be painted on the portions of Crooked Hill Rd south of Apollo Ave.

Examples of areas of the roadway that these should be added are:

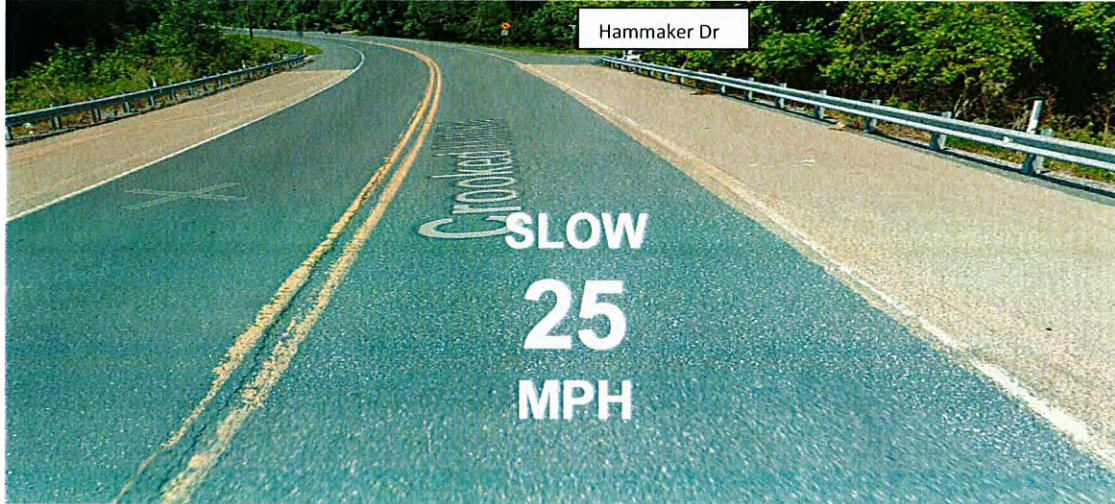




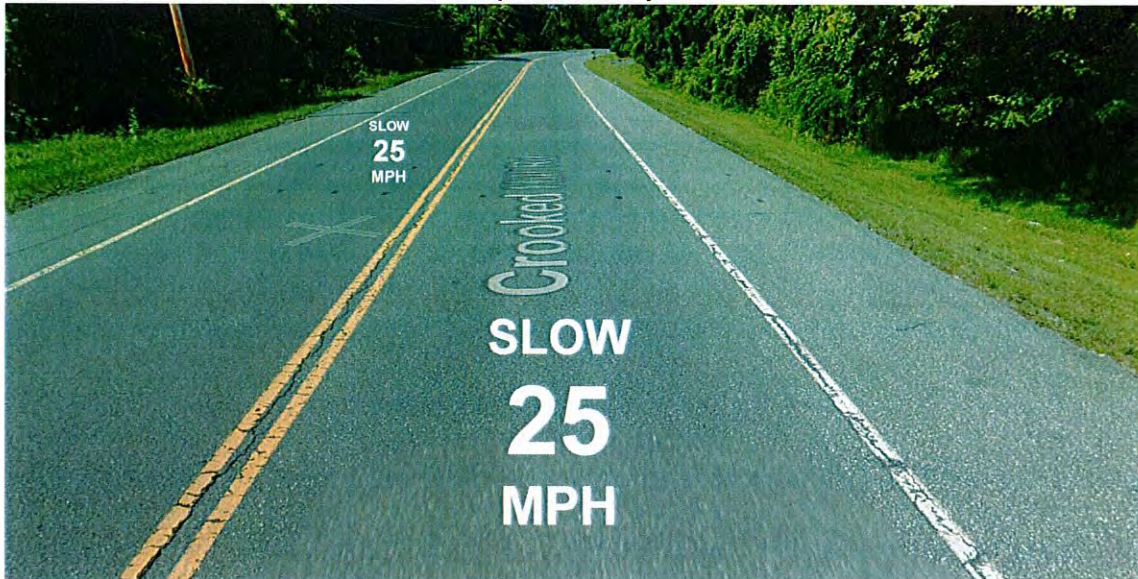
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1900 Linglestown Road  
Harrisburg, PA 17110



Crooked Hill Rd northbound lane just north of the 81 bridge.



Crooked Hill Rd north and southbound lanes just north of the intersection with Paxton Church Rd (2800 block)



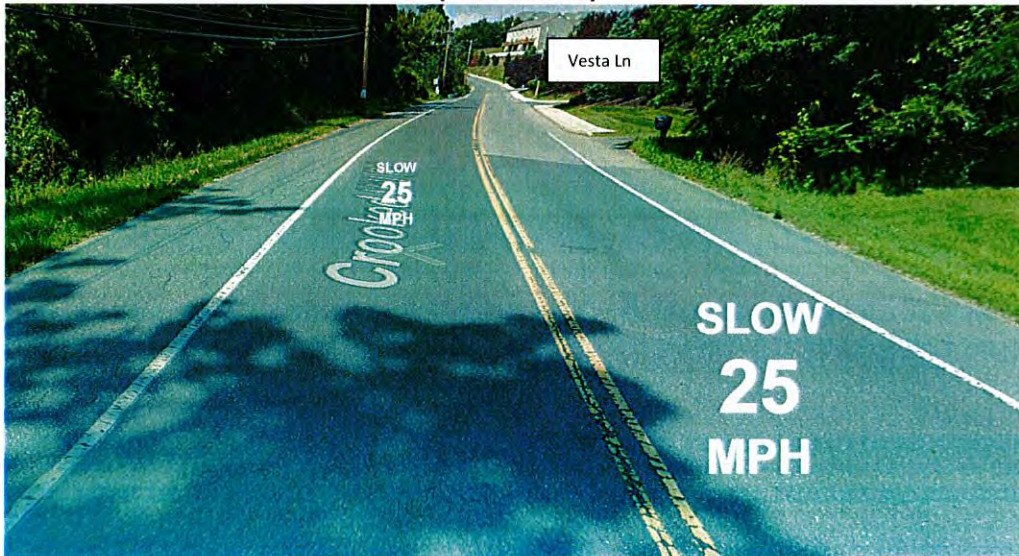




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**Crooked Hill Rd north and southbound lanes just south of the intersection with Vesta Ln  
(2800 block)**



It is also recommended that the faded speed lines at Crooked Hill Rd at Apollo Ave, and Crooked Hill Rd at Appletree Rd be repainted and speed enforcement be conducted routinely. ATS data shows that most traffic travels on Crooked Hill Rd between 1400 hrs and 1900 hrs. Speed details during these time periods could prove very effective in preventing speeding through these areas.

Routine usage of the ATS sign or a similar radar display along different portions of the roadway would also prove as an effective traffic calming strategy.



## **SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT**

1900 Linglestown Road, Harrisburg, PA 17110  
(717) 652-8265 FAX (717) 652-5628

**FROM: Robert A. Martin, Director of Public Safety**

**TO: Mr. David Pribulka, Township Manager**

**SUBJECT: Traffic Study for Schoolhouse Lane West of Progress Avenue**

**DATE: April 22, 2022**

Attached is a study for Traffic calming in the 3100 and 3200 blocks of Schoolhouse Lane  
The recommendations are as follows:

1. Post the 3100 and 3200 blocks of Schoolhouse Lane with 25 MPH Speed Signs.  
See study for locations.
2. Paint "Slow 25 MPH" in front of 3202 Schoolhouse Lane for westbound traffic and  
"Slow 25 MPH" in front of 3103 Schoolhouse Lane for eastbound traffic.

I concur with these recommendations.





SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT  
1900 Linglestown Road  
Harrisburg, PA 17110



To: Sgt. Adams

From: Ptlm. Benjamin Lauver

Date: 4/18/22

Ref: Traffic Study for traffic calming on Schoolhouse Lane West of South Progress Avenue.

This officer was assigned to conduct a traffic study for traffic calming on Schoolhouse Lane West of South Progress Avenue.

The following areas were studied for this report:

**Geometric Review:** Schoolhouse Lane runs East and west between South 30<sup>th</sup> Street and South Progress Avenue. It is approximately 3 blocks long. The 3100 and 3200 blocks of Schoolhouse Lane are used by cut through traffic to avoid the traffic signal at Progress Avenue and Walnut Street.

Schoolhouse Lane has the following features:

- Two way roadway, no painted yellow lines.
- Parking on both sides of the street between South Progress Avenue and South 31<sup>st</sup> Street.
- The roadway is designated as a 25 MPH roadway per township ordinance, however there are no speed limit signs posted on the street.
- Asphalt construction in fair condition with curbing on both sides of the roadway between S. Progress Avenue and S. 31<sup>st</sup> Street. No Curbing between S. 30<sup>th</sup> Street and S. 31<sup>st</sup> Street.
- Approximately 33 feet 9 inches in width in the 3100 and 3200 Blocks.
- Approximately 14 feet 6 inches in width in the 3000 Block.
- Residential area with on street parking and off street driveways which enter and exit directly onto Schoolhouse Lane.
- Sidewalks on the North and South side of the street in the 3100-3200 Block of Schoolhouse Lane.
- There are a total of 4 intersections on Schoolhouse Lane between South 30<sup>th</sup> Street and S. Progress Avenue.
- The intersection of Schoolhouse Lane and Progress Avenue is controlled by a stop sign for traffic traveling East on Schoolhouse Lane
- The intersection of Schoolhouse Lane and S. 32<sup>nd</sup> Street is controlled by a stop sign for traffic traveling East on Schoolhouse Lane and North on S. 32<sup>nd</sup> Street. There are no controls for westbound traffic.
- The intersection of Schoolhouse Lane and S. 31<sup>st</sup> Street is controlled by a stop sign for traffic traveling East and West on Schoolhouse Lane.
- The intersection of Schoolhouse Lane and S. 30<sup>th</sup> Street is controlled by a traffic control signal for traffic traveling West on Schoolhouse Lane.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT  
1900 Linglestown Road  
Harrisburg, PA 17110



**Accident Review:** There have been no accidents within the last three years where speed was a contributing factor.

**Speed Analysis:** All Speed and Volume Data was collected by the All Traffic Solutions traffic board. The board was in non-display mode so that it did not alert motorists of collecting their speed. The ATS board was placed at 4 locations.

Dates: 4/11/22 to 4/18/22

- 3200 block Schoolhouse Lane Westbound
- 50<sup>th</sup> Percentile Speed 18.53 MPH
- 85<sup>th</sup> Percentile Speed 26.1 MPH
- Minimum Speed 5.0 MPH
- Maximum Speed 44.0 MPH
- Average Volume per Day: 238.3
- Total Volume 1430

Dates: 4/06/22 to 4/13/2022

- 3100 block Schoolhouse Lane Eastbound
- 50<sup>th</sup> Percentile Speed 12.7 MPH
- 85<sup>th</sup> Percentile Speed 18.31 MPH
- Minimum Speed 5.0 MPH
- Maximum Speed 36.0 MPH
- Average Volume per Day 188.3
- Total Volume 1130

**Considerations:**

There were several dog walkers observed walking along Schoolhouse Lane while I conducted this traffic study. In speaking with one of the residents, he believed that many vehicles were speeding in excess of 35 mph and that traffic cuts through the neighborhood to avoid the traffic signal at Progress Ave and Walnut Street.

Volume: Per Penn Dot Traffic Calming Publication 383 (page17), traffic calming is recommended on roadways where Average Daily Traffic volume, at a minimum, should exceed 1,000 vehicles/day or the peak hour volume should exceed 100 vehicles. Schoolhouse Lane only has an ADT of 426.6 and the peak hour volume is 49 per hour between the hours of 1200-1300. **Per recommended volume requirements the roadway does not meet requirements for traffic calming.**

Speeding: Per Penn Dot Traffic Calming Publication 383 (page17), when speeding is the primary concern, the 85<sup>th</sup> percentile speed should exceed 10 MPH over the posted speed limit before traffic calming is considered. The 85<sup>th</sup> Percentile Speed is the speed at or below which 85% of the motorists on a street are traveling. This speed is often used as a measure of the upper limit of reasonable speeds for prevailing conditions. **The collected speed data does not show that there is a speeding problem on Schoolhouse Lane. The 85th percentile speed for westbound traffic was 26.1 MPH and the 85th percentile speed for eastbound traffic was 18.1 MPH. There is not a speeding problem on Schoolhouse Lane.**





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1900 Linglestown Road  
Harrisburg, PA 17110



## Chapter 67 Section 212.108 (Speed Limits)

### § 212.108. Speed limits.

(a) *General.* This section applies to maximum speed limits established according to 75 Pa.C.S. § § 3362 and 3363 (relating to maximum speed limits; and alteration of maximum limits). Engineering and traffic studies are not required for statutory speed limits, but documentation should be on file for urban districts and residence districts to show that the requirements defined in the Vehicle Code are satisfied.

(b) *Engineering and traffic studies.* Speed limits established in accordance with 75 Pa.C.S. § 3363 may be established in multiples of 5 miles per hour up to the maximum lawful speed. The speed limit should be within 5 miles per hour of the average 85th percentile speed or the safe-running speed on the section of highway, except the speed limit may be reduced up to 10 miles per hour below either of these values if one or more of the following conditions are satisfied:

(1) A major portion of the highway has insufficient stopping sight distance if traveling at the 85th percentile speed or the safe-running speed.

(2) The available corner sight distance on side roads is less than the necessary stopping sight distance values for through vehicles.

(3) The majority of crashes are related to excessive speed and the crash rate during a minimum 12-month period is greater than the applicable rate in the most recent high-crash rate or high-crash severity rate table included in the appendix of Official Traffic-Control Devices (Department Publication 212). Crashes related to excessive speed include those crashes with causation factors of driving too fast for conditions, turning without clearance or failing to yield right-of-way.

(c) *Variable speed limits.* To improve safety, speed limits may be changed as a function of traffic speeds or densities, weather or roadway conditions or other factors.

(d) *Special speed limits.*

(1) Within a rest area or welcome center, a 25 mile per hour speed limit may be established without the need for an engineering and traffic study if pedestrians walk across the access roadways between the parking lot and the rest facilities.

(2) Within a toll plaza or a truck weight station, an appropriate speed limit may be established without an engineering and traffic study by the authorities in charge to enforce the safety of the operations or to protect the scales.

(e) *Posting of speed limits.* A Speed Limit Sign (R2-1) or variable speed limit sign showing the maximum speed limit shall be placed on the right side of the highway at the beginning of each numerical change in the speed limit, but an additional sign may also be installed on the left side of the highway. If the new speed limit begins at an intersection, the first sign should be installed within 200 feet beyond the intersection. The



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT  
1900 Linglestown Road  
Harrisburg, PA 17110



placement of this sign must satisfy both the requirement to post the beginning of the new speed limit and the requirement to post the end of the previous speed limit. Additional requirements for posting are as follows:

(1) Speed limits of 50 miles per hour or less shall be posted as follows:

(i) A Reduced Speed Ahead Sign (R2-5), or a Speed Reduction Sign (W3-5), shall be placed on the right side of the highway 500 to 1,000 feet before the beginning of every speed reduction unless one of the following applies:

(A) The speed reduction is 10 miles per hour or less.

(B) The speed reduction begins at an intersection and all traffic entering the roadway with the speed reduction has to either stop at a Stop Sign (R1-1) or make a turn.

(C) The new speed limit is posted on variable speed limit signs.

(ii) Speed Limit Signs (R2-1) or a variable speed limit sign showing the maximum speed shall be placed on the right side of the highway at the beginning of the speed limit and at intervals not greater than 1/2 mile throughout the area with the speed limit.

(iii) The end of a speed limit is typically identified by the placement of a sign indicating a new speed limit, but the End Plaque (R2-10) may be placed above a Speed Limit Sign (R2-1) at the end of the zone if the appropriate speed limit is not known on the following section of roadway.

(2) On freeways, a Speed Limit Sign (R2-1) shall be installed after each interchange unless insufficient space exists for the signs.

***Recommendations:***

It is this officer's recommendation that the 3100 and 3200 block of Schoolhouse Lane be properly posted with 25 mph speed limit signs in accordance with Penn Dot regulations. One sign should be posted facing East between S. 32<sup>nd</sup> Street and S. Progress Avenue and one sign should be posted between S. 31<sup>st</sup> Street and S. 32<sup>nd</sup> Street facing West. **The signs should be posted a minimum of 200 feet from Progress Avenue for westbound traffic and 200 feet east of S. 31<sup>st</sup> Street for Eastbound traffic.**

It is this officer's recommendation that "SLOW 25 MPH" be painted on Schoolhouse Lane in front of the 3202 Schoolhouse lane for Westbound Traffic and "SLOW 25 MPH" be painted in front of 3103 Schoolhouse Lane for Eastbound Traffic.





SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT  
1900 Linglestown Road  
Harrisburg, PA 17110



Looking West in the 3200 Block of Schoolhouse Lane







SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT  
1900 Linglestown Road  
Harrisburg, PA 17110



Looking East in the 3100 Block of Schoolhouse Lane





## PLANNING

### DEVELOPMENT PLANS

Project Name	Location	Use	Status
1 Houses at Oakhurst	Oakhurst Blvd & Blue Ridge Cir	Residential - 2 lots	5/23/2022
2 3465 N. Front St.	3465 N. Front St.	Lot Consolidation	Tabled
3 3801 Walnut St.	3801 Walnut St.	Land Development	5/23/2022
4 Russell Dr. - Lot 2	Russell Dr. cul-de-sac (Commerce Pa	Res. (age rest.) - 78 units	5/23/2022
5 Chick-Fil-A	3951 Union Deposit Rd.	Land Development	5/23/2022
6 Stray Winds Farms Phase 8	Paxton Church Rd & Crums Mill Rd	Final - Res lots	5/23/2022
7 Townes at Margarets Grove	Hamlin Ln & Bartlett Rd	Final - Res lots	5/23/2022
8			
9			
10			
11			
12			
13			

### ZONING HEARING BOARD

Applicant	Location	Request	Date	Status
1 B&P Real Estate	4030 N 2nd St	Multiple variance to allow	1/5/2022	Tabled
2 Allegra/Image 360	3535 Walnut St	Variance for signs	2/5/2022	Withdrawn
3 Sughair Inc	3465 N 6th St	SE & Variance for junkyard	2/5/2022	5/4/2022
4 Sughair Inc	3465 N 6th St	Appeal to Stop Work Notice	3/2/2021	Withdrawn
5 Chick-fil-A	3951 Union Deposit Rd.	Multiple variances	4/6/2022	Approved
6 Enterprises LP	3801 Walnut St.	Appeal /Sign Variance	5/4/2022	Appeal App, Var Denied
7				
8				
9				

### TEXT AMENDMENTS

Applicant	Request	Date	Status
1 Township	Zoning Ordinance Rewrite	TBD	Rewrites
2 Township	Subdivision Rewrites	TBD	Rewrites
3 Township	Quality of Life Ordinance	TBD	Draft
4 Township	Updates to Building Code per UCC Changes	TBD	Draft
5 Township	Rental Inspection Program	TBD	Draft
6			

# PERMITS & LICENSES

## BUILDING PERMITS

	APR	YTD
Cell Tower Antennas	0	2
Commercial Improvements	3	18
Commercial New Buildings	1	1
Demolition	0	1
Industrial Housing	0	2
Porch/Patio/Deck	1	2
Residential Addition	0	4
Residential Improvements	5	27
Retaining Wall	0	3
School Improvement	0	3
Single Family Dwelling	6	30
Signs	1	6
Solar Panels	7	19
Swimming Pools	1	3
Townhouse	54	86
Electrical	49	179
Plumbing	67	177
<b>Total</b>	<b>195</b>	<b>563</b>

## CERTIFICATES OF OCCUPANCY

	APR	YTD
Commercial Improvement	0	1
Residential Renovation	0	1
Fire Restoration	0	0
New Commercial	0	4
Residential Additions	0	5
Single Family Attached	0	7
Single Family Detached	0	19
Singe Family Semi-Detached	0	0
Tenant Fit-out	1	6
Townhouse	0	1
<b>Total</b>	<b>1</b>	<b>44</b>

## VIOLATIONS

	APR		YTD	
	Open	Corr	Open	Corr
Building	2	0	4	0
Property	31	7	110	38
Zoning	2	0	4	0
Other	3	1	6	1
<b>Total</b>	<b>38</b>	<b>8</b>	<b>124</b>	<b>39</b>

## ZONING PERMITS

	APR	YTD
Accessory (Misc)	0	1
Deck/Patio	1	1
Detached Garage	0	0
Driveway	0	0
Fence	4	10
Shed	4	10
Use	1	2
<b>Total</b>	<b>10</b>	<b>24</b>

## MISC

	APR	YTD
Grading/Fill (no building)	1	5
Shade Tree Permits	4	6
Street Cut Permits	3	57
Solicitation Permits	0	2

## BUILDING INSPECTIONS

	APR	YTD
Residential Inspections	122	412
Commercial Inspections	56	182
Plumbing	46	179
<b>Total</b>	<b>224</b>	<b>773</b>

## OTHER PERMITS/LICENSES

	APR	YTD
Plumbers - Master	3	96
Plumbers - Journeyman	5	108
<b>Total</b>	<b>8</b>	<b>204</b>

## CITATIONS FILED

	APR		YTD	
	Open	Heard	Open	Heard
Building	0	0	0	0
Property	14	0	15	0
Zoning	0	0	0	0
Other/Health	0	0	0	0
<b>Total</b>	<b>14</b>	<b>0</b>	<b>15</b>	<b>0</b>

## OTHER DCED ACTIVITIES

### ON LOT DISPOSAL SYSTEMS (OLDS)

	APR	YTD
Pumping Reports	0	2
Out of Compliance	192	192
Total # In Compliance/Total	93	116
SEO Inspections	0	0
SEO Permits Issued	1	0

**Note:** Approximately 82 systems have been moved to sewer with Southeast Ext. Project.

### HEALTH INSPECTOR ACTIVITY

	APR	YTD
Routine Inspections	8	51
New Facility Inspections	0	3
Complaint Inspections	1	3
Licenses Issued	6	134
Massage Facility Inspection	0	1

**Note:** See Environmental Health Inspection Report for more information.

## STORMWATER

### STORMWATER AUTHORITY ACTIVITY

	APR	YTD
Inspections	9	12
Pre-application Meetings	0	0
Credits	0	3
IA Reviews/General Appeals	0	71
IA Corrections*	0	0
Board Appeals	0	0

**Note:**

### MS4 PROGRAM

MCMs	APR	YTD
1. Public Education	1	5
2. Participation	0	2
3. IDDE	1	22
4. Construction	3	10
5. PCSM	3	5
6. Housekeeping	4	14
<b>Total</b>	<b>12</b>	<b>58</b>

**Note:** See Stormwater Report for more information. Meet with Dauphin County Conservation District to discuss responsibilities.

### STORMWATER ORDINANCE

	APR	YTD
Plans Reviewed	40	181
Complaints	2	12

**Note:**





Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
4/1/2022	9465	62-023-096	600 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9466	62-023-096	602 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9467	62-023-096	604 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9468	62-023-096	606 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9469	62-023-096	608 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9470	62-023-096	610 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9471	62-023-096	612 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	27459	62-036-018	475 WOOD ST	Building Permit	Res Improvements
4/1/2022	9472	62-023-096	614 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9457	62-023-096	601 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9458	62-023-096	603 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9459	62-023-096	605 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9460	62-023-096	607 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	27461	62-019-313	1825 Ethan Dr	Building Permit	SFDD
4/1/2022	9461	62-023-096	609 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	27442	62-021-437	3197 Citation Drive	Building Permit	SFDD
4/1/2022	9462	62-023-096	611 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9463	62-023-096	613 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	9464	62-023-096	615 Enclave Drive	Plumbing Permit	Townhouse
4/1/2022	8729	62-019-313	1825 Ethan Dr.	Electrical Permit	SFDD
4/1/2022	9474	62-019-313	1825 Ethan Dr.	Plumbing Permit	SFDD
4/1/2022	8726	62-021-437	3197 Citation Drive	Electrical Permit	SFDD
4/1/2022	9473	62-021-437	3197 Citation Drive	Plumbing Permit	SFDD
4/1/2022	8727	62-036-018	475 WOOD ST	Electrical Permit	Res Improvements
4/1/2022	27460	62-071-098	2309 ASPEN WY	Building Permit	Solar panels
4/1/2022	8728	62-071-098	2309 ASPEN WY	Electrical Permit	Res Improvements
4/1/2022	2022-057	62-015-060	3873 N 6TH ST	Street Cut Permit	ROAD OPNG
4/1/2022	2022-049	62-038-073	320 REDWOOD ST	Street Cut Permit	ROAD OPNG
4/1/2022	27451	62-023-096	600 Enclave Drive	Building Permit	Townhouse
4/1/2022	27454	62-023-096	606 Enclave Drive	Building Permit	Townhouse
4/1/2022	27455	62-023-096	608 Enclave Drive	Building Permit	Townhouse
4/1/2022	27456	62-023-096	610 Enclave Drive	Building Permit	Townhouse
4/1/2022	27457	62-023-096	612 Enclave Drive	Building Permit	Townhouse
4/1/2022	27458	62-023-096	614 Enclave Drive	Building Permit	Townhouse
4/1/2022	27443	62-023-096	601 Enclave Drive	Building Permit	Townhouse
4/1/2022	27444	62-023-096	603 Enclave Drive	Building Permit	Townhouse
4/1/2022	27445	62-023-096	605 Enclave Drive	Building Permit	Townhouse
4/1/2022	27446	62-023-096	607 Enclave Drive	Building Permit	Townhouse
4/1/2022	27447	62-023-096	609 Enclave Drive	Building Permit	Townhouse
4/1/2022	27448	62-023-096	611 Enclave Drive	Building Permit	Townhouse
4/1/2022	27449	62-023-096	613 Enclave Drive	Building Permit	Townhouse

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
4/1/2022	27450	62-023-096	615 Enclave Drive	Building Permit	Townhouse
4/1/2022	27453	62-023-096	604 Enclave Drive	Building Permit	Townhouse
4/1/2022	27452	62-023-096	602 Enclave Drive	Building Permit	Townhouse
4/4/2022	27463	62-069-002	1932 LAUREL GLEN DR	Building Permit	Solar panels
4/4/2022	27464	62-009-237	4432 SAYBROOK LN	Building Permit	Solar panels
4/4/2022	8730	62-009-190	4440 SAYBROOK LN	Electrical Permit	Res Improvements
4/4/2022	8731	62-026-015	1735 CARTER DR	Electrical Permit	Res Improvements
4/4/2022	8732	62-069-002	1932 LAUREL GLEN DR	Electrical Permit	Res Improvements
4/4/2022	8733	62-009-237	4432 SAYBROOK LN	Electrical Permit	Res Improvements
4/5/2022	27467	62-013-011	2302 LINGLESTOWN RD	Building Permit	Com Improvement
4/5/2022	27465	62-049-073	4224 N PROGRESS AV	Building Permit	Res Improvements
4/5/2022	27466	62-027-112	2309 OXFORD AV	Building Permit	Solar panels
4/5/2022	9475	62-035-090	3439 KRAMER ST	Plumbing Permit	Res Improvements
4/5/2022	27467	62-013-011	2302 LINGLESTOWN RD	Certificate of Use an	Tenant fit-out
4/5/2022	8734	62-027-112	2309 OXFORD AV	Electrical Permit	Res Improvements
4/6/2022	27484	62-023-083	2617 BRINDLE RD	Building Permit	Signs
4/6/2022	27485	62-060-142	2024 DEER PATH RD	Building Permit	Solar panels
4/6/2022	8736	62-060-142	2024 DEER PATH RD	Electrical Permit	Res Improvements
4/6/2022	8737	62-010-043	1020 LINGLESTOWN RD	Electrical Permit	Res Improvements
4/6/2022	GEP2021-16	62-030-065	2626 BIRCH ST	Grading / Excavation	GRADING
4/6/2022	8735	62-023-083	2617 BRINDLE RD	Electrical Permit	Signs
4/6/2022	9484	62-023-096	570 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9485	62-023-096	572 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9486	62-023-096	574 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9487	62-023-096	576 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9488	62-023-096	578 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9489	62-023-096	580 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9490	62-023-096	582 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9491	62-023-096	584 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9476	62-023-096	561 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9477	62-023-096	563 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9478	62-023-096	565 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9479	62-023-096	567 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9480	62-023-096	569 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	9481	62-023-096	571 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	27476	62-023-096	570 Enclave Drive	Building Permit	Townhouse
4/6/2022	9482	62-023-096	573 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	27477	62-023-096	572 Enclave Drive	Building Permit	Townhouse
4/6/2022	9483	62-023-096	575 Enclave Drive	Plumbing Permit	Townhouse
4/6/2022	27478	62-023-096	574 Enclave Drive	Building Permit	Townhouse
4/6/2022	27479	62-023-096	576 Enclave Drive	Building Permit	Townhouse
4/6/2022	2022-018	62-008-005	4323 KABY ST	Zoning Permit	PATIO
4/6/2022	2022-017	62-039-013	3813 SCHOOLHOUSE LN	Zoning Permit	Shed
4/6/2022	27480	62-023-096	578 Enclave Drive	Building Permit	Townhouse
4/6/2022	27481	62-023-096	580 Enclave Drive	Building Permit	Townhouse
4/6/2022	27482	62-023-096	582 Enclave Drive	Building Permit	Townhouse

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
4/6/2022	27483	62-023-096	584 Enclave Drive	Building Permit	Townhouse
4/6/2022	27468	62-023-096	561 Enclave Drive	Building Permit	Townhouse
4/6/2022	27469	62-023-096	563 Enclave Drive	Building Permit	Townhouse
4/6/2022	27470	62-023-096	565 Enclave Drive	Building Permit	Townhouse
4/6/2022	27471	62-023-096	567 Enclave Drive	Building Permit	Townhouse
4/6/2022	27472	62-023-096	569 Enclave Drive	Building Permit	Townhouse
4/6/2022	27473	62-023-096	571 Enclave Drive	Building Permit	Townhouse
4/6/2022	27474	62-023-096	573 Enclave Drive	Building Permit	Townhouse
4/6/2022	2022-019	62-009-118	4208 JONATHAN LN	Zoning Permit	Shed
4/6/2022	27475	62-023-096	575 Enclave Drive	Building Permit	Townhouse
4/7/2022	27486	62-040-008	3523 UNION DEPOSIT RD	Building Permit	New Commercial
4/7/2022	8665	62-023-096	636 Enclave Drive	Electrical Permit	Townhouse
4/8/2022	27487	62-016-243	3700 N 6TH ST	Building Permit	Res Improvements
4/11/2022	9492	62-009-173	1216 BLUE RIDGE RD	Plumbing Permit	Res Improvements
4/11/2022	8738	62-029-132	2703 GEORGE ST	Electrical Permit	Res Improvements
4/12/2022	27489	62-021-433	3202 Citation Dr.	Building Permit	SFDD
4/12/2022	27488	62-021-471	3015 Bianca Wy.	Building Permit	SFDD
4/12/2022	2022-021	62-071-057	2320 ASPEN WY	Zoning Permit	FENCE
4/12/2022	2022-020	62-015-017	4007 N 6TH ST	Zoning Permit	FENCE
4/12/2022	2022-022	62-029-057	1601 25TH ST	Zoning Permit	Home Occupaton
4/12/2022	8740	62-021-433	3202 Citation Dr.	Electrical Permit	SFDD
4/12/2022	9494	62-021-433	3202 Citation Dr.	Plumbing Permit	SFDD
4/12/2022	8739	62-021-471	3015 Bianca Wy.	Electrical Permit	SFDD
4/12/2022	9493	62-021-471	3015 Bianca Wy.	Plumbing Permit	SFDD
4/12/2022	27490	62-035-167	3535 WALNUT ST	Zoning Permit	Signs
4/13/2022	27493	62-034-041	102 FOX ST	Building Permit	Res Improvements
4/13/2022	27494	62-051-080	3220 WILLOW LN	Building Permit	Res Improvements
4/13/2022	27492	62-018-321	1824 Ethan Dr.	Building Permit	SFDD
4/13/2022	27491	62-019-283	1722 Bradley Dr.	Building Permit	SFDD
4/13/2022	27495	62-025-157	3906 WOODVALE RD	Building Permit	Solar panels
4/13/2022	8746	62-025-157	3906 WOODVALE RD	Electrical Permit	Res Improvements
4/13/2022	8745	62-015-024	3973 N 6TH ST	Electrical Permit	Res Improvements
4/13/2022	9496	62-018-321	1824 Ethan Dr.	Plumbing Permit	SFDD
4/13/2022	8742	62-018-321	1824 Ethan Dr.	Electrical Permit	SFDD
4/13/2022	8741	62-019-283	1722 Bradley Dr.	Electrical Permit	SFDD
4/13/2022	9495	62-019-283	1722 Bradley Dr.	Plumbing Permit	SFDD
4/13/2022	8743	62-034-041	102 FOX ST	Electrical Permit	Res Improvements
4/13/2022	8744	62-045-057	1412 MONTFORT DR	Electrical Permit	Swimming Pool
4/20/2022	27534	62-056-081	2667 CRANBERRY CIR	Building Permit	Solar panels
4/20/2022	8747	62-056-081	2667 CRANBERRY CIR	Electrical Permit	Res Improvements
4/20/2022	2022-002	62-029-132	2703 GEORGE ST	Street Cut Permit	ROAD OPNG
4/22/2022	27536	62-038-003	200 S PROGRESS AV	Building Permit	Com Improvement
4/22/2022	27462	62-034-096	3725 WALNUT ST	Building Permit	Com Improvement
4/22/2022	27535	62-059-020	1620 PEBBLEBROOK LN	Building Permit	PATIO/DECK/SHED
4/25/2022	220004	62-036-090	3530 SCHOOLHOUSE LN	Shade Tree Permit	Tree Removal
4/25/2022	220005	62-035-092	3441 KRAMER ST	Shade Tree Permit	Tree Removal



Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
4/25/2022	220006	62-059-123	1395 WANDERING WY	Shade Tree Permit	Tree Removal
4/25/2022	220007	62-037-104	3119 EARLE ST	Shade Tree Permit	Tree Removal
4/25/2022	220008	62-046-156	515 MARCEL DR	Shade Tree Permit	Tree Removal
4/26/2022	2022-024	62-032-096	3621 CLOVERFIELD RD	Zoning Permit	FENCE
4/26/2022	2022-025	62-060-210	1961 DEER PATH RD	Zoning Permit	FENCE/SHED
4/26/2022	8749	62-057-047	409 S SCENIC RD	Electrical Permit	Res Improvements
4/26/2022	9497	62-045-188	3811 BRYTTON LN	Plumbing Permit	Res Improvements
4/26/2022	8748	62-002-005	904 ROBERTS VALLEY RD	Electrical Permit	Res Improvements
4/26/2022	2022-023	62-052-025	1121 ERIC DR	Zoning Permit	Shed
4/27/2022	27537	62-045-183	1322 MONTFORT DR	Building Permit	Swimming Pool
4/27/2022	27517	62-023-096	501 Enclave Dr. (Building 7)	Building Permit	Townhouse
4/27/2022	27516	62-023-096	503 Enclave Dr. (Building 7)	Building Permit	Townhouse
4/27/2022	27515	62-023-096	505 Enclave Dr. (Building 7)	Building Permit	Townhouse
4/27/2022	27514	62-023-096	507 Enclave Dr. (Building 7)	Building Permit	Townhouse
4/27/2022	27513	62-023-096	509 Enclave Dr. (Building 7)	Building Permit	Townhouse
4/27/2022	9514	62-023-096	501 Enclave Dr. (Building 7)	Plumbing Permit	Townhouse
4/27/2022	9515	62-023-096	503 Enclave Dr. (Building 7)	Plumbing Permit	Townhouse
4/27/2022	9516	62-023-096	505 Enclave Dr. (Building 7)	Plumbing Permit	Townhouse
4/27/2022	9517	62-023-096	507 Enclave Dr. (Building 7)	Plumbing Permit	Townhouse
4/27/2022	9518	62-023-096	509 Enclave Dr. (Building 7)	Plumbing Permit	Townhouse
4/27/2022	9519	62-023-096	511 Enclave Dr. (Building 7)	Plumbing Permit	Townhouse
4/27/2022	8767	62-023-096	501 Enclave Dr. (Building 7)	Electrical Permit	Townhouse
4/27/2022	8768	62-023-096	503 Enclave Dr. (Building 7)	Electrical Permit	Townhouse
4/27/2022	8769	62-023-096	505 Enclave Dr. (Building 7)	Electrical Permit	Townhouse
4/27/2022	8770	62-023-096	507 Enclave Dr. (Building 7)	Electrical Permit	Townhouse
4/27/2022	8771	62-023-096	509 Enclave Dr. (Building 7)	Electrical Permit	Townhouse
4/27/2022	27512	62-023-096	511 Enclave Dr. (Building 7)	Building Permit	Townhouse
4/27/2022	27511	62-023-096	510 Enclave Dr. (Building 6)	Building Permit	Townhouse
4/27/2022	27510	62-023-096	512 Enclave Dr. (Building 6)	Building Permit	Townhouse
4/27/2022	27509	62-023-096	514 Enclave Dr. (Building 6)	Building Permit	Townhouse
4/27/2022	27505	62-023-096	516 Enclave Dr. (Building 6)	Building Permit	Townhouse
4/27/2022	27507	62-023-096	518 Enclave Dr. (Building 6)	Building Permit	Townhouse
4/27/2022	27506	62-023-096	520 Enclave Dr. (Building 6)	Building Permit	Townhouse
4/27/2022	27505	62-023-096	522 Enclave Dr. (Building 6)	Building Permit	Townhouse
4/27/2022	9506	62-023-096	510 Enclave Dr. (Building 6)	Plumbing Permit	Townhouse
4/27/2022	9507	62-023-096	512 Enclave Dr. (Building 6)	Plumbing Permit	Townhouse
4/27/2022	9508	62-023-096	514 Enclave Dr. (Building 6)	Plumbing Permit	Townhouse
4/27/2022	9509	62-023-096	516 Enclave Dr. (Building 6)	Plumbing Permit	Townhouse
4/27/2022	9510	62-023-096	518 Enclave Dr. (Building 6)	Plumbing Permit	Townhouse
4/27/2022	9511	62-023-096	520 Enclave Dr. (Building 6)	Plumbing Permit	Townhouse
4/27/2022	9512	62-023-096	522 Enclave Dr. (Building 6)	Plumbing Permit	Townhouse
4/27/2022	9513	62-023-096	524 Enclave Dr. (Building 6)	Plumbing Permit	Townhouse
4/27/2022	8766	62-023-096	524 Enclave Dr. (Building 6)	Electrical Permit	Townhouse
4/27/2022	8765	62-023-096	522 Enclave Dr. (Building 6)	Electrical Permit	Townhouse
4/27/2022	8764	62-023-096	520 Enclave Dr. (Building 6)	Electrical Permit	Townhouse
4/27/2022	8763	62-023-096	518 Enclave Dr. (Building 6)	Electrical Permit	Townhouse
4/27/2022	8762	62-023-096	516 Enclave Dr. (Building 6)	Electrical Permit	Townhouse

Issued Date	Permit #	Parcel ID	Location	Permit Type	Sub Type
4/27/2022	8761	62-023-096	514 Enclave Dr. (Building 6)	Electrical Permit	Townhouse
4/27/2022	8760	62-023-096	512 Enclave Dr. (Building 6)	Electrical Permit	Townhouse
4/27/2022	8759	62-023-096	510 Enclave Dr. (Building 6)	Electrical Permit	Townhouse
4/27/2022	27504	62-023-096	524 Enclave Dr. (Building 6)	Building Permit	Townhouse
4/27/2022	27503	62-023-096	550 Enclave dr. (Building 5)	Building Permit	Townhouse
4/27/2022	27502	62-023-096	552 Enclave Dr. (Building 5)	Building Permit	Townhouse
4/27/2022	27501	62-023-096	554 Enclave Dr. (Building 5)	Building Permit	Townhouse
4/27/2022	27500	62-023-096	556 Enclave Dr. (Building 5)	Building Permit	Townhouse
4/27/2022	27499	62-023-096	558 Enclave Dr. (Building 5)	Building Permit	Townhouse
4/27/2022	27498	62-023-096	560 Enclave Dr. (Building 5)	Building Permit	Townhouse
4/27/2022	27497	62-023-096	562 Enclave Dr. (Building 5)	Building Permit	Townhouse
4/27/2022	9498	62-023-096	550 Enclave dr. (Building 5)	Plumbing Permit	Townhouse
4/27/2022	9499	62-023-096	552 Enclave Dr. (Building 5)	Plumbing Permit	Townhouse
4/27/2022	9500	62-023-096	554 Enclave Dr. (Building 5)	Plumbing Permit	Townhouse
4/27/2022	9501	62-023-096	556 Enclave Dr. (Building 5)	Plumbing Permit	Townhouse
4/27/2022	9502	62-023-096	558 Enclave Dr. (Building 5)	Plumbing Permit	Townhouse
4/27/2022	9503	62-023-096	560 Enclave Dr. (Building 5)	Plumbing Permit	Townhouse
4/27/2022	9504	62-023-096	562 Enclave Dr. (Building 5)	Plumbing Permit	Townhouse
4/27/2022	9505	62-023-096	564 Enclave Dr. (Building 5)	Plumbing Permit	Townhouse
4/27/2022	8751	62-023-096	550 Enclave dr. (Building 5)	Electrical Permit	Townhouse
4/27/2022	8752	62-023-096	552 Enclave Dr. (Building 5)	Electrical Permit	Townhouse
4/27/2022	8753	62-023-096	554 Enclave Dr. (Building 5)	Electrical Permit	Townhouse
4/27/2022	8754	62-023-096	556 Enclave Dr. (Building 5)	Electrical Permit	Townhouse
4/27/2022	8755	62-023-096	558 Enclave Dr. (Building 5)	Electrical Permit	Townhouse
4/27/2022	8756	62-023-096	560 Enclave Dr. (Building 5)	Electrical Permit	Townhouse
4/27/2022	8757	62-023-096	562 Enclave Dr. (Building 5)	Electrical Permit	Townhouse
4/27/2022	8758	62-023-096	564 Enclave Dr. (Building 5)	Electrical Permit	Townhouse
4/27/2022	8772	62-023-096	511 Enclave Dr. (Building 7)	Electrical Permit	Townhouse
4/27/2022	27496	62-023-096	564 Enclave Dr. (Building 5)	Building Permit	Townhouse
4/27/2022	8750	62-045-183	1322 MONTFORT DR	Electrical Permit	Swimming Pool
4/28/2022	9523	62-016-075	3714 GREEN ST	Plumbing Permit	SEWER LAT
4/28/2022	8773	62-013-011	2302 LINGLESTOWN RD	Electrical Permit	Com Improvement
4/28/2022	9521	62-043-078	904 HILLTOP DR	Plumbing Permit	SEWER LAT
4/28/2022	9520	62-043-071	907 HILLTOP DR	Plumbing Permit	SEWER LAT
4/29/2022	9524	62-017-062	3485 N 3RD ST	Plumbing Permit	SEWER LAT



Type	Location	Description	Opened	Closed
Property	820 S PROGRESS AV	Tree removal	5/27/2021	4/1/2022
Property	1708 GLENSIDE DR	Exterior Maintenance	3/14/2022	4/2/2022
Property	3027 WALNUT ST	Accumulation of trash	3/23/2022	4/18/2022
Property	3029 WALNUT ST	Accumulation of rubbish or garbage	3/23/2022	4/18/2022
Property	3909 KINGSLEY DR	ORDINANCE VIOLATION - TREE ISSUE	3/24/2022	4/6/2022
Property	2004 CLAYTON AV	Abandoned Vehicle	3/28/2022	4/8/2022
Property	3701 GREEN ST	Accumulation of rubbish or garbage	3/29/2022	4/22/2022
Property	2403 OXFORD ST	Exterior Maintenance	4/1/2022	
Property	2412 OXFORD AV	CAR PARKED ON BACK YARD	4/1/2022	
Other	3701 GREEN ST	Status of Occ. Report	4/1/2022	
Property	99 SHELL ST	Exterior Maintenance	4/1/2022	
Property	201 ESTHERTON AV	Exterior maintenance	4/5/2022	
Property	3438 N 6TH ST	ALLEY SANITATION ISSUE	4/5/2022	
Property	3442 N 6TH ST	ALLEY SANITATION	4/5/2022	
Property	3444 N 6TH ST	ALLEY SANITATION	4/5/2022	
Property	512 LAWRENCE DR	PARKING ON FRONT LAWN	4/5/2022	
Property	501 PARKWAY RD	Shed falling down	4/6/2022	4/22/2022
Property	4319 KABY ST	SANITATION - BACKYARD	4/6/2022	
Property	504 PARKWAY RD	SANITATION/SHED	4/7/2022	
Other	1917 N 26TH ST	Status of Occ missing for tenant	4/8/2022	
Property	407 N PROGRESS AV	OVERGROWN VIOLATION	4/12/2022	
Property	1315 PELHAM RD	VEHICLE PARKED ON LAWN	4/13/2022	4/18/2022
Property	1406 REGENCY CIR	Mattress existing out front of home	4/13/2022	
Property	2025 LINGLESTOWN RD	ALLEY SANITATION	4/13/2022	
Property	2025 LINGLESTOWN RD	EXCESSIVE TRASH	4/13/2022	
Earth Dist	2349 THORNTON RD	StOP WORK NOTICE	4/13/2022	
Property	3215 EARLE ST	OCCUPANCY REPORT NOT FILED	4/13/2022	
Property	2023A LINGLESTOWN RD	EXTERIOR MAINTENANCE VIOLAT	4/15/2022	
Property	504 N 36TH ST	Violation of Dog Ordinance	4/18/2022	
Property	3438 N 6TH ST	ALLEY SANITATION	4/21/2022	
Property	3440 N 6TH ST	ALLEY SANITATION	4/21/2022	
Property	3444 N 6TH ST	ALLEY SANITATION NEEDED	4/21/2022	
Property	415 LATSHMERE DR	Overgrown veg. and high grass	4/25/2022	
Health	2161 CAMELOT DR	MOLD IN BATHROOM	4/27/2022	5/2/2022



## WEBSITE

### MAY STATISTICS

**Total Users: 6,212**

**Sessions: 8909**

**New Users: 5,542**

Device Usage	
Desktop	3180
Mobile	2873
Tablet	119

Default Channel	
Organic Search	4,367
Direct	1,761
Referral	91
Social	69

Behaviors	
Average Session Duration	0:01:50
Bounce Rate	41.8%
Page Views	21,328
Pages/Session	2.39
Number of Sessions/User	1.43

### TOP 10 PAGES

#	PAGE	HITS
1	outlook account	1,059
2	recreation catalog	678
3	see click fix	636
4	utility payment	453
5	ecodes	261

#	PAGE	HITS
6	newsletter	227
7	keystone collects	188
8	pennwaste	142
9	yard waste guidelines	133
10	jp harris	128

## E-CODE (Ordinance)

### TOTALS (Last 12 Months)

**Total Views:**

**36,013**

**Total Unique IPs:**

**4,407**

### VIEWES BY MONTH 2022

Jan	1957	Apr	4049	Jul	0	Oct	0
Feb	2712	May	0	Aug	0	Nov	0
Mar	3372	Jun	0	Sept	0	Dec	0

### TOP 10 SEARCHES

30 days		
1	relevance	311
2	fence	38
3	clear sight triangle	19
4	impervious	19
5	property line dista	14
6	basketball in stree	12
7	parking	10
8	r2	10
9	shed	10
10	coverage	7

Last 12 Months		
1	relevance	755
2	construction hour	431
3	impervious	216
4	shed	189
5	clear sight triangle	162
6	porch	135
7	cambria	108
8	highway zoning us	108
9	r2	108
10	building permit	81

## SOCIAL MEDIA

### FACEBOOK

Total Page Followers	1,611
New Page Followers	4
Reactions	17
Shares	6

Photo Views	385
Post Reach	1,550
Post Engagement	721
Link Clicks	58

### NEXTHOOR

Members	540
New Members	43
Housholds	4129
Agency Posts	1

Note:

## SUSQUEHANNA CONNECTS

	APR	YTD
New Reports Created	14	74
Reports Closed	3	69
Days to Closed	4.5	14

### TOP 10 PAGES

#	REPORT	APR
1	Pothole	6
2	Other	3
3	Stormwater	2
4	Earth Moving	1
5	Trash & Recycling	1
6	Work w/out Permit	1
7		
8		
9		
10		

#	REPORT	YTD
1	Pothole	21
2	Other	11
3	Property Maintenace	8
4	Stormwater	7
5	Trash & Recycling	7
6	Trees	4
7	Work w/out Permit	3
8	Animal Issue	2
9	Earth Moving	2
10	Sidewalk	2

April 28, 2022

To: Susquehanna Township Authority  
 From: Madison Smith  
 RE: Stormwater Report for April 2022

In the month of April 2022 stormwater staff conducted inspections on stormwater issues, worked on employee annual training, and completed permits. Please see below for YTD totals on Stormwater Program Fee and MS4 Program Activities.

Stormwater personnel scheduled and developed the annual employee training for the public works and sewer crews. Based on the results of training, it was determined by stormwater personnel that additional training will need to be scheduled. In preparation of this, stormwater personnel will continue to work and develop additional training tools.

Stormwater personnel is working to better address active construction sites throughout the Township to ensure that no sediment laden runoff leaves the site during rain events and that the stormwater facility are being properly installed. We are working to prevent present and future stormwater pollution and concerns for residents.

	<i>Inspections</i>	<i>Pre-Application Mtgs</i>	<i>Credits</i>	<i>Appeals</i>	<i>Plans Reviewed</i>	<i>Complaints</i>	<i>Minimum Control Measures</i>	<i>PEOP</i>	<i>PIPP</i>	<i>IDDE</i>	<i>Construction</i>	<i>PCSM</i>	<i>Housekeeping</i>
<i>January</i>	1				13	1		1	1	1	1		
<i>February</i>	5		2	69	78	6			17	3			1
<i>March</i>	6		1	2	50	3	3	1	3	3	2		
<i>April</i>	9				40	2	1		1	3	3		4
<i>May</i>													
<i>June</i>													
<i>July</i>													
<i>August</i>													
<i>September</i>													
<i>October</i>													
<i>November</i>													
<i>December</i>													
<b>YTD</b>	<b>21</b>	<b>0</b>	<b>3</b>	<b>71</b>	<b>181</b>	<b>12</b>		<b>5</b>	<b>2</b>	<b>22</b>	<b>10</b>	<b>5</b>	<b>14</b>

Respectively,

Madison Smith  
 Stormwater Management Program Coordinator

## Environmental Health Inspection Summary for April, 2022

### **In-Compliance Routine Food Establishment Inspections – 8**

Eight retail food facilities passed their inspections in the month of April. The following food establishments were found to be “in-compliance” with Susquehanna Township Ordinances and the PA Food Code: Mountain Laurel Catering & Events, Mountain Laurel Catering Mobile Food Truck #1, Mountain Laurel Catering Mobile Food Trucks 2 & 3, Romano’s Macaroni Grill, Starbucks #10977 (Union Deposit), U.S. Post Office Cafeteria and Williams-Sonoma.

### **Out of Compliance Inspections- 0**

### **New Opening Inspections- 0**

### **Follow-up Inspections- 0**

### **Consumer Complaints- 1**

A consumer mailed an anonymously handwritten letter to PA Dept of Agriculture claiming 4 restaurants prepare sandwiches “without washing their hands and wearing gloves.” Naples Pizza was listed as one of those companies that mishandle prepared food. I conducted an inspection 2 days after receiving the complaint from a Food Safety Specialist at PA AG. Upon entrance into the facility, I noticed all employees practicing proper food handling practices and wearing hair restraints. I reviewed the complaint with the owner who claims he was not aware of anyone complaining about his pizzeria. I reviewed the correct food handling procedures with the owner who claimed he was well aware of safe food handling since he was ServSafe Certified. I found several non-conformities on the inspection report such as dirty refrigerator handles, soiled microwave and freezer floor with food debris. These non-conformities are considered GMP (good manufacturing practices) and not risk factors that would cause food borne illness. This consumer complaint could not be verified. The consumer could not be notified of the inspection results.

### **Massage Establishments- 1**

**Jin Spa, Walnut Street-** the PA Licensing Board has not yet concluded their investigation of Jin Spa to determine if this facility is properly licensed and qualifies as a massage establishment.

### **Other Activities- 1**

Asian Grocery store on Progress Avenue

Submitted by Anthony “Tony” Russo, Health Officer, May 3, 2022





# Overview Report 04.01.22-04.30.22

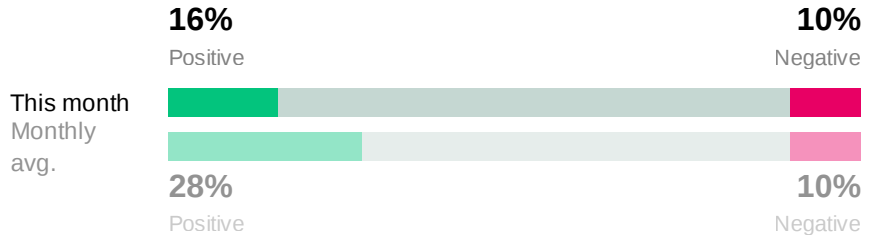
## Volume of Conversations

# -20% ▼

Compared to the monthly average

3,293 Interactions analyzed

## Sentiment Analysis



## Trending Topics Compared to the monthly average

Interactions

Public Safety ▲ 141%	1,977
Human Relations and Services ▼ -7%	390
Public Works ▲ 313%	238
Parks and Recreation ▲ 35%	163
Transportation ▼ -69%	145

## Leading Projects



Police Department

# ▲ x 2.1

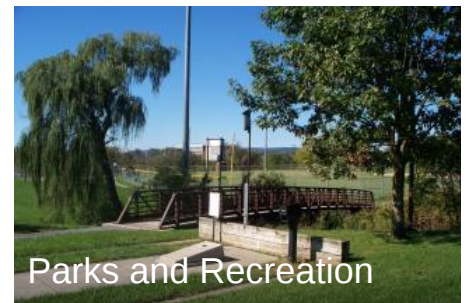
1,493 Interactions analyzed



Road Safety

# ▼ -42.47%

242 Interactions analyzed



Parks and Recreation

# ▲ x 3.7

189 Interactions analyzed



# Overview Report 04.01.22-04.30.22

## 💡 Latest insights

### March Review: Resident discourse centers around Schools; the Fire Department and Community Service and Activism also feature prominently

Mar 1 - Apr 1, 2022

#### March 2022: Main Topics in Online Resident Discourse

##### Schools (34%)

Interactions: 1,013 • ↓ 72.3%



##### Fire Department (23%)

Interactions: 688 • ↑ 35.7%



##### Community Service and Activism (13%)

Interactions: 376 • ↑ 242%



During the past month (March 1–31), **2,979 social media interactions** were captured in the [Zencity dashboard](#). Nearly all of the discourse came from unofficial channels (92%) while official channels accounted for the remaining interactions (8%). Positive sentiment was nearly 2X greater in volume than negative sentiment (19% and 10% respectively).

Zencity analyzed online conversations to **identify the most discussed topics** (defined as accounting for more than 10% of the discourse each) and **stories that drove the discourse** on each topic. The analysis reveals that **residents were most engaged in response to posts about Schools, followed by Fire Department and Community Service & Activism:**

## Overview Report 04.01.22-04.30.22

### [Schools](#) | 1K interactions | 34% of the discourse:

- Discourse was led by a local [news article](#) highlighting the “**mascot conundrum**” detailing that the school board was unable to reach a resolution on a new school mascot after one board member accused another of physically assaulting him and the meeting devolved into fighting. Commenters **debated whether or not the previous mascot was racially offensive** and/or embarrassing, while others suggested that the board members’ behavior was immature and **the board ought to be focusing on more important issues**.
- Other leading posts celebrating international women’s day and women’s history month received supportive responses in the form of 'loves,' 'likes,' and 'shares.'

### [Fire Department](#) | 688 interactions | 23% of the discourse:

- Fire department discourse came entirely from the Rescue Fire Company #37 (52% of the discourse) and Progress Fire 32 (48%) Facebook pages. Positive sentiment was more than 5X greater than negative sentiment (11% and 2% respectively).
- The leading two posts came from Progress Fire 32 and detailed a porch fire incident, and a report of smoke at an assisted living facility that was later traced to an HVAC issue. Both posts received over 100 supportive likes and shares. Remaining posts and updates from both fire crews all received tacit supportive engagements from residents with less than a handful of comments total.

### [Community Service & Activism](#) | 376 interactions | 13% of the discourse:

- Although the [most popular post](#) in the Community Service & Activism topic came from Rescue Fire Company #37 highlighting a lunch at Jersey Mikes to support the Special Olympics, the majority (69%) of interactions came from the [HANNA Foundation](#) Facebook page.
- Posts informing when HANNA's Pantry would be open, thanking all the volunteers, and celebrating two years of outdoor drive-through distribution all gained tacit support in the form of 'loves,' 'likes,' and 'shares.'

The analysis suggests that during the past month, residents were most engaged in the topic of **Schools** largely due to the controversy over the school mascot and alarming school board member behavior. Additionally, online interactions indicate support for the local fire services and local community service events and organizations.

SUSQUEHANNA TOWNSHIP  
PUBLIC WORKS

NINETEEN HUNDRED FIFTY FIVE ELMERTON AVENUE,  
HARRISBURG, PENNSYLVANIA 17109 PHONE (717) 233-7143



**APRIL GENERAL WORK REPORT**

**04/30/2022**

1. SIGN WORK ---- INSTALLED NEW SIGNS AND REPAIRED THE DAMAGED SIGNS.
2. ALL EMPLOYEES ATTENDED ROADSIDE MOWER, HOT BOX / RECLAIMER, & MS4 TRAINING.
3. INLETS REPAIRED (2).
4. SWEEPING STREETS.  
SWEEPING HEAVY DEBRIS FROM THE WINTER SEASON.  
(SWEEPING SCHEDULE WILL START JUNE 06, 2022).
5. PATCHING POTHoles (COLD PATCH).
6. GROUND WOODY WASTE @ DIG MY EARTH.
7. REPLACED OUTFIELD BASEBALL NET @ THE MIDDLE SCHOOL.  
INSTALLED 1<sup>ST</sup> BASE LINE FOUL LINE NET @ McNAUGHTON FIELD
8. CLEANED OUTFALL DEBRIS FROM GREENBELT RETENTION POND & RESTABLIZED OUTFALL.
9. REPAIRED LEAK ON EDGEMONT FIREHOUSE ROOF.
10. TV & VAC STORM INLETS DOEHN RD.

11. CLEANED INLETS.
12. STARTED INSTALLING RAIN BARRELS AROUND TOWNSHIP.
13. MADE REPAIRS 3218 CREST RD SEWER SERVICE LATERAL.
14. REMOVE DOWN TREE FROM BLUERIDGE PUMP STATION.
15. CHECK PUMPS & GEN-SETS.
16. RESPONDED TO 175 PA ONE CALLS.
17. TELEVISED 140FT SEWER. 2,715FT STORM
18. FLUSHED & ROOT CUT 3,710FT OF SEWER LINES.
19. INVESTIGATED 2 SEWER COMPLAINTS 0 BLOCKAGE.

**SUSQUEHANNA TOWNSHIP HIGHWAY DEPARTMENT  
MONTHLY REPORT**

<b>APRIL</b>	
<b>JOB DESCRIPTION</b>	<b>HOURS</b>
Mechanic	304
Crew Leader	72
Operator	96
Tradesman	8
Lt Equipment Operator	312
Sign Maint. Technician	56
Truck Driver	152
Laborer	168
Foreman	160
Mechanic 1	312
Mechanic 2	0
<b>TOTAL PEOPLE HOURS</b>	<b>1640</b>
<b>JOB PERFORMED</b>	<b>HOURS</b>
Mechanic Maintenance	312
Equipment Maintenance	16
Garage Maintenance	0
Inlet Cleaning	56
Inlet Repair	48
New Inlets	0
Pipe Jobs	0
Training	0
Roadside Mowing	0
Clean Ditch Lines	0
Trimming Trees	0
Sewer Lat. Replacement	40
Paving	0
Blacktop Milling	0
Hauling Stones/Waste	0
Snow & Ice Removal	0
Street Sweeping	312
Patching Pot Holes	16
Sign Work	72
General Work	136
Grind Woody Waste	136
Check Pumps	216
Flush	8
TV	104
Pa1 Calls	168
Clean Wet Wells	0
<b>TOTAL JOB HOURS</b>	<b>1640</b>
<b>Submitted By: Travis Mease</b>	
<b>DATE SUBMITTED</b>	
<b>May 6, 2022</b>	



369 East Park Drive  
Harrisburg, PA 17111  
717.564.1121  
www.hrg-inc.com

## MONTHLY ENGINEER'S REPORT

### Susquehanna Township

Attn: Dave Pribulka  
Report Period: 04/01/2022 - 04/30/2022  
HRG Project Number: R000242.0001  
MAY 5, 2022

\*Note: Italicized text identifies items unchanged since previous report(s)

#### Meetings Attended (R000242.0001):

- |  |                |
|--|----------------|
| 1. Board of Commissioners Meeting          | April 14, 2022 |
| 2. Board of Commissioners Workshop Meeting | April 28, 2022 |
| 3. Planning Commission Meeting             | April 25, 2022 |

#### Subdivision and/or Land Development Plan(s) Reviewed (R000242.0002):

1. Russel Drive Lot #2 - Land Development Plan {HRG #1262}
2. 3801 Walnut Street – Land Development Plan {HRG #1257}
3. Houses at Oakhurst – Subdivision Plan {HRG #1238}

#### Stormwater Management Plan(s) Reviewed/Inspected (R000242.0475):

1. Recchione Property – Lot 2B Blue Ridge Road Stormwater Plan review {HRG #045}

#### Improvement Guarantee Estimates/Reductions & Maintenance Guarantee Recommendations (R000242.0002):

1. Susquehanna Union Green Phase 1 – IG Reduction #12 {HRG #1240}
2. Susquehanna Union Green Phase 2, 3,5 - IG Reduction #3 {HRG #1241}
3. Cherry Orchard Place - IG Reduction #2 {HRG #1221}

#### Construction Observation Services Performed (R000242.0002):

1. Margaret's Grove LDP {HRG #1096}
2. Laurel Hills LDP {HRG #1166}
3. Stray Wind Farms Phase 7 {HRG #1244}
4. Enclave at Elmerton LDP {HRG #1247}
5. Terraces at Maplewood {HRG #1248}
6. Susquehanna Union Green Ph. 1 {HRG #1240}
7. Susquehanna Union Green Ph. 3A & 3B {HRG #1253}

## Road Cut Permit Improvement Guarantee Estimates (R000242.0187):

1. N/A

## Drainage/Engineering Project(s) Status:

1. General Drainage/Engineering {HRG #R000242.0007}
  - > *Phase 037 – 2608 Catherine Street – Met with Property Owners and Township Staff. Reviewed site history and previous completed Township projects. Provided Township with previously completed Concept Plans for drainage issue. Township televised storm drainage on Catherine Street. Township has determined that they can perform the work. Township to reach out if any additional information is needed from HRG to perform the work.*
2. MS4 {HRG #R000242.0451}
  - > *Provided MS4 related assistance to Township staff as requested, including site visits to multiple locations with stormwater related issues.*
3. North Galen Road at Fox Hunt Lane Drainage Project {HRG #R000242.0502}
  - > *HRG met on-site with the Millers and Crawshaws on May 2, 2022, to discuss any outstanding comments or concerns each resident may have with the project before moving forward. We received positive verbal feedback from the Crawshaws regarding the easement acquisition. HRG will work with Township staff and the property owners to finalize the plan and terms of the easements. Once that is complete, HRG will provide the Township with a Retainer Agreement Project Assignment to undertake services related to project bidding, construction contract administration, and construction observation.*
4. Stormwater Capital Improvements Projects {HRG #R000242.0518}
  - > *HRG developed scopes of work and budget figures for nine stormwater capital improvement projects located at various locations around the Township. The projects under consideration aim to mitigate known stormwater infrastructure, flooding, and streambank erosion issues currently impacting the Township.*

## Transportation Project(s) Status:

1. Traffic Studies {HRG #R000242.0005}
  - > *Linglestown & Crooked Hill*
    - o *Township received a complaint regarding side street green time and delays, specifically during off-peak times. ATS confirmed the intersection is properly programmed and equipment is working; signal is operating per permit. Susquehanna Township requested that HRG evaluate AM and PM peak timing to determine if changes are appropriate. HRG observed the intersection during both peak periods and recommends a programming modification. HRG requested that ATS make the programming modification – awaiting confirmation that it was updated.*
    - o *Township received concern about pedestrian safety crossing this intersection. HRG will finalize memo and recommendations and send to the Township.*
  - > *Schoolhouse Lane – HRG evaluating application of additional speed humps. HRG will finalize memo and recommendations and send to the Township.*

- > Linglestown & Fargreen
  - o Township received complaints regarding signal timing. HRG conducted field view. It does not appear that the intersection timing is programmed properly. HRG is coordinating with ATS for verification.
  - o Traffic counts received on 2/14 to evaluate the need for a left turn arrow from Route 39 onto Fargreen. Left turn phase is not warranted, HRG finalizing memo for Township.
- > Linglestown and Sturbridge
  - o Township received complaints on signal timing. HRG conducted field view. It does not appear that the intersection timing is programmed properly. HRG is coordinating with ATS for verification.
- > Montrose Street Truck Restriction
  - o Chief Martin requested HRG prepare a truck restriction study to support the existing truck restriction posted along Montrose St from Front St to 6th Street. HRG is the process of finalizing the study.
  - o Initial QA/QC of the study has been completed and is awaiting finalization.
- > Union Deposit and Progress Avenue
  - o Township requested that HRG evaluate the need for a flashing left turn arrow along Progress Avenue (turning onto Union Deposit Road) so that the movement may be protected-permitted at certain off-peak times of the day.
  - o HRG is evaluating feasibility and required traffic signal pole/controller modifications.
  - o Count data has been obtained and analysis will be developed once determination of a flashing yellow arrow is complete.
- > License Plate Recognition Equipment – Rekor will be updating traffic signal permits to reflect this installation of license-plate reader equipment. HRG will assist as needed and review updated signal plans, once submitted.

## 2. Paxton Church Road Rehabilitation {HRG #R000242.0503}

- > HRG is progressing the final design and permitting.
  - o Permit is in review.
  - o ROW exhibits are complete and valuation forms in process for Acquisition of necessary right-of-way. HRG will be contacting property owners within the upcoming weeks.
  - o Final design and bid documents scheduled to be prepared for bidding in June 2022 following receipt of permit.

## Recreation Project(s) Status:

### 1. Boyd Park Phase 2 (# R000242.0520)

- > The NPDES, General Permit GP-02, and General Permit GP-07 have all been approved, and authorization notices have been provided to the Township.
- > Design drawings, technical specifications, project manual, and bid documents being finalized.



- > HRG and Township staff determined construction of a permanent restroom at the Park would not be economically feasible due to the absence of utilities in Continental Drive. Portable toilet facilities will be provided.
  - > HRG assisting Township with DCNR grant administration. Draft documents were submitted to DCNR for review.
  - > Project expected to be bid in May for a 2022 build.
2. *Conceptual Planning for Recreational Field (# R000242.0513)*
    - > *The Conceptual Planning has been completed and is currently being reviewed by the Township.*
  3. *Conceptual Planning for Union Deposit Tract (# R000242.0515)*
    - > *HRG is coordinating with Township staff regarding the development of conceptual-level sketch design drawings for potential passive recreational use of the parcel.*
    - > *HRG is coordinating with a Frisbee Golf course designer on feasibility and potential course configuration.*

### Municipal Project(s) Status:

1. *Susquehanna Union Green HOP Permitting and Construction*
  - > *The initial HOP phase of the project to open the driveway on Linglestown Road is complete.*
  - > *The second phase of work for the roadway improvements on Progress Avenue including the signals and pedestrian crossings at Linglestown Road and Garrison Avenue has started construction and anticipated to be complete in fall 2022.*
  - > *The final phase of the project includes improvements at Progress and Paxton Church Road. HRG is working on the permit approval for the project with construction expected to occur in summer 2022.*
2. *Roadway Pavement Management Plan (RPMP) Update*
  - > *Scope of Work for the Roadway Pavement Management Plan update approved by the Township on 4/28/22.*
  - > *HRG is coordinating the schedule of the road scan with the sub-consultant.*
3. *Edgemont Community Park ADA Accessibility Improvements*
  - > *HRG is preparing a proposal to design ADA accessibility improvements for the playground facilities at Edgemont Community Park.*

HERBERT, ROWLAND & GRUBIC, INC.



Alex Greenly, P.E.

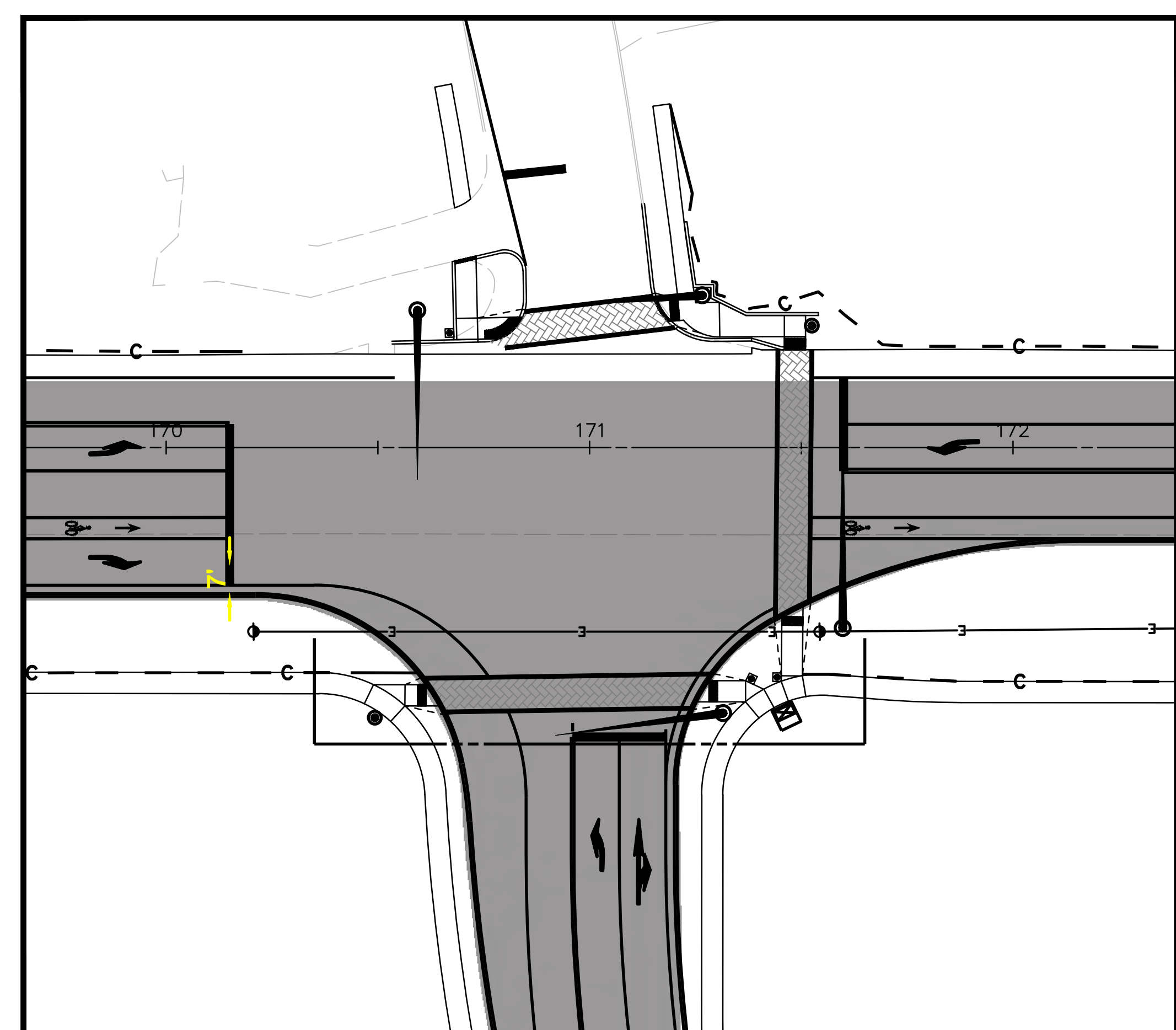
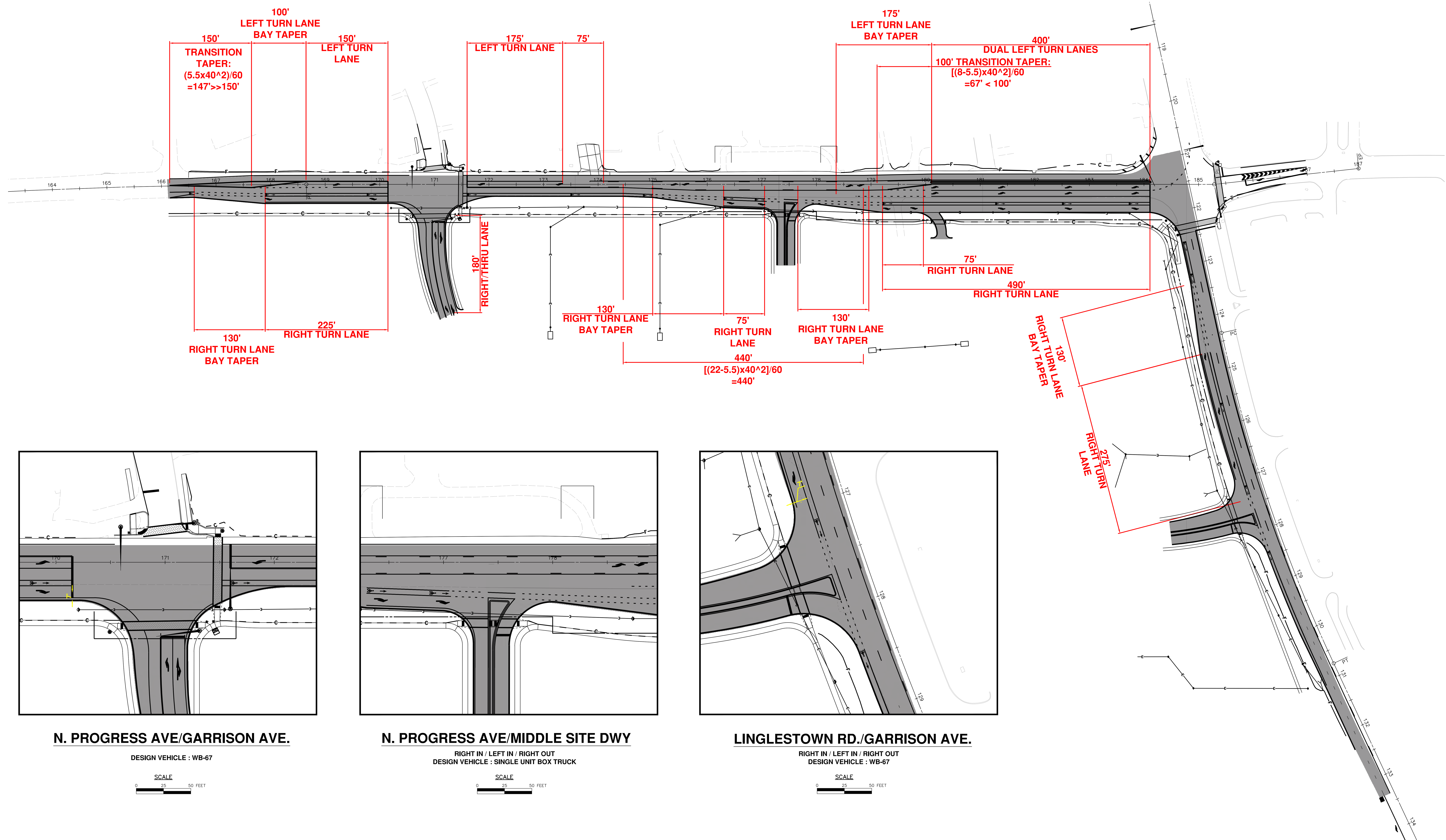
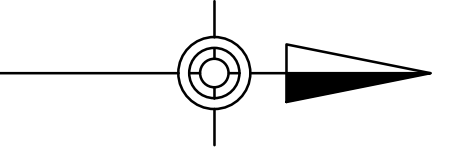
AG

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Attached invoices to be mailed separately

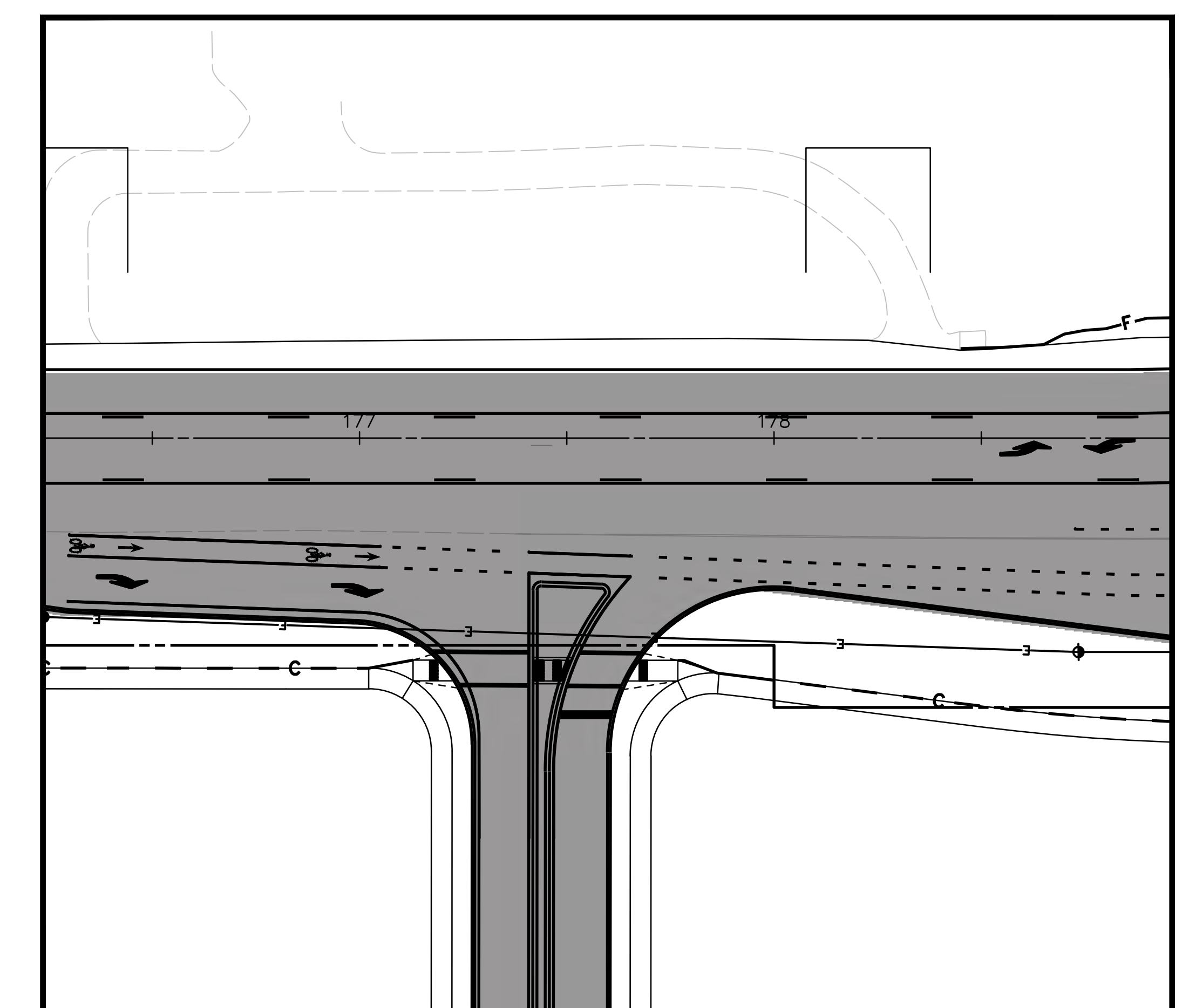
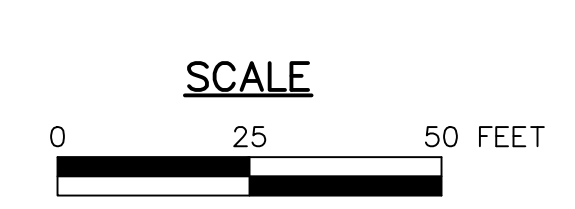
c: Robert Grubic, Herbert, Rowland & Grubic, Inc.





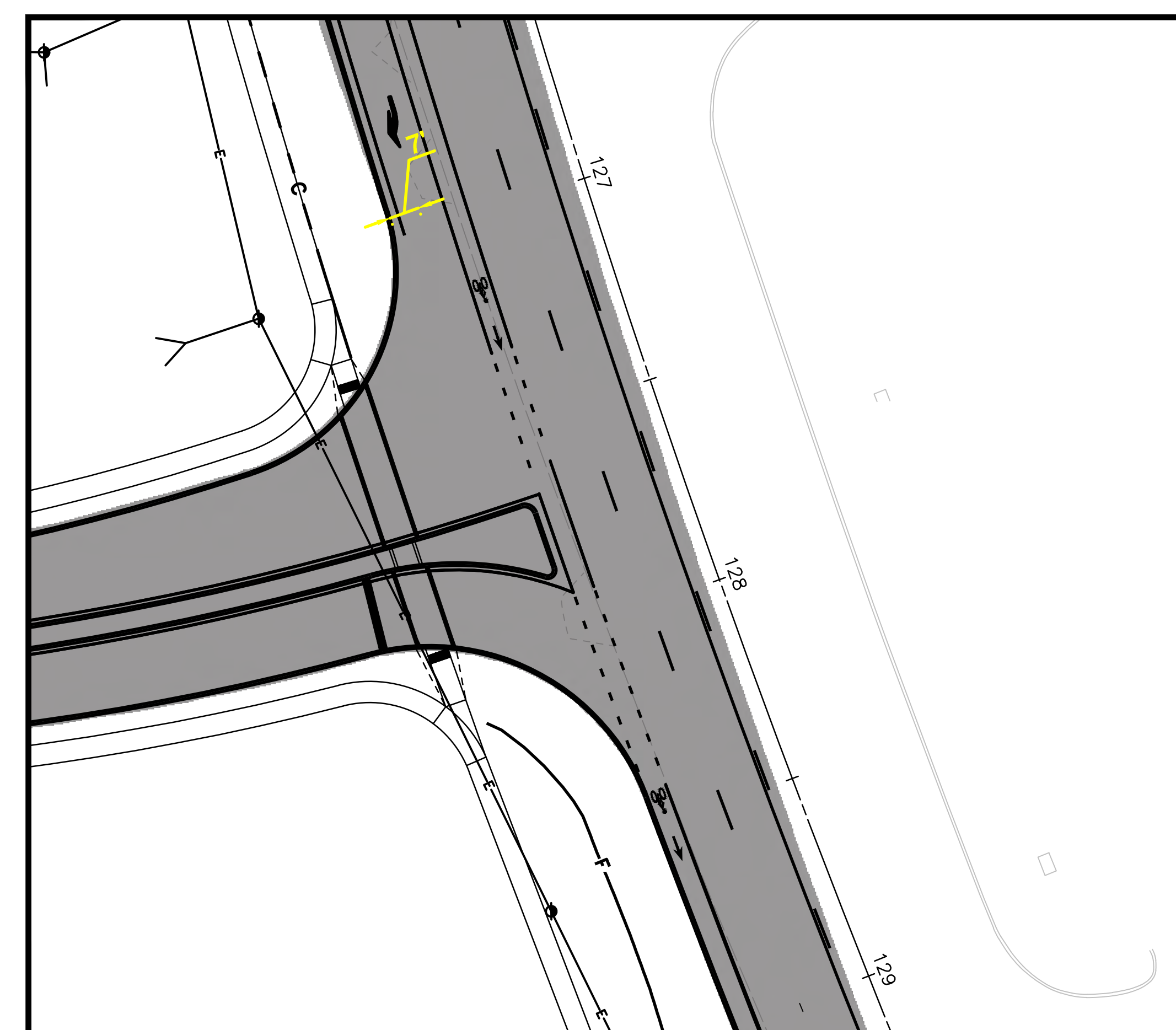
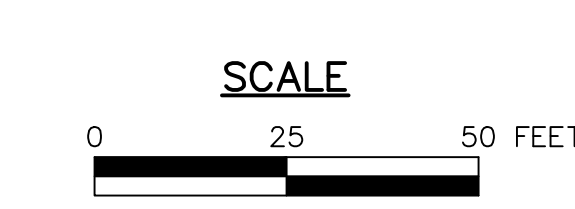
**N. PROGRESS AVE/GARRISON AVE.**

DESIGN VEHICLE : WB-67



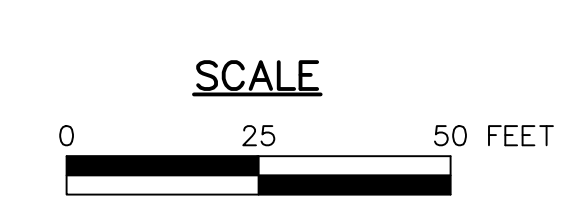
**N. PROGRESS AVE/MIDDLE SITE DWY**

RIGHT IN / LEFT IN / RIGHT OUT  
DESIGN VEHICLE : SINGLE UNIT BOX TRUCK

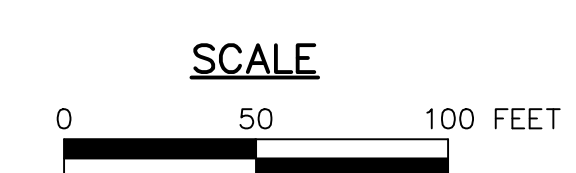


**LINGLESTOWN RD./GARRISON AVE.**

RIGHT IN / LEFT IN / RIGHT OUT  
DESIGN VEHICLE : WB-67



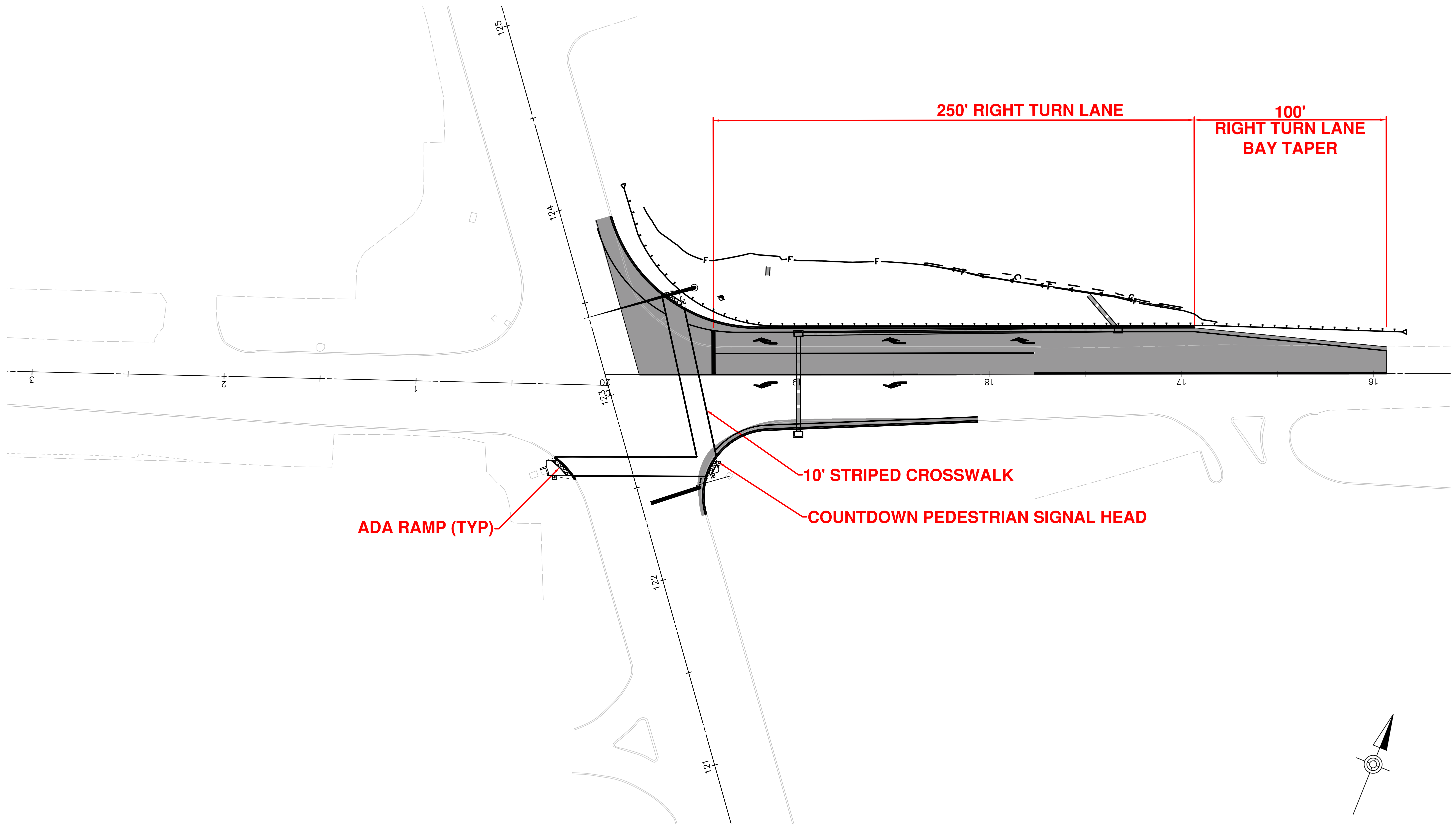
**OVERALL IMPROVEMENTS EXHIBIT**  
**SUSQUEHANNA UNION GREEN DEVELOPMENT**  
 S.R. 0039 (LINGLESTOWN ROAD) & S.R. 3015 (PROGRESS AVE)  
 SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA



JOB#: 8094.0425  
DATE: MAY, 2021







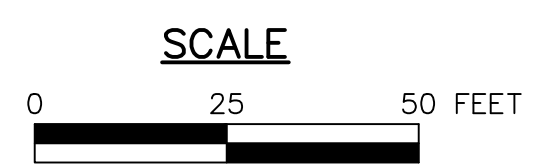
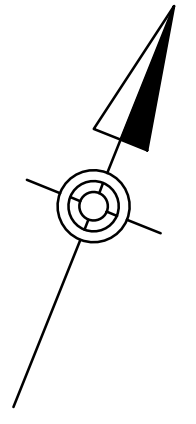
ADA RAMP (TYP)

250' RIGHT TURN LANE

100'  
RIGHT TURN LANE  
BAY TAPER

10' STRIPED CROSSWALK

COUNTDOWN PEDESTRIAN SIGNAL HEAD



# OVERALL IMPROVEMENTS EXHIBIT

**SUSQUEHANNA UNION GREEN DEVELOPMENT**  
 S.R. 3015 (PROGRESS AVE) & PAXTON CHURCH ROAD  
 SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA

SHEET 1 OF 1

JOB#: 8094.0425  
 DATE: MAY, 2021

**HRG**  
 Herbert, Rowland & Grubic, Inc.  
 Engineering & Related Services  
 AN EMPLOYEE-OWNED COMPANY

File name: P:\2020\08094\_0425\2020\_HRG-2\Plan\_SusqUnionGreenDevelopment\_LandPlan.dwg, Date: 05/12/2021 09:04:16 AM

**12" WHITE LINES**  
 - EXCEEDS PENNDOT STANDARDS FOR GREATER VISIBILITY

**SHIFT CROSSWALK 11.5' NORTH AND REALIGN**  
 - PROVIDE GREATER VISIBILITY FOR PEDESTRIANS  
 - INCREASE SEPARATION FROM SR 0039 TRAFFIC  
 - REDUCE LIKELIHOOD OF UNWANTED S.R. 0039 CROSSING

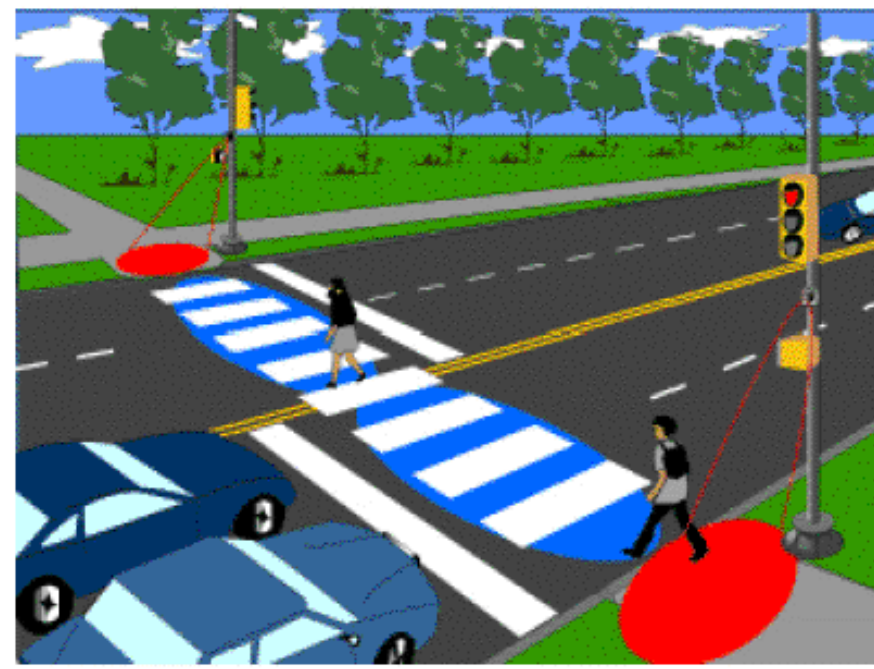
**SMART PEDESTRIAN DETECTION**  
 - ADD MICROWAVE OR THERMAL DETECTION  
 - DECREASES THE LIKELIHOOD OF UNEXPECTED CROSSINGS  
 - AUTOMATED AND MANUAL ACTUATION OF "WALK SIGNAL" DECREASES CONFLICTS AND INCREASES SAFETY

**10' WIDE CROSSINGS**  
 - INCREASED WIDTH PROVIDES GREATER AWARENESS

**CROSSWALK LIGHTING**  
 - DEDICATED CROSSWALK LIGHTING INCREASES PEDESTRIAN VISIBILITY  
 - SUPPLEMENTS STANDARD INTERSECTION LIGHTING

**SEPARATE EXISTING ADA RAMP**  
 - PROVIDE TWO ADA RAMP INSTEAD OF ONE EXISTING RAMP  
 - ENCOURAGES PEDESTRIAN TO STAY IN CROSSING  
 - INCREASED DRIVER AWARENESS OF PEDESTRIAN INTENT

**PROVIDE 10' CROSSING & MOVE STOP BAR**  
 - INCREASE SEPARATION BETWEEN STOP BAR AND CROSSING TO 5'  
 - PROVIDING GREATER DISTANCE FROM STOP BAR INCREASES PEDESTRIAN SAFETY



PEDESTRIAN SIGNAL HEAD/DETECTION

S.R. 0039 (LINGLESTOWN RD)



**COUNTDOWN PEDESTRIAN SIGNAL HEAD**  
 - PROVIDES ADDITIONAL INFORMATION TO PEDESTRIANS  
 - REDUCES PEDESTRIAN/VEHICULAR CONFLICTS  
 - INCREASES SAFETY FOR LONG DISTANCE CROSSINGS

**DECORATIVE/TEXTURED CROSSWALK**  
 - EFFECTIVELY DISTINGUISHES CROSSWALK  
 - ADA COMPLIANT TEXTURE AND PATTERN  
 - INCREASED SLIP RESISTANCE  
 - CAN BE RESIN COATED  
 - MULTIPLE PENNDOT APPROVED COLORS  
 - PAVEMENT MARKINGS CUSTOMIZABLE  
 - LOW MAINTENANCE



SUSQUEHANNA UNION GREEN DEVELOPMENT

# PEDESTRIAN SAFETY ENHANCEMENTS

**SUSQUEHANNA UNION GREEN DEVELOPMENT**  
 S.R. 0039 (LINGLESTOWN ROAD) & S.R. 3015 (PROGRESS AVE)  
 SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA

SHEET 1 OF 1

SCALE: 1" = 15'  
 JOB#: 8094.0425  
 DATE: MAY, 2021

**HRG**  
 Herbert, Rowland & Grubic, Inc.  
 Engineering & Related Services  
 AN EMPLOYEE-OWNED COMPANY

File name: P:\2020\08094\_0425\2021\05\11\Drawings\08094\_0425\05112021\08094\_0425\_SHEET 1 OF 1.dwg, User: sara.schubert, Date: 05/11/2021 10:28:00 AM



SUSQUEHANNA TOWNSHIP  
PROPOSAL TO IMPLEMENT PERFORMANCE SYSTEM  
MARCH 2022  
PROPOSAL FOR WORK – NJ HESS ASSOCIATES

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SCOPE OF WORK

N.J. Hess Associates assisted the Susquehanna Township management team with development of a performance system in 2021. Due to transitions in key positions, including that of the Township Manager, the consultant proposes to work with the management team to finalize goals for 2022.

This will include one meeting with the entire team and follow up meetings with individual Directors as needed.

METHODOLOGY

The consultant will meet on-site with the management team for an ~90-minute review of the performance plan policy and protocol. The consultant will facilitate a session to bring everyone up to speed on the status of the program and work with the group to address gaps or areas that remain incomplete.

Additional hours are anticipated for one-on-one consultation with Directors who request assistance with finalizing department and employee goals.

The team meeting will take place on-site; the follow up meetings will take place virtually.

Cost.....\$900.00

[Covers approximately 6 hours of meetings and includes travel.]

No additional costs or expenses are anticipated but if necessary, will be agreed upon before the work begins.

**Order Form Addendum**

This Addendum (the "**Addendum**") to Order Form no. 392810 by and between the Susquehanna Township, PA ("**Customer**") and Zencity Technologies US Inc. ("**Zencity**"), dated as of December 10, 2021 (the "**License Agreement**" / "**Order Form**") is entered into as of [XX] (the "**Addendum Date**").

All capitalized terms not defined herein shall have the meaning ascribed to such terms in the Order Form.

**Whereas**, the Parties wish to amend certain terms of the Order Form as set forth herein;

**Now, therefore**, the Parties hereto agree to amend the terms of the Order Form as set forth below.

1. **Term.** The Term of the Order Form is hereby extended for a [12-month] period commencing as of [June 14, 2022] [and ending on June 14, 2023] (the "**Renewal Term**"), [after which the Order Form shall automatically renew for successive periods of 12 months unless either Party provides notice of non-renewal at least 90 days prior to the end of such applicable term].
2. **Recurring Fees.** [During the Renewal Term] The Recurring Fees table included in the Order Form shall be amended and replaced in its entirety as follows:
- 3.

RECURRING FEES						
Name	SKU	Product Description	Unit Price	QTY (units )	Initial Term Discount	Net Price
<b>Zencity Organic</b>	ZC-ORG	SaaS Platform for gathering and processing organic feedback from channels throughout the client's community and translating that data into quickly digestible analysis and personalized insights, for cities with [up to 50,000 resident], including: <ul style="list-style-type: none"> <li>• Full integration with all data sources provided by Zencity</li> <li>• 6 annual Zencity Insight reports</li> <li>• Setup of unlimited Zencity Projects</li> <li>• Personal customer success manager and data analyst</li> <li>• 4 hours of consulting services to complete the initial stakeholder and engagement plan formulated during the initial term. - one time</li> </ul>	\$24,000	1 year	\$4,000 (16.66%)	\$20,000
<b>Zencity Engage</b>	ZC-ENG	Community engagement interface to share essential project context and invite resident collaboration and input.	\$20,000	1 year	\$20,000 (100%)	\$0
<b>Zencity Consulting</b>	ZC-CFP	Consulting services of at least 1 hour per month over the course of 12 months.	\$6,000	1 year	\$3,000 (50%)	\$3,000
<b>Total Gross List Price</b>						<b>\$50,000</b>
<b>Total Initial Term Discounts</b>						<b>\$27,000</b>
<b>Total Fees</b>						<b>\$23,000</b>

\*- Special discounts afforded in exchange for Customer's continued support of Zencity with case studies and testimonials throughout the Term.

4. **General.** This Addendum shall form an integral part of the Order Form. Unless expressly specified herein, all other provisions, terms and conditions in the Order Form shall apply and shall remain in full force and effect. In case of any contradiction or discrepancy between the terms of this Addendum to those of the Order Form, with respect to matters described herein, the terms of this Addendum shall prevail.

**In witness whereof**, the parties have executed this Addendum, effective as of the Addendum Date.

\_\_\_\_\_  
Zencity
Customer

## Building Renovation Project Budget

### **Revenue**

#### Category

GO Bond	\$ 513,089.83
ARPA	\$ 331,758.31
General Fund	\$ 115,005.35
Cable Proceeds	\$ 29,862.00
Total Budget	\$ 989,715.49

### **Expenditure**

#### Category

Pay App 1	\$ 92,567.07		
Pay App 2	\$ 211,717.85		
Pay App 3	\$ 166,321.37	contract	\$ 935,300
Pay App 4	\$ 113,651.36		
Retainage	\$ 351,042.35	check	\$ 935,300
Window Treatment Proposal	\$ 24,961.30		
Generator Design	\$ 8,625.00		
Ballistic Glass	\$ 8,954.00		
*Glass contingency	\$ 1,790.80		
Soffit Panels (COR 1)	\$ 3,151.00		
Door Manufacturer Change (COR 2)	\$ 4,341.00		
ADA Restroom (COR 3)	\$ 10,545.00		
Additional Window Blinds (COR 4)	\$ 4,711.10		
Misc.	N/A		
Total	\$ 1,002,379.20		
Remaining Balance	\$ (12,663.71)		

**Soffit Manufacture Costs**

Submission Date: 4/27/2022

**Owner :** Susquehanna Township  
1900 Linglestown Rd  
Harrisburg, PA 17110

**Project:** 21081. / Susquehanna Twp Admin Office Renovations  
1900 Linglestown Road  
Harrisburg, PA 17110

**Scope of Work:** Proposal was based on Longboard soffit panels as identified in Specification Section 074923, Para. 2.2.C.1.b. The selected finish color is not warranted for exterior use per Longboard so the Subcontractor will provide Knotwood soffit panels. This Change Order includes the increase in material costs only; no markup is included.

Description	Est Units	UM	Unit Cost	Est Hrs	Hrs Cost	Estimated Cost
<b>Soffit Manufacture Costs</b>						
MSM Roofing	0.00	LS	0.00	0.00	0.00	3,120.00
			<b>Subtotal Item</b>	<b>1</b>		<b>3,120.00</b>
<b>Cost Type Recap:</b>						<b>Amount</b>
						<b>3,120.00</b>
			<b>Subtotal Item</b>			<b>3,120.00</b>
		<b>Bond</b>			1.00%	<b>31.00</b>
				<b>Requested Total For Item</b>	<b>1</b>	<b>3,151.00</b>
			<b>Total For Change Order</b>			<b>3,151.00</b>

At this time eciConstruction is not requesting a time extension as a result of this change proposal. If at a later date, it is determined this change to the work has extended the contract duration eciConstruction reserves the right to seek compensation for extension of time.

If you have questions please call me at 717-638-3000.

**Approved By:** Susquehanna Township

**Submitted By:** eciConstruction, LLC

**Signed:** \_\_\_\_\_

**Signed:**  \_\_\_\_\_

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

**By:** Jordan Kirby

**Date:** \_\_\_\_\_

**Date:** 4/27/2022



## Jordan Kirby

---

**From:** d.frazeur@msmroof.com  
**Sent:** Monday, March 28, 2022 3:11 PM  
**To:** Jordan Kirby  
**Subject:** Change order

Jordan,

We received our quote from the local Knotwood representative. Our original quote was based on Longboard (which was listed on the Specifications). Our quote for Longboard products only were \$11,754.00. The quote for Knotwood is \$14,874.00. We would like a change order for this difference. Before we order the material we would like this issue resolved. Thank you. Our representative explained that White Shade Ash is a standard color and would not have a long lead time. I will let you know exactly when he responds.

**David Frazier** | Estimator

**MSM ROOFING LLC.**

717.759.8712 office | 410.259.1211 cell | d.frazeur@msmroof.com



**Door Manufacture Change**

Submission Date: 4/27/2022

**Owner :** Susquehanna Township  
1900 Linglestown Rd  
Harrisburg, PA 17110

**Project:** 21081. / Susquehanna Twp Admin Office Renovations  
1900 Linglestown Road  
Harrisburg, PA 17110

**Scope of Work:** Costs to provide wood doors as manufactured by USA Wood Door in lieu of VT Industries on account of significant lead time. This Change Order includes the increase in material costs only; no markup is included.

Description	Est Units	UM	Unit Cost	Est Hrs	Hrs Cost	Estimated Cost
<b>Door Manufacture Change</b>						
AG Mauro	0.00	LS	0.00	0.00	0.00	4,298.00
			<b>Subtotal Item</b>	<b>1</b>		<b>4,298.00</b>
<b>Cost Type Recap:</b>						<b>Amount</b>
	<b>3 Material</b>					<b>4,298.00</b>
			<b>Subtotal Item</b>			<b>4,298.00</b>
		<b>Bond</b>			1.00%	<b>43.00</b>
			<b>Requested Total For Item</b>	<b>1</b>		<b>4,341.00</b>
		<b>Total For Change Order</b>				<b>4,341.00</b>

At this time eciConstruction is not requesting a time extension as a result of this change proposal. If at a later date, it is determined this change to the work has extended the contract duration eciConstruction reserves the right to seek compensation for extension of time.

If you have questions please call me at 717-638-3000.

**Approved By:** Susquehanna Township

**Submitted By:** eciConstruction, LLC

**Signed:** \_\_\_\_\_

**Signed:**  \_\_\_\_\_

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

**By:** Jordan Kirby

**Date:** \_\_\_\_\_

**Date:** 4/27/2022



**THE A. G. MAURO COMPANY**

580 INDUSTRIAL DRIVE, LEWISBERRY, PA 17339  
TELEPHONE: (717) 938-4671  
FAX: (717) 938-2471

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

Quote # H3196-R3

Date February 24, 2022

ECI Construction  
124 W. Church St.  
Dillsburg, PA 17019

ATTN: Jordan Kirby

Job Name: Susquehanna TWP Admin

Job Location: Harrisburg, PA

*WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:*

**REVISION R3**

Cost to change the wood doors from VT Industries to USA wood door.  
USA wood door 7 to 8 week lead time  
Doors would be primed Rotary White Birch.

\$4,055.00  
Tax \$243.30  
Total \$4,298.30

This is an offer only. Please sign and return this quotation if we are to proceed with ordering and fabrication. **No materials related to this change can be delivered until an executable change order has been received.** Please expedite the change order to avoid delays in delivery once materials are received.

**Terms** No Retention-Net 30 Days  
Finance charge of 1-1/4% per month.

Quoted By   
**Don L. Simmons**

will be applied on invoices after 60 days.

**PROJECT MANAGER**

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.  
COMPANY \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

BY \_\_\_\_\_

**Owner :** Susquehanna Township  
1900 Linglestown Rd  
Harrisburg, PA 17110

**Project:** 21081. / Susquehanna Twp Admin Office Renovations  
1900 Linglestown Road  
Harrisburg, PA 17110

**Scope of Work:** Supply all labor, material and equipment to provide and perform revisions to Unisex ADA Toilet 110 per Response to RFI GC-05 and SK 7 thru 9. Cost includes additional demolition, framing, insulation, gyp board, finishing, doors, etc. as indicated. CO also includes credit to delete AWI certification.

Description	Est Units	UM	Unit Cost	Est Hrs	Hrs Cost	Estimated Cost
<b>Accessible Restroom Changes - RFI GC-05</b>						
Project Management and Coordination	0.00	LS	0.00	1.00	85.00	85.00
Foreman/Layout	0.00	HRS	0.00	1.00	74.00	74.00
Selective Demolition	0.00	HRS	0.00	18.00	57.00	1,026.00
Carpenter	0.00	HRS	0.00	34.00	69.00	2,346.00
Materials	0.00	LS	0.00	0.00	0.00	975.00
AG Mauro	0.00	LS	0.00	0.00	0.00	4,473.00
Dumpster	0.00	LS	0.00	0.00	0.00	100.00
				<b>Subtotal Item</b>	<b>1</b>	<b>9,079.00</b>

Cost Type Recap:	Amount
1 Labor	3,531.00
3 Material	5,448.00
11 Other	100.00
<b>Subtotal Item</b>	<b>9,079.00</b>
<b>OH&amp;P - Labor</b>	15.00% <b>530.00</b>
<b>OH&amp;P - Material</b>	15.00% <b>817.00</b>
<b>OH&amp;P - Other</b>	15.00% <b>15.00</b>
<b>Bond</b>	1.00% <b>104.00</b>
<b>Requested Total For Item</b>	<b>1 10,545.00</b>
<b>Total For Change Order</b>	<b>10,545.00</b>

At this time eciConstruction is not requesting a time extension as a result of this change proposal. If at a later date, it is determined this change to the work has extended the contract duration eciConstruction reserves the right to seek compensation for extension of time.

If you have questions please call me at 717-638-3000.

**Approved By:** Susquehanna Township

**Submitted By:** eciConstruction, LLC

**Signed:** \_\_\_\_\_

**Signed:**  \_\_\_\_\_

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

**By:** Jordan Kirby

**Date:** \_\_\_\_\_

**Date:** 4/27/2022



**THE A. G. MAURO COMPANY**

580 INDUSTRIAL DRIVE, LEWISBERRY, PA 17339  
TELEPHONE: (717) 938-4671  
FAX: (717) 938-2471

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

Quote # H3196-R2  
Date February 8, 2022

ECI Construction  
124 W. Church St.  
Dillsburg, PA 17019

ATTN: Jordan Kirby

**Job Name:** Susquehanna TWP Admin

**Job Location:** Harrisburg, PA

WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:

**REVISION R2**

Cost to provide the 2 new openings shown on RFI GC-05 and to expedite all HM frames.  
Cost to add a fire rating and door closer to opening 108-1.  
Credit to delete the AWI certification from the woods.

Hardware:	900.00
HM frames:	\$2,000.00
Wood doors:	\$1,820.00
Wood door credit:	( \$500.00 )
	\$4,220.00
	<u>Tax \$253.20</u>
	Total \$4,473.20

This is an offer only. Please sign and return this quotation if we are to proceed with ordering and fabrication. **No materials related to this change can be delivered until an executable change order has been received.** Please expedite the change order to avoid delays in delivery once materials are received.

**Terms** No Retention-Net 30 Days  
Finance charge of 1-1/4% per month.

**Quoted By**  
**Don L. Simmons**

will be applied on invoices after 60 days.

**PROJECT MANAGER**

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.  
COMPANY \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

BY \_\_\_\_\_



May 2, 2022

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

**RE: Susquehanna Twp – Window Treatment Proposal (Hallway)**  
**TONO Project No. 20-035**

Dear Mr Pribulka:

Interiors by Deco would like to thank you for the opportunity to assemble a window treatment package to complete the interior renovation at Susquehanna Township Administration Office at 1900 Linglestown Road, Harrisburg, PA. We have created these selections for your space, adding both visual interest and functionality, while remaining mindful that there always is a budget in place.

With this in mind, we find our customers most often appreciate and find the best value for our services when they are offered as a “turn-key” delivery solution. This approach provides a single-source solution including our time to select the items, review them with you, procure, inspect, and install all pieces. In your particular circumstance, the package would include:

- Please reference attached Interiors by Deco Window Treatment quote for pricing. (Dated 05/02/2022)

**Total cost for Window treatment package: \$4,711.10**

Upon your notice to proceed we will order items accordingly to work the manufacturer’s lead times and will have all components ready to install per the provided phasing outline. All work will be done in a timely manner and with no disruption to your staff and facility.

**\* Please note that we are seeing increased lead times for products and availability that is changing by the day. We will do our best to secure all pieces are shown, but substitutions may need to occur in order to hold installation timelines.**

Below, I have again outlined the tasks that we will facilitate:

- Facilitate the procurement with each vendor and assist with the delivery to your facility.
- Manage and inspect all incoming product to ensure quality and quantities.
- Deliver, assemble and install furniture on site per approved Décor Plan.
- Assist with warranty issues within the warranty periods of each product as needed.

Thank you again for the opportunity to collaborate with you for these finishing touches of your project. We hope you find this information helpful and we can discuss it in more detail upon your review. We are prepared to commence work upon receiving your notice to proceed and please let me know if you have any questions.





Sincerely,

*Angelique J. Miller*

Angelique J. Miller  
Director // interiors // NCIDQ

If this proposal is acceptable to you, please sign below and return one copy to our office. We are prepared to begin immediately upon receipt of your acceptance.

We, the undersigned, have read and understand the above proposal and accept the terms of this agreement.

Representative of  
Susquehanna Twp Office

\_\_\_\_\_  
Name - Title

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Representative of  
Interiors by Deco

\_\_\_\_\_  
Angelique Miller, NCIDQ  
Director, Interiors

Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

Terms are 50% deposit of total package cost to initiate orders and 50% upon delivery/pickup.

Invoice for deposit will be generated upon receipt of signed document. Final invoice shall be remitted upon completion of Delivery and/or Installation. Remit payments to Interiors by Deco, LLC.

Invoices not paid within fifteen (15) days will be subject to late fees.

Furniture is refundable per the manufacturer's standard restocking fee, shipping, and project management will be billed on an hourly basis to facilitate returns.

Plants and décor items cannot be returned.

All materials and items to be ordered are per color and quantities listed in this agreement or as approved by sample.

Proposal pricing valid until May 9, 2022.



TONO

INTERIORS BY  
deco

Susquehanna Twp Office - DECO package

20-035

WINDOW BLINDS PRICING - HALLWAY

Item No.	Item Description	Quantity	Single Unit Price	Extended Unit Price
<b>Furniture/décor</b>				
<b>Window Treatments</b>				
	Draper Solar Shades - 12 blinds for Hallway between Departments	1	\$3,991.10	\$3,991.10
			<b>Subtotal</b>	<b>\$3,991.10</b>
			<b>PRODUCT TOTAL</b>	<b>\$3,991.10</b>
			Tariff Surcharge	\$0.00
			Transport/Delivery	\$220.00
			<b>TOTAL</b>	<b>\$4,211.10</b>
			6% Sales Tax (Tax exempt)	\$0.00
			Install & Assembly	\$500.00
			<b>TOTAL</b>	<b>\$4,711.10</b>
<b>Management</b>				
	Design time billed under separate contract			
			<b>GRAND TOTAL</b>	<b>\$4,711.10</b>

*This quote is valid for 30 days. Prices are subject to change after this period.*

5/2/2022



**SUSQUEHANNA TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**REPORT OF BILLS PAID**

Date: May 12, 2022

Prepared By: Jill Lovett

<b>Fund:</b>	<b>Checks Issued:</b>	<b>Amount:</b>
<b>General Fund</b>	Check #335263 through #335347 Check #1007 through #1009 ACH Withdrawals (8) Payroll Disbursements	<b>\$1,096,725.54</b>
<p>(Statement for General Fund shows Issuance of PLGIT debt proceeds written for Invoices for Building Reno Expenses in the Amount of \$ 90,021.57)</p>		
<b>Highway Fund</b>	Check #102341 through #102342	<b>\$17,904.63</b>
<b>Street Light Fund</b>	Check # 1269 through #1271	<b>\$26,111.93</b>
<b>Fire Protection Fund</b>	Check #709541 through #709561	<b>\$83,707.85</b>
Unallocated, Overhead Expenses:	Checks Issued in the Amount of:	\$46,781.47
Edgemont Fire:	Checks Issued in the Amount of:	\$277.26
Progress Fire:	Checks Issued in the Amount of:	\$9,167.78
Rescue Fire:	Checks Issued in the Amount of:	\$27,481.34
<b>Developers' Rec</b>	Check # 1161 through #1165	<b>\$26,474.38</b>
<b>Boyd Foundation Funds</b>	None	<b>\$0.00</b>
<b>Capital Improvement Fund</b>	None	<b>\$0.00</b>
<b>ARPA Fund</b>	Check #1009	<b>\$90,286.28</b>
<b>Grand Total:</b>		<b>\$1,341,210.61</b>

I Certify That The Expenses Named Herein Are Actually Incurred As Prescribed By Law.

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
Date

Susquehanna Township  
ACH Monthly Withdrawals  
Month of April 2022

Dig My Earth	\$ 2,195.91
Enterprise	\$ 3,988.20
Francia Done Henry	\$ 845.00
James Huffard	\$ 4,456.45
Jeffrey Vargo	\$ 845.00
Ralph Martin	\$ 845.00
Brooke Anthony	\$ 845.00
Susquehanna Solar Partners	\$ 4,370.50
Wex	<u>\$ 18,314.04</u>
<b>Total ACH Withdrawals</b>	<b>\$ 36,705.10</b>

Payroll Disbursements for April 2022

Payroll 4/15/22	\$ 303,455.92
Payroll 4/30/22	<u>\$ 315,549.90</u>
<b>Total Payroll Disbursements</b>	<b>\$ 619,005.82</b>



9:23 AM  
05/09/22

**Susquehanna Township**  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1007	04/27/2022	EciConstruction, LLC	1201007 · PLGIT Invtmt - Series 2021 Muni	
TOTAL					0.00
Bill Pmt -Check	1008	04/27/2022	Tono Architects, LLC	1201007 · PLGIT Invtmt - Series 2021 Muni	
Bill	3995	04/18/2022		409375 · Building Planning fees	-1,505.83
Bill	104	04/20/2022		409380 · Administration Building Project	-12,480.65
TOTAL					-13,986.48
Bill Pmt -Check	1009	04/28/2022	EciConstruction, LLC	1201007 · PLGIT Invtmt - Series 2021 Muni	
Bill	30210813	04/07/2022		409380 · Administration Building Project	-76,035.09
TOTAL					-76,035.09
Bill Pmt -Check	335263	04/18/2022	Commonwealth of PA-DEP	1000800 · General Fund Checking	
Bill	01012022	01/01/2022		430241 · General Expenses	-50.00
TOTAL					-50.00
Bill Pmt -Check	335264	04/25/2022	Aaron Wolensky	1000800 · General Fund Checking	
Bill	04/05/2022	04/05/2022		430241 · General Expenses	-13.50
				429241 · General Expenses	-13.50
TOTAL					-27.00
Bill Pmt -Check	335265	04/25/2022	Derrick Mease	1000800 · General Fund Checking	
Bill	04052022	04/05/2022		430241 · General Expenses	-40.50
				429241 · General Expenses	-13.50
TOTAL					-54.00
Bill Pmt -Check	335266	04/25/2022	Douglas Husted, Jr.	1000800 · General Fund Checking	
Bill	03122022	03/12/2022		430241 · General Expenses	-27.00
TOTAL					-27.00
Bill Pmt -Check	335267	04/25/2022	Kenneth Hain	1000800 · General Fund Checking	
Bill	04052022	04/05/2022		430241 · General Expenses	-27.00
				429241 · General Expenses	-13.50
TOTAL					-40.50
Bill Pmt -Check	335268	04/25/2022	Lamont Saunders	1000800 · General Fund Checking	
Bill	04052022	04/05/2022		430241 · General Expenses	-27.00
				429241 · General Expenses	-13.50
TOTAL					-40.50
Bill Pmt -Check	335269	04/25/2022	David Westhafer	1000800 · General Fund Checking	
Bill	03122022	03/12/2022		430241 · General Expenses	-30.00
TOTAL					-30.00
Bill Pmt -Check	335270	04/25/2022	John Haste	1000800 · General Fund Checking	
Bill	03122022	03/12/2022		430241 · General Expenses	-30.00
TOTAL					-30.00
Bill Pmt -Check	335271	04/25/2022	Kenneth McCann	1000800 · General Fund Checking	
Bill	03122022	03/12/2022		430241 · General Expenses	-30.00
TOTAL					-30.00
Bill Pmt -Check	335272	04/25/2022	Maurice Titus	1000800 · General Fund Checking	
Bill	02252022	02/25/2022		430241 · General Expenses	-15.00
TOTAL					-15.00

**Susquehanna Township  
Check Detail  
April 8 through May 9, 2022**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>335273</b>	<b>04/25/2022</b>	<b>Pasquale Schiano</b>	<b>1000800 · General Fund Checking</b>	
Bill	03122022	03/12/2022		430241 · General Expenses	-30.00
TOTAL					-30.00
<b>Bill Pmt -Check</b>	<b>335274</b>	<b>04/25/2022</b>	<b>Sheldon Gooding</b>	<b>1000800 · General Fund Checking</b>	
Bill	03122022	03/12/2022		430241 · General Expenses	-45.00
TOTAL					-45.00
<b>Bill Pmt -Check</b>	<b>335275</b>	<b>04/25/2022</b>	<b>William Goff</b>	<b>1000800 · General Fund Checking</b>	
Bill	03122022	03/12/2022		430241 · General Expenses	-30.00
TOTAL					-30.00
<b>Bill Pmt -Check</b>	<b>335276</b>	<b>04/25/2022</b>	<b>Wynton Williams</b>	<b>1000800 · General Fund Checking</b>	
Bill	03122022	03/12/2022		430241 · General Expenses	-30.00
TOTAL					-30.00
<b>Bill Pmt -Check</b>	<b>335277</b>	<b>04/25/2022</b>	<b>A Finishing Touch</b>	<b>1000800 · General Fund Checking</b>	
Bill	32022136	03/31/2022		451374 · Park Restroom Supplies & Repair	-650.00
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>335278</b>	<b>04/25/2022</b>	<b>AFSCME</b>	<b>1000800 · General Fund Checking</b>	
Bill	04012022	04/01/2022		429190 · Employee Insurances	-1,137.38
				430190 · Employee Insurances	-2,780.25
				436190 · Employee Insurances	-126.37
TOTAL					-4,044.00
<b>Bill Pmt -Check</b>	<b>335279</b>	<b>04/25/2022</b>	<b>Ahold Financial Services</b>	<b>1000800 · General Fund Checking</b>	
Bill	571733	04/19/2022		451200 · Materials & Supplies (ADM)	-35.01
Bill	571740	04/21/2022		451339 · Special Events / Sponsorship Ex	-20.47
TOTAL					-55.48
<b>Bill Pmt -Check</b>	<b>335280</b>	<b>04/25/2022</b>	<b>AJS Truck &amp; Trailer Center</b>	<b>1000800 · General Fund Checking</b>	
Bill	52553	04/12/2022		430375 · Vehicle Expenses	-151.78
TOTAL					-151.78
<b>Bill Pmt -Check</b>	<b>335281</b>	<b>04/25/2022</b>	<b>Amazon Capital Services</b>	<b>1000800 · General Fund Checking</b>	
Bill	1MCH4K...	03/20/2022		451339 · Special Events / Sponsorship Ex	-119.94
Bill	11MJTNR...	04/07/2022		436241 · General Expense	-583.04
Bill	1GGQ4J6...	04/07/2022		429241 · General Expenses	-195.32
Bill	19F61PJ...	04/08/2022		451200 · Materials & Supplies (ADM)	-23.98
Bill	1WYX1K...	04/19/2022		451373 · Park Athletic Fields & Playgrd	-217.08
Bill	1TQVCY7...	04/21/2022		451247 · Materials & Supplies (Program)	-116.93
TOTAL					-1,256.29
<b>Bill Pmt -Check</b>	<b>335282</b>	<b>04/25/2022</b>	<b>Anthony P. Russo</b>	<b>1000800 · General Fund Checking</b>	
Bill	03312022	03/31/2022		420310 · Contracted Srvs- Retail Food	-1,920.00
TOTAL					-1,920.00
<b>Bill Pmt -Check</b>	<b>335283</b>	<b>04/25/2022</b>	<b>Aquatic Environment Consultants, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	42660	04/11/2022		451362 · Pond Mgmt - Waverly Woods Park	-552.00
TOTAL					-552.00
<b>Bill Pmt -Check</b>	<b>335284</b>	<b>04/25/2022</b>	<b>Avalon - SecureRX</b>	<b>1000800 · General Fund Checking</b>	
Bill	22105000...	04/15/2022		2380160 · Medical Insurance Former Emplo	-1,127.00
				410196 · Post-Retirement Med Insurance	-161.00
				429196 · Post Retirement Med Insurance	-161.00
TOTAL					-1,449.00

**Susquehanna Township**  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>335285</b>	<b>04/25/2022</b>	<b>Beryl Kuhr</b>	<b>1000800 · General Fund Checking</b>	
Bill	03312022...	03/30/2022		414241 · General Expense	-50.00
<b>TOTAL</b>					<b>-50.00</b>
<b>Bill Pmt -Check</b>	<b>335286</b>	<b>04/25/2022</b>	<b>Bode Cellmark Forensics</b>	<b>1000800 · General Fund Checking</b>	
Bill	36755	04/13/2022		410210 · Materials and Supplies	-442.85
<b>TOTAL</b>					<b>-442.85</b>
<b>Bill Pmt -Check</b>	<b>335287</b>	<b>04/25/2022</b>	<b>CBY Systems Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	73565	03/31/2022		410241 · General Expenses	-11.50
<b>TOTAL</b>					<b>-11.50</b>
<b>Bill Pmt -Check</b>	<b>335288</b>	<b>04/25/2022</b>	<b>Classic Drycleaners</b>	<b>1000800 · General Fund Checking</b>	
Bill	226050	04/15/2022		410238 · Uniforms - Police	-646.21
<b>TOTAL</b>					<b>-646.21</b>
<b>Bill Pmt -Check</b>	<b>335289</b>	<b>04/25/2022</b>	<b>Cleveland Brothers</b>	<b>1000800 · General Fund Checking</b>	
Bill	4795551	04/06/2022		430375 · Vehicle Expenses	-127.16
<b>TOTAL</b>					<b>-127.16</b>
<b>Bill Pmt -Check</b>	<b>335290</b>	<b>04/25/2022</b>	<b>Colliflower, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	1645073	01/27/2022		430375 · Vehicle Expenses	-132.75
<b>TOTAL</b>					<b>-132.75</b>
<b>Bill Pmt -Check</b>	<b>335291</b>	<b>04/25/2022</b>	<b>Comcast</b>	<b>1000800 · General Fund Checking</b>	
Bill	89931105...	04/09/2022		430320 · Communications	-107.64
Bill	89931105...	04/11/2022		401320 · Communications	-71.55
				410320 · Communication	-71.55
<b>TOTAL</b>					<b>-250.74</b>
<b>Bill Pmt -Check</b>	<b>335292</b>	<b>04/25/2022</b>	<b>Cralls Garage</b>	<b>1000800 · General Fund Checking</b>	
Bill	2414	04/12/2022		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2416	04/13/2022		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2423	04/18/2022		410375 · Maintenance & Repair Vehicle	-25.00
Bill	2429	04/19/2022		410375 · Maintenance & Repair Vehicle	-25.00
<b>TOTAL</b>					<b>-100.00</b>
<b>Bill Pmt -Check</b>	<b>335293</b>	<b>04/25/2022</b>	<b>Daniel B Krieg Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	305003	03/09/2022		430210 · Material and Supplies	-1,269.75
Bill	305041	03/18/2022		430210 · Material and Supplies	-621.20
Bill	305107	03/25/2022		430210 · Material and Supplies	-503.50
Bill	305145	04/05/2022		451373 · Park Athletic Fields & Playgrd	-432.00
<b>TOTAL</b>					<b>-2,846.45</b>
<b>Bill Pmt -Check</b>	<b>335294</b>	<b>04/25/2022</b>	<b>Davis Landscape LTD</b>	<b>1000800 · General Fund Checking</b>	
Bill	84498	04/08/2022		451310 · Contracted Svcs - Mowing	-8,008.00
				430310 · Contracted Svcs - Mowing	-6,387.00
<b>TOTAL</b>					<b>-14,395.00</b>
<b>Bill Pmt -Check</b>	<b>335295</b>	<b>04/25/2022</b>	<b>Ember Suzanne Jandebour</b>	<b>1000800 · General Fund Checking</b>	
Bill	03312020...	03/30/2022		414241 · General Expense	-50.00
<b>TOTAL</b>					<b>-50.00</b>
<b>Bill Pmt -Check</b>	<b>335296</b>	<b>04/25/2022</b>	<b>Five Star International</b>	<b>1000800 · General Fund Checking</b>	
Bill	364347	03/25/2022		430375 · Vehicle Expenses	-167.79
<b>TOTAL</b>					<b>-167.79</b>

**Susquehanna Township  
Check Detail  
April 8 through May 9, 2022**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	335297	04/25/2022	Freightliner of Harrisburg	1000800 · General Fund Checking	
Bill	123525	03/02/2022		430375 · Vehicle Expenses	-370.43
TOTAL					-370.43
Bill Pmt -Check	335298	04/25/2022	Glacier Computer LLC	1000800 · General Fund Checking	
Bill	99149	01/04/2022		407280 · General Software/Hardware	-109.99
TOTAL					-109.99
Bill Pmt -Check	335299	04/25/2022	Grainger	1000800 · General Fund Checking	
Bill	92267372...	02/28/2022		430375 · Vehicle Expenses	-73.78
Bill	92267372...	02/28/2022		430375 · Vehicle Expenses	-3.66
Bill	92415115...	03/11/2022		430241 · General Expenses	-72.65
TOTAL					-150.09
Bill Pmt -Check	335300	04/25/2022	Graphtech	1000800 · General Fund Checking	
Bill	147547	04/14/2022		451320 · Communications	-364.05
TOTAL					-364.05
Bill Pmt -Check	335301	04/25/2022	Groff Tractor & Equip Inc	1000800 · General Fund Checking	
Bill	4080931	03/24/2022		430375 · Vehicle Expenses	-38.00
TOTAL					-38.00
Bill Pmt -Check	335302	04/25/2022	Guemsey Office Products	1000800 · General Fund Checking	
Bill	2273530	02/17/2022		410210 · Materials and Supplies	-1,122.94
TOTAL					-1,122.94
Bill Pmt -Check	335303	04/25/2022	High Tech Metals	1000800 · General Fund Checking	
Bill	7314	03/18/2022		430210 · Material and Supplies	-43.80
Bill	7246	04/05/2022		430375 · Vehicle Expenses	-161.43
TOTAL					-205.23
Bill Pmt -Check	335304	04/25/2022	HL Bowman Inc	1000800 · General Fund Checking	
Bill	79611	03/30/2022		451372 · Maintenance/Repair	-1,957.00
TOTAL					-1,957.00
Bill Pmt -Check	335305	04/25/2022	HRG Inc Consulting Engineers	1000800 · General Fund Checking	
Bill	159094	04/04/2022		2230000 · Reimbursable Legal and Engineer	-2,514.71
				2230000 · Reimbursable Legal and Engineer	-277.50
				2230000 · Reimbursable Legal and Engineer	-135.00
				2230000 · Reimbursable Legal and Engineer	-606.51
				2230000 · Reimbursable Legal and Engineer	-680.00
				2230000 · Reimbursable Legal and Engineer	-153.00
				2230000 · Reimbursable Legal and Engineer	-120.00
				2230000 · Reimbursable Legal and Engineer	-120.00
				2230000 · Reimbursable Legal and Engineer	-1,621.05
				2230000 · Reimbursable Legal and Engineer	-226.44
				2230000 · Reimbursable Legal and Engineer	-1,330.00
Bill	159095	04/04/2022		410313 · Traffic Studies (Engineering)	-6,243.30
Bill	159096	04/04/2022		408313 · Engineering Fees	-1,464.00
Bill	159097	04/04/2022		436313 · Engineering Fees	-825.00
Bill	159098	04/04/2022		436313 · Engineering Fees	-1,254.66
Bill	159186	04/05/2022		436313 · Engineering Fees	-425.00
Bill	159500	04/13/2022		408313 · Engineering Fees	-9,307.33
Bill	159528	04/14/2022		408313 · Engineering Fees	-133.00
TOTAL					-27,436.50
Bill Pmt -Check	335306	04/25/2022	Hunter Keystone Peterbilt, LP	1000800 · General Fund Checking	
Bill	20158915...	01/01/2022		430375 · Vehicle Expenses	-383.37
TOTAL					-383.37
Bill Pmt -Check	335307	04/25/2022	ID Answers	1000800 · General Fund Checking	
Bill	6104	04/06/2022		410210 · Materials and Supplies	-11.12

**Susquehanna Township**  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
<b>TOTAL</b>					<b>-11.12</b>
<b>Bill Pmt -Check</b>	<b>335308</b>	<b>04/25/2022</b>	<b>Intermixit</b>	<b>1000800 · General Fund Checking</b>	
Bill	7479	03/01/2022		407370 · IT Repairs, Main. & Service	-9,875.00
Bill	7538	04/01/2022		407280 · General Software/Hardware	-5,319.14
				407370 · IT Repairs, Main. & Service	-9,875.00
				407280 · General Software/Hardware	-2,900.93
<b>TOTAL</b>					<b>-27,970.07</b>
<b>Bill Pmt -Check</b>	<b>335309</b>	<b>04/25/2022</b>	<b>International Code Council Inc</b>	<b>1000800 · General Fund Checking</b>	
Bill	10014906...	04/11/2022		413241 · General Expense	-52.00
<b>TOTAL</b>					<b>-52.00</b>
<b>Bill Pmt -Check</b>	<b>335310</b>	<b>04/25/2022</b>	<b>L-Tron Corporation</b>	<b>1000800 · General Fund Checking</b>	
Bill	572152	04/05/2022		410210 · Materials and Supplies	-205.00
<b>TOTAL</b>					<b>-205.00</b>
<b>Bill Pmt -Check</b>	<b>335311</b>	<b>04/25/2022</b>	<b>LB Smith Ford</b>	<b>1000800 · General Fund Checking</b>	
Bill	288845	03/18/2022		410375 · Maintenance & Repair Vehicle	-136.21
Bill	388601	03/18/2022	LB Smith Ford	2002000 · Accounts Payable	0.00
Bill	289168	03/25/2022		410375 · Maintenance & Repair Vehicle	-12.85
Bill	289573	04/01/2022	LB Smith Ford	2002000 · Accounts Payable	0.00
Bill	290389	04/18/2022		410375 · Maintenance & Repair Vehicle	-3.64
<b>TOTAL</b>					<b>-152.70</b>
<b>Bill Pmt -Check</b>	<b>335312</b>	<b>04/25/2022</b>	<b>Life Source Water Service LLC</b>	<b>1000800 · General Fund Checking</b>	
Bill	91131	04/12/2022		401241 · General Expenses	-11.00
				410241 · General Expenses	-27.50
				430241 · General Expenses	-33.00
<b>TOTAL</b>					<b>-71.50</b>
<b>Bill Pmt -Check</b>	<b>335313</b>	<b>04/25/2022</b>	<b>LuAnn Kams Fick</b>	<b>1000800 · General Fund Checking</b>	
Bill	03312022...	03/30/2022		414241 · General Expense	-60.00
<b>TOTAL</b>					<b>-60.00</b>
<b>Bill Pmt -Check</b>	<b>335314</b>	<b>04/25/2022</b>	<b>MacMain Connell &amp; Leinhauser</b>	<b>1000800 · General Fund Checking</b>	
Bill	17449	01/01/2022		404310 · General Legal Services	-67.50
Bill	17707	01/05/2022		404310 · General Legal Services	-543.00
Bill	18052	02/03/2022		404310 · General Legal Services	-2,128.00
Bill	18382	03/03/2022		404310 · General Legal Services	-1,087.00
Bill	18665	04/06/2022		404310 · General Legal Services	-1,174.50
<b>TOTAL</b>					<b>-5,000.00</b>
<b>Bill Pmt -Check</b>	<b>335315</b>	<b>04/25/2022</b>	<b>Mutual of Omaha</b>	<b>1000800 · General Fund Checking</b>	
Bill	13502855...	04/14/2022		401190 · Employee Insurances	-43.63
				402190 · Employee Insurances	-88.93
				410190 · Employee Insurances	-1,205.10
				414190 · Employee Insurances	-101.13
				413190 · Employee Insurance	-111.90
				436190 · Employee Insurances	-273.82
				430190 · Employee Insurances	-501.31
				451190 · Employee Insurances	-114.16
				2381400 · Fire Fund Expense	-130.49
				429190 · Employee Insurances	-387.37
<b>TOTAL</b>					<b>-2,957.84</b>
<b>Bill Pmt -Check</b>	<b>335316</b>	<b>04/25/2022</b>	<b>NAPA Auto Parts</b>	<b>1000800 · General Fund Checking</b>	
Bill	30817746...	02/28/2022		430375 · Vehicle Expenses	-30.68
Bill	30817747...	03/01/2022		410375 · Maintenance & Repair Vehicle	-578.16
Bill	30817747...	03/01/2022		430375 · Vehicle Expenses	-35.52
Bill	30817748...	03/02/2022		430375 · Vehicle Expenses	-203.80
Bill	30817749...	03/03/2022		430375 · Vehicle Expenses	-317.88
Bill	30817751...	03/07/2022		430375 · Vehicle Expenses	-36.87
Bill	30817753...	03/09/2022		430375 · Vehicle Expenses	-77.94
Bill	30817753...	03/09/2022		430375 · Vehicle Expenses	-108.95
Bill	30817753...	03/09/2022		430375 · Vehicle Expenses	-27.34
Bill	30817754...	03/10/2022		430375 · Vehicle Expenses	-42.57



**Susquehanna Township**  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	30817758...	03/16/2022		430375 · Vehicle Expenses	-25.38
Bill	30817758...	03/17/2022		430375 · Vehicle Expenses	-50.72
Bill	30817759...	03/18/2022		430375 · Vehicle Expenses	-36.94
Bill	30817759...	03/18/2022		430375 · Vehicle Expenses	-134.81
Bill	30817763...	03/24/2022		430375 · Vehicle Expenses	-392.41
Bill	30817764...	03/25/2022		430375 · Vehicle Expenses	-229.36
<b>TOTAL</b>					<b>-2,329.33</b>
<b>Bill Pmt -Check</b>	<b>335317</b>	<b>04/25/2022</b>	<b>Networkfleet, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	2734963	04/01/2022		430320 · Communications	-339.99
				429320 · Communications	-46.57
				451320 · Communications	-16.19
<b>TOTAL</b>					<b>-404.75</b>
<b>Bill Pmt -Check</b>	<b>335318</b>	<b>04/25/2022</b>	<b>Nicole E. Cassel</b>	<b>1000800 · General Fund Checking</b>	
Bill	3	04/06/2022		451319 · Classes/Activities	-336.00
<b>TOTAL</b>					<b>-336.00</b>
<b>Bill Pmt -Check</b>	<b>335319</b>	<b>04/25/2022</b>	<b>NMS Labs</b>	<b>1000800 · General Fund Checking</b>	
Bill	1172606	03/31/2022		410241 · General Expenses	-111.00
Bill	1172607	03/31/2022		410241 · General Expenses	-283.00
Bill	1172608	03/31/2022		410241 · General Expenses	-283.00
Bill	1172609	03/31/2022		410241 · General Expenses	-283.00
Bill	1172610	03/31/2022		410241 · General Expenses	-283.00
Bill	1172611	03/31/2022		410241 · General Expenses	-283.00
Bill	1172612	03/31/2022		410241 · General Expenses	-283.00
Bill	1172613	03/31/2022		410241 · General Expenses	-111.00
Bill	1172614	03/31/2022		410241 · General Expenses	-283.00
Bill	1172615	03/31/2022		410241 · General Expenses	-283.00
Bill	1172616	03/31/2022		410241 · General Expenses	-283.00
Bill	1172617	03/31/2022		410241 · General Expenses	-283.00
Bill	1172618	03/31/2022		410241 · General Expenses	-283.00
<b>TOTAL</b>					<b>-3,335.00</b>
<b>Bill Pmt -Check</b>	<b>335320</b>	<b>04/25/2022</b>	<b>Overhead Door Co.</b>	<b>1000800 · General Fund Checking</b>	
Bill	188403	02/17/2022		430370 · Maintenance/Repairs Bldg	-1,905.00
<b>TOTAL</b>					<b>-1,905.00</b>
<b>Bill Pmt -Check</b>	<b>335321</b>	<b>04/25/2022</b>	<b>PA DEP Division of Storage Tank</b>	<b>1000800 · General Fund Checking</b>	
Bill	1247612	04/05/2022		430370 · Maintenance/Repairs Bldg	-100.00
<b>TOTAL</b>					<b>-100.00</b>
<b>Bill Pmt -Check</b>	<b>335322</b>	<b>04/25/2022</b>	<b>PA Media Group</b>	<b>1000800 · General Fund Checking</b>	
Bill	10303688	04/14/2022		401341 · Advertising	-189.73
<b>TOTAL</b>					<b>-189.73</b>
<b>Bill Pmt -Check</b>	<b>335323</b>	<b>04/25/2022</b>	<b>Penn Prime</b>	<b>1000800 · General Fund Checking</b>	
Bill	11228	03/15/2022		401350 · Bonding	-10,619.00
<b>TOTAL</b>					<b>-10,619.00</b>
<b>Bill Pmt -Check</b>	<b>335324</b>	<b>04/25/2022</b>	<b>Petty Cash</b>	<b>1000800 · General Fund Checking</b>	
Bill	04252022	04/25/2022		430241 · General Expenses	-40.00
				414241 · General Expense	-16.48
				410241 · General Expenses	-11.88
				401241 · General Expenses	-20.00
				413241 · General Expense	-15.00
				413241 · General Expense	-10.00
<b>TOTAL</b>					<b>-113.36</b>
<b>Bill Pmt -Check</b>	<b>335325</b>	<b>04/25/2022</b>	<b>PFM Asset Management</b>	<b>1000800 · General Fund Checking</b>	
Bill	13157040	04/14/2022		406390 · Bank Service Charges/Fees	-1,500.00
<b>TOTAL</b>					<b>-1,500.00</b>
<b>Bill Pmt -Check</b>	<b>335326</b>	<b>04/25/2022</b>	<b>PMHC</b>	<b>1000800 · General Fund Checking</b>	

**Susquehanna Township  
Check Detail  
April 8 through May 9, 2022**

Type	Num	Date	Name	Account	Paid Amount
Bill	659	03/31/2022		401190 · Employee Insurances	-1,250.00
				410190 · Employee Insurances	-5,231.82
				410196 · Post-Retirement Med Insurance	-2,607.52
				429190 · Employee Insurances	-1,281.76
				430190 · Employee Insurances	-562.23
				451190 · Employee Insurances	-297.96
				414190 · Employee Insurances	-937.50
				402190 · Employee Insurances	-625.00
				436190 · Employee Insurances	-727.43
Bill	875910	04/07/2022		401190 · Employee Insurances	-3,950.43
				402190 · Employee Insurances	-2,194.69
				410190 · Employee Insurances	-88,382.73
				410196 · Post-Retirement Med Insurance	-42,538.85
				414190 · Employee Insurances	-1,975.21
				413190 · Employee Insurance	-3,675.19
				430190 · Employee Insurances	-23,637.65
				451190 · Employee Insurances	-3,645.80
				2381400 · Fire Fund Expense	-89.77
				429190 · Employee Insurances	-14,057.16
				2380160 · Medical Insurance Former Emplo	-5,003.28
				436190 · Employee Insurances	-7,600.79
TOTAL					-210,272.77
<b>Bill Pmt -Check</b>	<b>335327</b>	<b>04/25/2022</b>	<b>PPC Lubricants</b>	<b>1000800 · General Fund Checking</b>	
Bill	2009215	03/15/2022		430375 · Vehicle Expenses	-1,160.50
Bill	2010174	03/17/2022		430375 · Vehicle Expenses	-2,078.45
TOTAL					-3,238.95
<b>Bill Pmt -Check</b>	<b>335328</b>	<b>04/25/2022</b>	<b>RF Fager Co</b>	<b>1000800 · General Fund Checking</b>	
Bill	47266150...	03/29/2022		409370 · Maintenance and Repair	-356.37
TOTAL					-356.37
<b>Bill Pmt -Check</b>	<b>335329</b>	<b>04/25/2022</b>	<b>Sandra Pharris</b>	<b>1000800 · General Fund Checking</b>	
Bill	03142022	03/14/2022		310420 · Prior Yr Occupation Tax	-63.70
TOTAL					-63.70
<b>Bill Pmt -Check</b>	<b>335330</b>	<b>04/25/2022</b>	<b>Service Supply Corp</b>	<b>1000800 · General Fund Checking</b>	
Bill	168711	03/22/2022		430238 · Uniforms	-140.54
Bill	170006	03/22/2022		430238 · Uniforms	-205.78
Bill	175285	03/31/2022		430210 · Material and Supplies	-128.32
TOTAL					-474.64
<b>Bill Pmt -Check</b>	<b>335331</b>	<b>04/25/2022</b>	<b>Staples</b>	<b>1000800 · General Fund Checking</b>	
Bill	80657571...	04/02/2022		401210 · Materials and Supplies	-23.94
				429241 · General Expenses	-25.88
TOTAL					-49.82
<b>Bill Pmt -Check</b>	<b>335332</b>	<b>04/25/2022</b>	<b>Steelton Community Cats</b>	<b>1000800 · General Fund Checking</b>	
Bill	04072022	04/07/2022		420319 · Stray Animal Control	-360.00
TOTAL					-360.00
<b>Bill Pmt -Check</b>	<b>335333</b>	<b>04/25/2022</b>	<b>Stephenson Equipment, Inc.</b>	<b>1000800 · General Fund Checking</b>	
Bill	17008356	03/25/2022		430375 · Vehicle Expenses	-2,723.64
Bill	10180870	03/29/2022		430375 · Vehicle Expenses	-1,529.57
Bill	17008417	04/04/2022		430375 · Vehicle Expenses	-14.50
Bill	17008454	04/08/2022		430375 · Vehicle Expenses	-99.68
TOTAL					-4,367.39
<b>Bill Pmt -Check</b>	<b>335334</b>	<b>04/25/2022</b>	<b>Suez</b>	<b>1000800 · General Fund Checking</b>	
Bill	20072478...	04/05/2022		451360 · Utilities-Parks	-10.11
TOTAL					-10.11
<b>Bill Pmt -Check</b>	<b>335335</b>	<b>04/25/2022</b>	<b>Summer Alaire Miller</b>	<b>1000800 · General Fund Checking</b>	
Bill	04072022	04/07/2022		414317 · Steno Fees - ZHB	-320.00

**Susquehanna Township**  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-320.00
Bill Pmt -Check	335336	04/25/2022	Thomson Reuters - West	1000800 · General Fund Checking	
Bill	846133570	04/01/2022		410241 · General Expenses	-212.54
TOTAL					-212.54
Bill Pmt -Check	335337	04/25/2022	Thyssen Krupp	1000800 · General Fund Checking	
Bill	30064956...	04/01/2022		409370 · Maintenance and Repair	-750.44
TOTAL					-750.44
Bill Pmt -Check	335338	04/25/2022	Toshiba Financial Services	1000800 · General Fund Checking	
Bill	50196129...	04/02/2022		407280 · General Software/Hardware	-1,751.09
TOTAL					-1,751.09
Bill Pmt -Check	335339	04/25/2022	Triangle Press Inc	1000800 · General Fund Checking	
Bill	220368	04/18/2022		401241 · General Expenses	-61.29
TOTAL					-61.29
Bill Pmt -Check	335340	04/25/2022	Turner Chevrolet	1000800 · General Fund Checking	
Bill	6028489	03/11/2022		430375 · Vehicle Expenses	-489.12
TOTAL					-489.12
Bill Pmt -Check	335341	04/25/2022	UGI Utilities	1000800 · General Fund Checking	
Bill	41100081...	04/12/2022		430360 · Utilities	-206.01
Bill	41100690...	04/12/2022		409360 · Utilities	-89.19
TOTAL					-295.20
Bill Pmt -Check	335342	04/25/2022	William Goff	1000800 · General Fund Checking	
Bill	04052022	04/05/2022		430238 · Uniforms	-312.49
TOTAL					-312.49
Bill Pmt -Check	335343	04/25/2022	Wilmington Trust Fee Collections	1000800 · General Fund Checking	
Bill	20220331...	03/31/2022		429241 · General Expenses	-780.00
TOTAL					-780.00
Bill Pmt -Check	335344	04/25/2022	Zep Sales & Services	1000800 · General Fund Checking	
Bill	90072793...	03/29/2022		430210 · Material and Supplies	-1,331.69
TOTAL					-1,331.69
Bill Pmt -Check	335345	04/28/2022	Cardmember Service	1000800 · General Fund Checking	
Bill	47985100...	04/13/2022		401241 · General Expenses	-88.71
				410241 · General Expenses	-82.70
				410460 · Education and Training	-6.11
				410241 · General Expenses	-9.19
				410460 · Education and Training	-108.19
				2381350 · Canine	-589.63
				410460 · Education and Training	-46.05
				410460 · Education and Training	-24.60
				410460 · Education and Training	-36.04
				410460 · Education and Training	-19.34
				410460 · Education and Training	-324.56
				410460 · Education and Training	-13.48
				410241 · General Expenses	-36.77
				451317 · Day Camp	-68.96
				451320 · Communications	-81.83
				451460 · Education, Training, and Member	-571.55
				451480 · Education, Training, and Member	-386.13
				451200 · Materials & Supplies (ADM)	-110.33
				451241 · General Expense	-20.23
				451241 · General Expense	-11.95
				451320 · Communications	-96.54
				451200 · Materials & Supplies (ADM)	-16.86
				451241 · General Expense	-18.71
				451247 · Materials & Supplies (Program)	-41.88

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Susquehanna Township  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
				451460 · Education, Training, and Member	-377.90
				451247 · Materials & Supplies (Program)	-64.35
				401341 · Advertising	-65.79
				2381350 · Canine	-427.54
				401460 · Education and Training	-390.78
TOTAL					-4,136.70
Bill Pmt -Check	335346	05/05/2022	Danny Ford	1000800 · General Fund Checking	
TOTAL					0.00
Bill Pmt -Check	335347	05/05/2022	Danny Ford	1000800 · General Fund Checking	
Bill	Finsec 42...	05/05/2022		2381200 · Stormwater Management	-2,130.74
TOTAL					-2,130.74

**Susquehanna Township - Highway Fund**  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>102341</b>	<b>04/08/2022</b>	<b>Atlantic Transportation Systems, Inc.</b>	<b>1008000 - Checking Account</b>	
Bill	22067	03/15/2022		433370 - Maint.- Traffic Signals	-338.48
				433370 - Maint.- Traffic Signals	-335.58
				433370 - Maint.- Traffic Signals	-300.00
				433370 - Maint.- Traffic Signals	-979.20
Bill	22084	03/30/2022		433370 - Maint.- Traffic Signals	-9,049.36
				433370 - Maint.- Traffic Signals	-213.43
<b>TOTAL</b>					<b>-11,216.05</b>
<b>Bill Pmt -Check</b>	<b>102342</b>	<b>04/27/2022</b>	<b>Atlantic Transportation Systems, Inc.</b>	<b>1008000 - Checking Account</b>	
Bill	22092	04/05/2022		433370 - Maint.- Traffic Signals	-895.00
				433370 - Maint.- Traffic Signals	-745.00
				433370 - Maint.- Traffic Signals	-745.00
				433370 - Maint.- Traffic Signals	-447.50
				433370 - Maint.- Traffic Signals	-1,551.38
				433370 - Maint.- Traffic Signals	-159.09
Bill	22107	04/18/2022		433370 - Maint.- Traffic Signals	-1,215.40
Bill	22096	04/18/2022		433370 - Maint.- Traffic Signals	-930.21
<b>TOTAL</b>					<b>-6,688.58</b>



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05/09/22

### Susquehanna Township Street Light Fund

## Check Detail

April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
Check	1269	04/08/2022	HRG Inc Consulting Engineers	1008000 - Checking Account	
TOTAL					0.00
Check	1270	04/08/2022	River Valley Landscapes	1008000 - Checking Account	
TOTAL					0.00
Bill Pmt -Check	1271	04/11/2022	PP&L	1008000 - Checking Account	
Bill	94001...	03/31/2022		434361 - Street Lighting	-7,168.30
Bill	91933...	03/31/2022		434361 - Street Lighting	-18,943.63
TOTAL					-26,111.93

**Susquehanna Township Fire Protection Fund**  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>709541</b>	<b>04/11/2022</b>	<b>Rescue Fire Company</b>	<b>1008000 - Checking Account</b>	
Bill	12312021	12/31/2021		411542 - Rescue Fire Company	-16,904.73
TOTAL					-16,904.73
<b>Bill Pmt -Check</b>	<b>709542</b>	<b>04/25/2022</b>	<b>Amazon Capital Services</b>	<b>1008000 - Checking Account</b>	
Bill	16FR16M3TL9K	04/08/2022		411239 - Misc. Expenses	-567.80
Bill	1WW36QH11MY3	04/14/2022		411280 - Computer Expenses	-275.78
TOTAL					-843.58
<b>Bill Pmt -Check</b>	<b>709543</b>	<b>04/25/2022</b>	<b>Americhem International Inc</b>	<b>1008000 - Checking Account</b>	
Bill	238016	04/04/2022		411541 - Progress Fire Company	-747.98
TOTAL					-747.98
<b>Bill Pmt -Check</b>	<b>709544</b>	<b>04/25/2022</b>	<b>Atlantic Tactical</b>	<b>1008000 - Checking Account</b>	
Bill	80766222	03/15/2022		411541 - Progress Fire Company	-407.94
TOTAL					-407.94
<b>Bill Pmt -Check</b>	<b>709545</b>	<b>04/25/2022</b>	<b>Benchmark Insurance Company</b>	<b>1008000 - Checking Account</b>	
Bill	2205103697	05/01/2022		411195 - W.C. Insurance	-4,403.00
TOTAL					-4,403.00
<b>Bill Pmt -Check</b>	<b>709546</b>	<b>04/25/2022</b>	<b>Capital Region Water</b>	<b>1008000 - Checking Account</b>	
Bill	140410111	04/03/2022		411542 - Rescue Fire Company	-88.63
TOTAL					-88.63
<b>Bill Pmt -Check</b>	<b>709547</b>	<b>04/25/2022</b>	<b>Comcast</b>	<b>1008000 - Checking Account</b>	
Bill	8993110580046638	04/05/2022		411542 - Rescue Fire Company	-111.85
TOTAL					-111.85
<b>Bill Pmt -Check</b>	<b>709548</b>	<b>04/25/2022</b>	<b>Commerical Refrigeration of Harrisburg</b>	<b>1008000 - Checking Account</b>	
Bill	19152	03/31/2022		411541 - Progress Fire Company	-342.06
TOTAL					-342.06
<b>Bill Pmt -Check</b>	<b>709549</b>	<b>04/25/2022</b>	<b>Cralls Garage</b>	<b>1008000 - Checking Account</b>	
Bill	2393	04/05/2022		411542 - Rescue Fire Company	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>709550</b>	<b>04/25/2022</b>	<b>Fisher Auto Parts Inc</b>	<b>1008000 - Checking Account</b>	
Bill	333307665	04/05/2022		411542 - Rescue Fire Company	-21.62
Bill	333307995	04/08/2022		411542 - Rescue Fire Company	-14.54
TOTAL					-36.16
<b>Bill Pmt -Check</b>	<b>709551</b>	<b>04/25/2022</b>	<b>Glick Fire Equipment Co</b>	<b>1008000 - Checking Account</b>	
Bill	375860	03/22/2022		411541 - Progress Fire Company	-517.18
TOTAL					-517.18
<b>Bill Pmt -Check</b>	<b>709552</b>	<b>04/25/2022</b>	<b>Goldberg &amp; Balthaser</b>	<b>1008000 - Checking Account</b>	
Bill	9820	01/01/2022		411541 - Progress Fire Company	-3,900.00
TOTAL					-3,900.00
<b>Bill Pmt -Check</b>	<b>709553</b>	<b>04/25/2022</b>	<b>M &amp; K Truck Center</b>	<b>1008000 - Checking Account</b>	
Bill	100599	01/27/2022	M & K Truck Center	2002000 - Accounts Payable	0.00
Bill	100859	01/31/2022	M & K Truck Center	2002000 - Accounts Payable	0.00
Bill	100964	02/02/2022	M & K Truck Center	2002000 - Accounts Payable	0.00
Bill	100035	02/09/2022	M & K Truck Center	2002000 - Accounts Payable	0.00
Bill	101492	02/22/2022	M & K Truck Center	2002000 - Accounts Payable	0.00

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## Susquehanna Township Fire Protection Fund Check Detail

April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	101810	03/04/2022	M & K Truck Center	2002000 · Accounts Payable	0.00
Bill	102651	04/06/2022	M & K Truck Center	2002000 · Accounts Payable	0.00
Bill	102735	04/08/2022		411542 · Rescue Fire Company	-598.91
TOTAL					-598.91
<b>Bill Pmt -Check</b>	<b>709554</b>	<b>04/25/2022</b>	<b>Michelle D. Spriggs</b>	<b>1008000 · Checking Account</b>	
Bill	111112	04/21/2022		2380100 · Fire Escrows	-24,000.00
TOTAL					-24,000.00
<b>Bill Pmt -Check</b>	<b>709555</b>	<b>04/25/2022</b>	<b>Penn Pest, LLC.</b>	<b>1008000 · Checking Account</b>	
Bill	41448	04/14/2022		411541 · Progress Fire Company	-70.00
TOTAL					-70.00
<b>Bill Pmt -Check</b>	<b>709556</b>	<b>04/25/2022</b>	<b>Postal Discounters</b>	<b>1008000 · Checking Account</b>	
Bill	13258	03/31/2022		411541 · Progress Fire Company	-2,508.50
TOTAL					-2,508.50
<b>Bill Pmt -Check</b>	<b>709557</b>	<b>04/25/2022</b>	<b>Progress Fire Company</b>	<b>1008000 · Checking Account</b>	
Bill	202201	04/11/2022		411500 · Recruitment and Retention	-16,346.89
TOTAL					-16,346.89
<b>Bill Pmt -Check</b>	<b>709558</b>	<b>04/25/2022</b>	<b>Rescue Fire Company</b>	<b>1008000 · Checking Account</b>	
Bill	04132022	04/13/2022		411542 · Rescue Fire Company	-9,201.00
Bill	04132022	04/13/2022		411500 · Recruitment and Retention	-1,188.00
TOTAL					-10,389.00
<b>Bill Pmt -Check</b>	<b>709559</b>	<b>04/25/2022</b>	<b>Suez</b>	<b>1008000 · Checking Account</b>	
Bill	208568920000	02/25/2022		411542 · Rescue Fire Company	-5.66
Bill	208568920000	03/29/2022		411542 · Rescue Fire Company	-128.01
Bill	209367030000	04/12/2022		411540 · Edgemont Fire Company	-119.89
TOTAL					-253.56
<b>Bill Pmt -Check</b>	<b>709560</b>	<b>04/25/2022</b>	<b>UGI Utilities</b>	<b>1008000 · Checking Account</b>	
Bill	411000928696	04/05/2022		411542 · Rescue Fire Company	-212.90
Bill	411002074580	04/11/2022		411541 · Progress Fire Company	-478.40
Bill	411000375294	04/11/2022		411540 · Edgemont Fire Company	-157.37
Bill	411001602811	04/11/2022		411542 · Rescue Fire Company	-168.49
TOTAL					-1,017.16
<b>Bill Pmt -Check</b>	<b>709561</b>	<b>04/25/2022</b>	<b>Verizon Wireless</b>	<b>1008000 · Checking Account</b>	
Bill	9903342957	04/03/2022		411541 · Progress Fire Company	-195.72
TOTAL					-195.72

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**Susquehanna Township - Developers Recreation Fund**  
**Check Detail**  
April 8 through May 9, 2022

Type	Num	Date	Name	Account	Paid Amount
Check	1161	04/08/2022	PP&L	1008000 - Centric Checking	
TOTAL					0.00
Bill Pmt -Check	1162	04/11/2022	HRG Inc Consulting Engineers	1008000 - Centric Checking	
Bill	158610	03/14/2022		451314 · Engineering Fees - Boyd Park	-3,802.90
Bill	158604	03/14/2022		451313 · Engineering Fees	-1,431.00
TOTAL					-5,233.90
Bill Pmt -Check	1163	04/11/2022	River Valley Landscapes, Inc.	1008000 - Centric Checking	
Bill	9551	03/28/2022		4200100 · Park Maintenance	-8,428.00
TOTAL					-8,428.00
Bill Pmt -Check	1164	04/18/2022	JP Construction Services	1008000 - Centric Checking	
Bill	42	03/25/2022		4200100 · Park Maintenance	-2,158.00
TOTAL					-2,158.00
Bill Pmt -Check	1165	04/27/2022	HRG Inc Consulting Engineers	1008000 - Centric Checking	
Bill	159099	04/04/2022		451313 · Engineering Fees	-2,297.40
Bill	159100	04/04/2022		451314 · Engineering Fees - Boyd Park	-8,357.08
TOTAL					-10,654.48

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05/09/22

### Susquehanna Township - ARPA Fund

## Check Detail

April 8 through May 9, 2022

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt - Check	1009	04/28/2022	eciConstruction, LLC	1008000 · Centric Bank - Account 11...	
Bill	30210813	03/31/2022		4061000 · Provision of Government Se...	-90,286.28
TOTAL					-90,286.28

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 30.21081.4

To Owner: Susquehanna Township  
1900 Linglestown Rd

Project: 21081. Susquehanna Twp Admin Office  
Renovations

Application No. : 4

Distribution to :  
 Owner  
 Architect  
 Contractor

Harrisburg, PA 17110

Period To: 4/30/2022

From Contractor: eciConstruction, LLC  
124 West Church Street  
Dillsburg, PA 17019

Via Architect: TONO Architects  
436 West James Street, Suite 100  
Lancaster PA 17603

Project Nos:

**DRAFT**

Contract Date:

Contract For:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. Original Contract Sum .....	\$935,300.00
2. Net Change By Change Order .....	\$0.00
3. Contract Sum To Date .....	\$935,300.00
4. Total Completed and Stored To Date .....	\$649,175.25
5. Retainage:	
a. 10.00% of Completed Work	\$64,917.60
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$64,917.60
6. Total Earned Less Retainage .....	\$584,257.65
7. Less Previous Certificates For Payments .....	\$470,606.29
8. Current Payment Due .....	\$113,651.36
9. Balance To Finish, Plus Retainage .....	\$351,042.35

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: eciConstruction, LLC

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

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public:  
 My Commission expires: \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED \$ 113,651.36**

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*

**ARCHITECT:**

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# CONTINUATION SHEET

**Application and Certification for Payment**, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

**Application No. :** 4  
**Application Date :** 04/27/22  
**To:** 04/30/22  
**Architect's Project No.:**

**Invoice # :** 30.21081.4

**Contract :** 30.21081. Susquehanna Twp Admin Office Renovations

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
1	DIVISION 1	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
2	Bond	9,353.00	9,353.00	0.00	0.00	9,353.00	100.00%	0.00	
3	Submittals	5,000.00	4,500.00	250.00	0.00	4,750.00	95.00%	250.00	
4	Baseline Schedule	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	
5	Mobilization	14,030.00	10,522.50	2,104.50	0.00	12,627.00	90.00%	1,403.00	
6	Survey & Layout	3,033.00	2,274.75	454.95	0.00	2,729.70	90.00%	303.30	
7	Onsite Project Coordination	28,082.00	21,061.50	4,212.30	0.00	25,273.80	90.00%	2,808.20	
8	Periodic Cleaning	7,140.00	5,355.00	1,071.00	0.00	6,426.00	90.00%	714.00	
9	Final Cleaning	1,590.00	0.00	0.00	0.00	0.00	0.00%	1,590.00	
10	Punch List	5,138.00	0.00	0.00	0.00	0.00	0.00%	5,138.00	
11	DIVISION 2	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
12	Selective Demolition	31,751.00	31,751.00	0.00	0.00	31,751.00	100.00%	0.00	
13	DIVISION 3	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
14	Concrete Reinforcement Materials	2,250.00	2,250.00	0.00	0.00	2,250.00	100.00%	0.00	
15	Concrete Footings; L	3,395.00	3,395.00	0.00	0.00	3,395.00	100.00%	0.00	
16	Concrete Footings; M	2,192.00	2,192.00	0.00	0.00	2,192.00	100.00%	0.00	
17	Flooring Removal and Slab Prep; L	9,208.00	9,208.00	0.00	0.00	9,208.00	100.00%	0.00	
18	Flooring Removal and Slab Prep; M	3,410.00	3,410.00	0.00	0.00	3,410.00	100.00%	0.00	
19	DIVISION 5	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
20	Structural Metal Framing; L	3,346.00	3,346.00	0.00	0.00	3,346.00	100.00%	0.00	
21	Structural Metal Framing; M	8,341.00	8,341.00	0.00	0.00	8,341.00	100.00%	0.00	
22	DIVISION 6	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
23	Wood Blocking/Nailers; L	1,123.00	1,010.70	56.15	0.00	1,066.85	95.00%	56.15	
24	Wood Blocking/Nailers; M	384.00	345.60	19.20	0.00	364.80	95.00%	19.20	
25	Cabinets/Countertops/Millwork/Trim; L	10,933.00	0.00	6,559.80	0.00	6,559.80	60.00%	4,373.20	
26	Cabinets/Countertops/Millwork/Trim; M	26,347.00	0.00	26,347.00	0.00	26,347.00	100.00%	0.00	
27	DIVISION 7	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
28	Board Insulation/Batt Insulation; L	973.00	729.75	243.25	0.00	973.00	100.00%	0.00	
29	Board Insulation/Batt Insulation; M	734.00	550.50	183.50	0.00	734.00	100.00%	0.00	
30	Blanket Insulation; L	1,012.00	0.00	1,012.00	0.00	1,012.00	100.00%	0.00	
31	Blanket Insulation; M	1,802.00	0.00	1,802.00	0.00	1,802.00	100.00%	0.00	
32	Air Barriers; L	1,120.00	0.00	1,120.00	0.00	1,120.00	100.00%	0.00	

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 4

Application Date : 04/27/22

To: 04/30/22

Architect's Project No.:

Invoice # : 30.21081.4

Contract : 30.21081. Susquehanna Twp Admin Office Renovations

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
33	Air Barriers; M	2,080.00	0.00	2,080.00	0.00	2,080.00	100.00%	0.00	
34	EPDM Roofing, Wall Panels; L	26,000.00	0.00	0.00	0.00	0.00	0.00%	26,000.00	
35	EPDM Roofing, Wall Panels; M	39,000.00	0.00	0.00	0.00	0.00	0.00%	39,000.00	
36	Caulking/Sealants; L	2,761.00	0.00	2,484.90	0.00	2,484.90	90.00%	276.10	
37	Caulking/Sealants; M	178.00	0.00	160.20	0.00	160.20	90.00%	17.80	
38	DIVISION 8	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
39	Doors, Frames, & Hardware; L	7,678.00	0.00	0.00	0.00	0.00	0.00%	7,678.00	
40	Doors, Frames, & Hardware; M	31,058.00	0.00	0.00	0.00	0.00	0.00%	31,058.00	
41	Coiling Counter Doors; L	3,292.00	0.00	0.00	0.00	0.00	0.00%	3,292.00	
42	Coiling Counter Doors; M	4,023.00	0.00	0.00	0.00	0.00	0.00%	4,023.00	
43	Aluminum Entrances, Storefronts, Glazing; L	28,006.00	0.00	0.00	0.00	0.00	0.00%	28,006.00	
44	Aluminum Entrances, Storefronts, Glazing; M	42,010.00	0.00	0.00	0.00	0.00	0.00%	42,010.00	
45	DIVISION 9	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
46	Non-structural Metal Stud Framing; L	9,262.00	8,798.90	463.10	0.00	9,262.00	100.00%	0.00	
47	Non-structural Metal Stud Framing; M	10,381.00	10,381.00	0.00	0.00	10,381.00	100.00%	0.00	
48	Drywall; L	22,476.00	21,352.20	1,123.80	0.00	22,476.00	100.00%	0.00	
49	Drywall; M	4,718.00	4,718.00	0.00	0.00	4,718.00	100.00%	0.00	
50	Ceramic Tile; L	3,240.00	0.00	3,240.00	0.00	3,240.00	100.00%	0.00	
51	Ceramic Tile; M	2,160.00	0.00	2,160.00	0.00	2,160.00	100.00%	0.00	
52	Acoustical Ceilings; L	12,982.00	0.00	9,736.50	0.00	9,736.50	75.00%	3,245.50	
53	Acoustical Ceilings; M	19,472.00	0.00	14,604.00	0.00	14,604.00	75.00%	4,868.00	
54	LVT Flooring; L	2,076.00	0.00	0.00	0.00	0.00	0.00%	2,076.00	
55	LVT Flooring; M	7,401.00	7,401.00	0.00	0.00	7,401.00	100.00%	0.00	
56	Carpet; L	2,715.00	0.00	0.00	0.00	0.00	0.00%	2,715.00	
57	Carpet; M	17,488.00	17,488.00	0.00	0.00	17,488.00	100.00%	0.00	
58	Resilient Base, Nosings, Transistions; L	2,610.00	0.00	0.00	0.00	0.00	0.00%	2,610.00	
59	Resilient Base, Nosings, Transistions; M	6,025.00	6,025.00	0.00	0.00	6,025.00	100.00%	0.00	
60	Painting; L	6,038.00	0.00	4,528.50	0.00	4,528.50	75.00%	1,509.50	
61	Painting; M	11,212.00	0.00	8,409.00	0.00	8,409.00	75.00%	2,803.00	
62	DIVISION 10	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
63	Signage; L	4,611.00	0.00	0.00	0.00	0.00	0.00%	4,611.00	

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 4

Application Date : 04/27/22

To: 04/30/22

Architect's Project No.:

Invoice # : 30.21081.4

Contract : 30.21081. Susquehanna Twp Admin Office Renovations

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
64	Signage; M	8,563.00	0.00	0.00	0.00	0.00	0.00%	8,563.00	
65	Toilet Partitions; L	1,251.00	0.00	0.00	0.00	0.00	0.00%	1,251.00	
66	Toilet Partitions; M	2,247.00	0.00	0.00	0.00	0.00	0.00%	2,247.00	
67	Toilet Accessories	1,018.00	0.00	0.00	0.00	0.00	0.00%	1,018.00	
68	Glass Partition; L	15,546.00	15,546.00	0.00	0.00	15,546.00	100.00%	0.00	
69	Glass Partition; M	29,380.00	29,380.00	0.00	0.00	29,380.00	100.00%	0.00	
70	DIVISION 22	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
71	Plumbing Demolition	4,970.00	4,970.00	0.00	0.00	4,970.00	100.00%	0.00	
72	PVC DWV Pipe & Fittings; L	2,030.00	2,030.00	0.00	0.00	2,030.00	100.00%	0.00	
73	PVC DWV Pipe & Fittings; M	1,960.00	1,960.00	0.00	0.00	1,960.00	100.00%	0.00	
74	Copper Pipe & Fittings; L	3,040.00	2,888.00	91.20	0.00	2,979.20	98.00%	60.80	
75	Copper Pipe & Fittings; M	2,420.00	2,299.00	121.00	0.00	2,420.00	100.00%	0.00	
76	Plumbing Fixtures; L	7,835.00	0.00	1,567.00	0.00	1,567.00	20.00%	6,268.00	
77	Plumbing Fixtures; M	11,170.00	11,170.00	0.00	0.00	11,170.00	100.00%	0.00	
78	DIVISION 23	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
79	HVAC Demolition	10,880.00	10,880.00	0.00	0.00	10,880.00	100.00%	0.00	
80	PVC Pipe & Fittings; L	4,650.00	4,650.00	0.00	0.00	4,650.00	100.00%	0.00	
81	PVC Pipe & Fittings; M	2,865.00	2,865.00	0.00	0.00	2,865.00	100.00%	0.00	
82	Refrigerant Pipe & Fittings; L	7,620.00	6,477.00	762.00	0.00	7,239.00	95.00%	381.00	
83	Refrigerant Pipe & Fittings; M	4,035.00	4,035.00	0.00	0.00	4,035.00	100.00%	0.00	
84	Sheet Metal Duct Rough-in; L	33,685.00	33,011.30	673.70	0.00	33,685.00	100.00%	0.00	
85	Sheet Metal Duct Rough-in; M	29,910.00	29,910.00	0.00	0.00	29,910.00	100.00%	0.00	
86	Dampers, Grilles, Registers, Diffusers; L	6,615.00	5,953.50	0.00	0.00	5,953.50	90.00%	661.50	
87	Dampers, Grilles, Registers, Diffusers; M	5,955.00	5,955.00	0.00	0.00	5,955.00	100.00%	0.00	
88	Split System Air Handling Units; L	6,455.00	0.00	6,455.00	0.00	6,455.00	100.00%	0.00	
89	Split System Air Handling Units; M	14,980.00	0.00	14,980.00	0.00	14,980.00	100.00%	0.00	
90	HVAC Insulation; L	2,137.00	2,030.15	64.11	0.00	2,094.26	98.00%	42.74	
91	HVAC Insulation; M	4,988.00	4,738.60	149.64	0.00	4,888.24	98.00%	99.76	
92	DIVISION 26	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
93	Electrical Demolition	29,300.00	29,300.00	0.00	0.00	29,300.00	100.00%	0.00	
94	Electrical Rough-in; L	24,075.00	24,075.00	0.00	0.00	24,075.00	100.00%	0.00	
95	Electrical Rough-in; M	20,425.00	20,425.00	0.00	0.00	20,425.00	100.00%	0.00	

# CONTINUATION SHEET

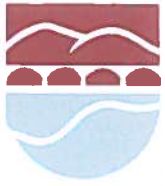
**Application and Certification for Payment**, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

**Application No. :** 4  
**Application Date :** 04/27/22  
**To:** 04/30/22  
**Architect's Project No.:**

**Invoice # :** 30.21081.4

**Contract :** 30.21081. Susquehanna Twp Admin Office Renovations

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period In Place					
96	Lighting; L	17,100.00	13,680.00	1,710.00	0.00	15,390.00	90.00%	1,710.00	
97	Lighting; M	20,900.00	0.00	0.00	0.00	0.00	0.00%	20,900.00	
98	Low Voltage Rough-in; L	27,228.00	27,228.00	0.00	0.00	27,228.00	100.00%	0.00	
99	Low Voltage Rough-in; M	22,822.00	22,822.00	0.00	0.00	22,822.00	100.00%	0.00	
100	Electrical Finishes; L	6,390.00	0.00	958.50	0.00	958.50	15.00%	5,431.50	
101	Electrical Finishes; M	7,810.00	0.00	1,171.50	0.00	1,171.50	15.00%	6,638.50	
102	Low Voltage Finishes; L	4,050.00	0.00	1,417.50	0.00	1,417.50	35.00%	2,632.50	
103	Low Voltage Finishes; M	4,950.00	0.00	1,732.50	0.00	1,732.50	35.00%	3,217.50	
104	DIVISION 31	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
105	Shoring	1,072.00	1,072.00	0.00	0.00	1,072.00	100.00%	0.00	
106	Frost Wall Footing Excavation	2,785.00	2,785.00	0.00	0.00	2,785.00	100.00%	0.00	
107	DIVISION 32	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
108	Patch Landscaping Bed	2,548.00	0.00	0.00	0.00	0.00	0.00%	2,548.00	
<b>Grand Totals</b>		<b>935,300.00</b>	<b>522,895.95</b>	<b>126,279.30</b>	<b>0.00</b>	<b>649,175.25</b>	<b>69.41%</b>	<b>286,124.75</b>	<b>64,917.60</b>



# Susquehanna

TOWNSHIP

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

## CIVIL SERVICE LIST

	<u>Written</u>	<u>Oral</u>	<u>Total</u>
1 – Norman Davenport Jr.	81.54 (40.77)	98 (49)	89.77
2 – Robert Neely	81.54 (40.77)	94 (47)	87.77
3 – Tracey Kruger	84.62 (42.31)	85 (42.5)	84.81

Chairman  
Civil Service Commission



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## FINANCIAL SECURITY ADJUSTMENT #2

Susquehanna Township  
Attn: Betsy Logan

Cherry Orchard Place  
MAY 5, 2022

As requested, Herbert, Rowland & Grubic, Inc. performed a site inspection on April 21, 2022, 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 the financial security be released in full, as shown on the attached tabulation.

	Remaining Balance
Financial Security Adjustment #2	\$162,972
Financial Security Adjustment #3	\$36,828
Remaining Financial Security	\$0

*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 1221)  
P:\0002\000242\_0002\1221 - Cherry Orchard Place\C. Financial Security\FSA#2 - PH 1221.Docx

Enclosures: Financial Security Adjustment #2



**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #2**  
**CHERRY ORCHARD PLACE**

INITIAL FS RECOMMENDATION DATE: 10/19/18  
 PREVIOUS FS REDUCTION DATE: 09/10/21  
 CURRENT FS REDUCTION DATE: 04/21/22

HRG NO.: R000242.0002, Ph 1221  
 PLAN DATE: 07/06/18  
 LAST PLAN REVISION DATE: 10/05/18



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
<b>SITE WORK</b>														
Clearing and Grubbing	AC	1.0		\$ 6,000	\$ 6,000	1.0		\$ 6,000			\$ -			\$ -
<b>Site Work Total:</b>					<b>\$ 6,000</b>	<b>260</b>		<b>\$ 6,000</b>			<b>\$ -</b>			<b>\$ -</b>
<b>EROSION &amp; SEDIMENTATION CONTROL</b>														
Stabilized Construction Entrance (INSTALLED)	EA	2		\$ 360	\$ 720	2		\$ 720			\$ -			\$ -
Stabilized Construction Entrance (REMOVED)	EA	2		\$ 360	\$ 720	2		\$ 720			\$ -			\$ -
12" Silt Sock (INSTALLED)	LF	1000		\$ 3	\$ 3,000	1000		\$ 3,000			\$ -			\$ -
12" Silt Sock (REMOVED)	LF	1000		\$ 3	\$ 3,000		1000	\$ -	1000		\$ 3,000			\$ -
18" Silt Sock (INSTALLED)	LF	260		\$ 5	\$ 1,300	260		\$ 1,300			\$ -			\$ -
18" Silt Sock (REMOVED)	LF	260		\$ 5	\$ 1,300		260	\$ -	260		\$ 1,300			\$ -
24" Silt Sock (INSTALLED)	LF	130		\$ 7	\$ 910	130		\$ 910			\$ -			\$ -
24" Silt Sock (REMOVED)	LF	130		\$ 7	\$ 910		130	\$ -	130		\$ 910			\$ -
Rock Apron (Rip-Rap) (INSTALLED)	SY	40		\$ 140	\$ 5,600	40		\$ 5,600			\$ -			\$ -
Rock Apron (Rip-Rap) (REMOVED)	SY	40		\$ 140	\$ 5,600	40		\$ 5,600			\$ -			\$ -
Inlet Protection (INSTALLED)	EA	6		\$ 350	\$ 2,100	6		\$ 2,100			\$ -			\$ -
Inlet Protection (REMOVED)	EA	6		\$ 350	\$ 2,100	6		\$ 2,100			\$ -			\$ -
Sediment Traps (INSTALLED)	CY	1973		\$ 4	\$ 8,681	1973		\$ 8,681			\$ -			\$ -
Sediment Traps (REMOVED/FILLED)	CY	1973		\$ 4	\$ 8,681	1973		\$ 8,681			\$ -			\$ -
Basin Conversion (includes amended soils and seeding)	SY	290		\$ 20	\$ 5,916		290	\$ -	290		\$ 5,916			\$ -
North American Green (P-300 TRM)	SY	112		\$ 3	\$ 358	112		\$ 358			\$ -			\$ -
Topsoil/Seed/Mulch (for stabilization)	SY	4840		\$ 3	\$ 15,488	4600		\$ 14,720	240		\$ 768			\$ -
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 66,385</b>			<b>\$ 54,491</b>			<b>\$ 11,894</b>			<b>\$ (0)</b>
<b>STORMWATER MANAGEMENT</b>														
Type C Top Unit	EA	2		\$ 280	\$ 560	2		\$ 560			\$ -			\$ -
Standard Inlet Box	EA	2		\$ 840	\$ 1,680	2		\$ 1,680			\$ -			\$ -
Storm Manhole	EA	3		\$ 1,320	\$ 3,960	3		\$ 3,960			\$ -			\$ -
Yard Drain	EA	4		\$ 200	\$ 800	4		\$ 800			\$ -			\$ -
15" HDPEP (includes excavation and backfill)	LF	749		\$ 36	\$ 26,964	749		\$ 26,964			\$ -			\$ -
DW Head/Endwall	EA	1		\$ 3,500	\$ 3,500	1		\$ 3,500			\$ -			\$ -
Outlet Structure	EA	2		\$ 2,500	\$ 5,000	2		\$ 5,000			\$ -			\$ -
Trash Rack	EA	2		\$ 80	\$ 160	1		\$ 80	1		\$ 80			\$ -
Pavement Base Drain (4")	LF	170		\$ 25	\$ 4,250	170		\$ 4,250			\$ -			\$ -
Cleanouts	EA	4		\$ 400	\$ 1,600	4		\$ 1,600			\$ -			\$ -
Knife Valve	EA	2		\$ 600	\$ 1,200		2	\$ -	2		\$ 1,200			\$ -
<b>Stormwater Management Total:</b>					<b>\$ 49,674</b>			<b>\$ 48,394</b>			<b>\$ 1,280</b>			<b>\$ -</b>
<b>PAVING AND CONCRETE</b>														
Handicap Symbol	EA	6		\$ 250	\$ 1,500	6		\$ 1,500			\$ -			\$ -
Stopbar	LF	24		\$ 2	\$ 48	24		\$ 48			\$ -			\$ -
<b>Paving and Concrete Total:</b>					<b>\$ 1,548</b>			<b>\$ 1,548</b>			<b>\$ -</b>			<b>\$ -</b>
<b>MISCELLANEOUS</b>														
Concrete Monuments	EA	1		\$ 250	\$ 250	1		\$ 250			\$ -			\$ -
Post-mounted Signs	EA	8		\$ 200	\$ 1,600	7		\$ 1,400	1		\$ 200			\$ -
Deciduous Trees (2-1/2" - 3" Caliper)	EA	26		\$ 500	\$ 13,000	26		\$ 13,000			\$ -			\$ -
Shrubs	EA	16		\$ 100	\$ 1,600	16		\$ 1,600			\$ -			\$ -
Evergreen Trees	EA	14		\$ 400	\$ 5,600	14		\$ 5,600			\$ -			\$ -
As-Built Plan	LS	1		\$ 2,500	\$ 2,500			\$ -	1		\$ 2,500			\$ -
<b>Miscellaneous Total:</b>					<b>\$ 24,550</b>			<b>\$ 21,850</b>			<b>\$ 2,700</b>			<b>\$ -</b>
<small>Note: All totals (item, sub, final, etc.) rounded to nearest dollar.</small>						<b>Past FS Reductions</b>			<b>Current FS Reduction</b>					
<b>Sub-Total:</b>					\$ 148,157			\$ 132,283			\$ 15,874			\$ (0)
<b>10% Contingency:</b>					\$ 14,816	>>	>>	>>	>>	>>	>>	>>	>>	\$ (0)
<b>10% Annual Increase:</b>					>>	>>	>>	>>	>>	>>	<b>Number of Years</b>	3		\$ (0)
<b>Total:</b>					\$ 162,972									\$ (0)
<small>Note: For every year beyond the establishment of the initial financial security, the required amount of financial security will be increased by 10%.</small>														
<b>Items Proposed for Dedication Total</b>														
No Items Proposed for Dedication														
<b>15% for Post-Dedication Security</b>														
N/A														



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## FINANCIAL SECURITY ADJUSTMENT #3

Susquehanna Township  
Attn: Betsy Logan

Susquehanna Union Green – Phase 2A, 2C, 2E, 3B, and 5

MAY 5, 2022

As requested by Hovig Ralph Vartan of Vartan Group, Inc. on April 18, 2022, Herbert, Rowland & Grubic, Inc. performed a site inspection on April 20, 2022, 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 reduce by \$348,117, leaving a balance of \$522,180, as shown on the attached tabulation.

	Remaining Balance
Original Financial Security Amount	\$1,196,467
Financial Security Adjustment #1	(\$131,064)
Financial Security Adjustment #2	(\$195,106)
Financial Security Adjustment #3	(\$348,117)
Remaining Financial Security	\$522,180

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 1241)

P:\0002\000242\_0002\1241 - Susquehanna Union Green - 2A, 2C, 2E, 3E, 5\C - FINANCIAL SECURITY\FSA3 - PH 1241.Docx

Enclosures: Financial Security Adjustment #3

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #3**  
**SUSQUEHANNA UNION GREEN - PHASE 2A, 2C, 2E, 3E, 5**

INITIAL FS RECOMMENDATION DATE: 07/16/20  
 PREVIOUS FS REDUCTION DATE: 11/12/21  
 CURRENT FS REDUCTION DATE: 05/05/22

HRG NO.: R000242.0002 PH1241  
 PLAN DATE: 04/05/19  
 LAST PLAN REVISION DATE: 08/14/19



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>															
Topsail/Seed/Mulch	SY	2984		\$ 2	\$ 5,968			\$ -			\$ -	2984		\$ 5,968	
<b>Site Work Total:</b>					<b>\$ 5,968</b>			<b>\$ -</b>			<b>\$ -</b>			<b>\$ 5,968</b>	
<b>EROSION &amp; SEDIMENTATION CONTROL</b>															
Rock Apron (Rip-Rap) (PERMANENT)	SY		30	\$ 120	\$ 3,600		30	\$ 3,600			\$ -			\$ -	
Erosion and Sediment Pollution Controls	LS	1		\$ 50,000	\$ 50,000	0.5		\$ 25,000			\$ -	0.5		\$ 25,000	E and S controls need to stay in place until 70% vegetation
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 53,600</b>			<b>\$ 28,600</b>			<b>\$ -</b>			<b>\$ 25,000</b>	
<b>STORMWATER MANAGEMENT</b>															
Detention Basin (excavation only)	CY		3020	\$ 6	\$ 18,120		3020	\$ 18,120			\$ -			\$ -	
Type C Top Unit	EA		16	\$ 800	\$ 12,800		9	\$ 7,200			\$ -	7		\$ 5,600	
Type M Top Unit	EA		21	\$ 800	\$ 16,800		14	\$ 11,200			\$ -	7		\$ 5,600	
Standard Inlet Box	EA		19	\$ 2,100	\$ 39,900		14	\$ 29,400			\$ -	5		\$ 10,500	
Type-4 Box	EA		14	\$ 5,500	\$ 77,000		9	\$ 49,500			\$ -	5		\$ 27,500	
Storm Manhole	EA		1	\$ 3,300	\$ 3,300		1	\$ 3,300			\$ -			\$ -	
Flared End Section	EA		1	\$ 350	\$ 350		1	\$ 350			\$ -			\$ -	
15" HDPEP (includes excavation and backfill)	LF		436	\$ 66	\$ 28,776		371	\$ 24,486			\$ -	65		\$ 4,290	
18" HDPEP (includes excavation and backfill)	LF		936	\$ 68	\$ 63,648		688	\$ 46,784			\$ -	248		\$ 16,864	
24" HDPEP (includes excavation and backfill)	LF		795	\$ 68	\$ 54,060		795	\$ 54,060			\$ -			\$ -	
30" HDPEP (includes excavation and backfill)	LF		559	\$ 80	\$ 44,720		559	\$ 44,720			\$ -			\$ -	
Outlet Structure	EA		1	\$ 5,000	\$ 5,000		1	\$ 5,000			\$ -			\$ -	
Infiltration Basin No. 2 - 24" Pipe	LF		115	\$ 30	\$ 3,450		115	\$ 3,450			\$ -			\$ -	
Storm Infiltration Basin No.2 Topsail/Seed/Mulch	SY		2407	\$ 2	\$ 4,814			\$ -			\$ -	2407		\$ 4,814	
<b>Stormwater Management Total:</b>					<b>\$ 372,738</b>			<b>\$ 297,570</b>			<b>\$ -</b>			<b>\$ 75,168</b>	
<b>PAVING AND CONCRETE</b>															
Concrete Curb, 18"	LF		3129	\$ 30	\$ 93,870			\$ -	2280	\$ 68,400		849		\$ 25,470	
Sidewalk	SY		2188	\$ 50	\$ 109,400			\$ -		\$ -		2188		\$ 109,400	
Stone Subbase, 6" Depth	SY		5689	\$ 9	\$ 51,201			\$ -	3850	\$ 34,650		1839		\$ 16,551	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY		5689	\$ 13	\$ 73,957			\$ -		\$ -		5689		\$ 73,957	
Superpave Asphalt, HMA Binder (19mm, 2" depth)	SY		5689	\$ 12	\$ 68,268			\$ -	5689	\$ 68,268				\$ -	
Superpave Asphalt, HMA Base (25mm, 5" depth)	SY		5689	\$ 30	\$ 170,670			\$ -	3850	\$ 115,500		1839		\$ 55,170	
Curb Ramp	EA		4	\$ 4,500	\$ 18,000			\$ -		\$ -		4		\$ 18,000	
Crosswalk	LF		402	\$ 2	\$ 804			\$ -		\$ -		402		\$ 804	
Line Painting	LS		1	\$ 1,532	\$ 1,532			\$ -		\$ -		1		\$ 1,532	
<b>Paving and Concrete Total:</b>					<b>\$ 587,702</b>			<b>\$ -</b>		<b>\$ 286,818</b>				<b>\$ 300,884</b>	
<b>MISCELLANEOUS</b>															
As-Built Plan	LS	1		\$ 5,000	\$ 5,000			\$ -		\$ -		1		\$ 5,000	
Signage per accepted Sign Schedule	LS		1	\$ 639	\$ 639			\$ -		\$ -		1		\$ 639	
Landscape Plantings	LS	1		\$ 62,050	\$ 62,050			\$ -		\$ -		1		\$ 62,050	
<b>Miscellaneous Total:</b>					<b>\$ 67,689</b>			<b>\$ -</b>		<b>\$ -</b>				<b>\$ 67,689</b>	
<b>Sub-Total:</b>					<b>\$ 1,087,697</b>			<b>\$ 326,170</b>		<b>\$ 286,818</b>				<b>\$ 474,709</b>	<b>Items Proposed for Dedication Total</b>
<b>10% Contingency:</b>					<b>\$ 108,770</b>	>>	>>	>>	>>	>>	>>	>>	>>	<b>\$ 47,471</b>	<b>\$ 964,679</b>
<b>10% Annual Increase:</b>					<b>&gt;&gt;</b>	>>	>>	>>	>>	>>	>>	>>	>>	<b>\$ -</b>	<b>15% for Post-Dedication Security</b>
<b>Total:</b>					<b>\$ 1,196,467</b>							<b>Number of Years</b>		<b>\$ 522,180</b>	<b>\$ 144,702</b>



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## FINANCIAL SECURITY ADJUSTMENT #12

Susquehanna Township  
 Attn: Betsy Logan

Susquehanna Union Green – Phase 1

MAY 5, 2022

As requested by Hovig Ralph Vartan of Vartan Group, Inc. on April 18, 2022, Herbert, Rowland & Grubic, Inc. performed a site inspection on April 20, 2022, 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 reduced by \$83,174, leaving a balance of \$1,007,611, as shown on the attached tabulation.

	Remaining Balance
Original Financial Security Amount	\$7,439,254
Financial Security Adjustment #1	(\$791,237)
Financial Security Adjustment #2	(\$541,887)
Financial Security Adjustment #3	(\$735,300)
Financial Security Adjustment #4	(\$1,068,771)
Financial Security Adjustment #5	(\$744,774)
Financial Security Adjustment #6	(\$258,392)
Financial Security Adjustment #7	(\$678,157)
Financial Security Adjustment #8	(\$80,269)
Financial Security Adjustment #9 *Reduction in Contingency Held on Remaining Work	(\$489,879)
Financial Security Adjustment #10	(\$494,455)
Financial Security Adjustment #11	(\$465,348)
Financial Security Adjustment #12	(\$83,174)
Remaining Financial Security	\$1,007,611

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.*

SUG Ph. 1 – FSA #12  
May 5, 2022  
Page 2

HERBERT, ROWLAND & GRUBIC, INC.



Alex Greenly, PE  
Project Manager

AG/CMF/LB

R000242.0002 (Phase 1240)

P:\0002\000242\_0002\1240 - Susquehanna Union Green - Phase 1\C. Financial Security\FSA #12 - PH 1240.Docx

Enclosures: Financial Security Adjustment #12

c: Ralph Vartan (via email)

**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #12**  
**SUSQUEHANNA UNION GREEN - PHASE 1**



INITIAL FS RECOMMENDATION DATE: 01/09/20  
 PREVIOUS FS REDUCTION DATE: 12/01/21  
 CURRENT FS REDUCTION DATE: 05/05/22

HRG NO.: R000242.0002 PH 1175  
 PLAN DATE: 12/04/18  
 LAST PLAN REVISION DATE: 12/20/18

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	7.0		\$ 3,000	\$ 21,000	7.0		\$ 21,000			\$ -			\$ -	
Topsoil Removal/Stockpiling	CY	41208		\$ 3	\$ 103,020	41208		\$ 103,020			\$ -			\$ -	
Temporary Seed/Mulch/Tack Stockpiles	AC	46		\$ 1,388	\$ 63,848	46		\$ 63,848			\$ -			\$ -	
Shed Demolition	EA	1		\$ 800	\$ 800	1		\$ 800			\$ -			\$ -	
Bulk Earthwork (all necessary work to bring site to final grade)	LS	1		\$ 716,403	\$ 716,403	0.9		\$ 644,763	0.05		\$ 35,820	0.05		\$ 35,820	
Topsoil/Seed/Mulch	LS	1		\$ 76,940	\$ 76,940	0.9		\$ 69,246			\$ -	0.1		\$ 7,694	
<b>Site Work Total:</b>					<b>\$ 982,011</b>			<b>\$ 902,677</b>			<b>\$ 35,820</b>			<b>\$ 43,514</b>	
<b>EROSION &amp; SEDIMENTATION CONTROL</b>															
Stabilized Construction Entrance (INSTALLED)	EA	4		\$ 1,000	\$ 4,000	4		\$ 4,000			\$ -			\$ -	
Stabilized Construction Entrance (REMOVED)	EA	4		\$ 1,000	\$ 4,000	2		\$ 2,000			\$ -	2		\$ 2,000	
Concrete Washout Area (INSTALLED)	EA	3		\$ 375	\$ 1,125	2		\$ 750			\$ -	1		\$ 375	
Concrete Washout Area (REMOVED)	EA	3		\$ 375	\$ 1,125			\$ -			\$ -	3		\$ 1,125	
Inlet Protection (INSTALLED)	EA	20	62	\$ 113	\$ 9,266	20	62	\$ 9,266			\$ -			\$ -	
Inlet Protection (REMOVED)	EA	20	62	\$ 113	\$ 9,266			\$ -			\$ -	20	62	\$ 9,266	
North American Green (S-75)	SY	23322		\$ 4	\$ 93,288	23322		\$ 93,288			\$ -			\$ -	
32" Silt Sock (INSTALLED)	LF	14233		\$ 9	\$ 128,097	14233		\$ 128,097			\$ -			\$ -	
32" Silt Sock (REMOVED)	LF	14233		\$ 9	\$ 128,097			\$ -			\$ -	14233		\$ 128,097	
North American Green (P-450 TRM)	SY	120		\$ 8	\$ 960	120		\$ 960			\$ -			\$ -	
Elmwood Avenue Temporary Stream Crossing (60" CMP)	LF	50		\$ 435	\$ 21,750	50		\$ 21,750			\$ -			\$ -	
Garrison Drive Temporary Stream Crossing (Twin 36" CMP)	LF	50		\$ 436	\$ 21,800	50		\$ 21,800			\$ -			\$ -	
<b>Erosion &amp; Sedimentation Control Total:</b>					<b>\$ 422,774</b>			<b>\$ 281,911</b>			<b>\$ -</b>			<b>\$ 140,863</b>	
<b>STORMWATER MANAGEMENT</b>															
Topsoil/Seed/Mulch (for stormwater facilities)	SY	2500		\$ 4	\$ 10,000	2500		\$ 10,000			\$ -			\$ -	
Type M Top Unit	EA	20	62	\$ 680	\$ 55,760	20	62	\$ 55,760			\$ -			\$ -	
Standard Inlet Box	EA	20	41	\$ 2,100	\$ 128,100	20	41	\$ 128,100			\$ -			\$ -	
Type-4 Box	EA		4	\$ 4,500	\$ 18,000		4	\$ 18,000			\$ -			\$ -	
Storm Manhole	EA	3	4	\$ 3,800	\$ 26,600	3	4	\$ 26,600			\$ -			\$ -	
15" HDPEP (includes excavation and backfill)	LF	151		\$ 40	\$ 6,040	151		\$ 6,040			\$ -			\$ -	
18" HDPEP (includes excavation and backfill)	LF	735	2871	\$ 43	\$ 153,255	735	2330	\$ 130,263		541	\$ 22,993			\$ -	
24" HDPEP (includes excavation and backfill)	LF	353	543	\$ 48	\$ 42,560	353	543	\$ 42,560			\$ -			\$ -	
30" HDPEP (includes excavation and backfill)	LF	124	23	\$ 55	\$ 8,085	124	23	\$ 8,085			\$ -			\$ -	
36" HDPEP (includes excavation and backfill)	LF		433	\$ 80	\$ 34,640		433	\$ 34,640			\$ -			\$ -	
42" HDPEP (includes excavation and backfill)	LF	231	87	\$ 85	\$ 27,030	231	87	\$ 27,030			\$ -			\$ -	
48" HDPEP (includes excavation and backfill)	LF	99		\$ 90	\$ 8,910	99		\$ 8,910			\$ -			\$ -	
DW Head/Endwall	EA	4		\$ 4,000	\$ 16,000	4		\$ 16,000			\$ -			\$ -	
Outlet Structure	EA	2		\$ 6,100	\$ 12,200	2		\$ 12,200			\$ -			\$ -	
Rock, Class R-4 (for lining)	SY	6		\$ 44	\$ 264	6		\$ 264			\$ -			\$ -	
Rock, Class R-5 (for lining)	SY	70		\$ 51	\$ 3,570	70		\$ 3,570			\$ -			\$ -	
Rock, Class R-6 (for lining)	SY	8		\$ 63	\$ 504	8		\$ 504			\$ -			\$ -	
Rock, Class R-7 (for lining)	SY	35		\$ 67	\$ 2,345	35		\$ 2,345			\$ -			\$ -	
Inlet Box 2' x 6'	EA		2	\$ 3,622	\$ 7,244		2	\$ 7,244			\$ -			\$ -	
Inlet Box 3' x 4'	EA		11	\$ 3,100	\$ 34,100		11	\$ 34,100			\$ -			\$ -	
Inlet Box 4' x 6'	EA		4	\$ 12,711	\$ 50,844		4	\$ 50,844			\$ -			\$ -	
Porous Concrete (4" depth)	LF		160	\$ 60	\$ 9,600			\$ -		160	\$ 9,600			\$ -	
BMP 1 - Underground Detention / Infiltration System	CY		2037	\$ 45	\$ 91,665		2037	\$ 91,665			\$ -			\$ -	
BMP 3 - Underground Detention / Infiltration System	CY		2963	\$ 45	\$ 133,335		2963	\$ 133,335			\$ -			\$ -	
BMP 13 - Underground Detention / Infiltration System	CY		4889	\$ 45	\$ 220,005		4889	\$ 220,005			\$ -			\$ -	
<b>Stormwater Management Total:</b>					<b>\$ 1,100,656</b>			<b>\$ 1,068,064</b>			<b>\$ 32,593</b>			<b>\$ -</b>	
<b>PAVING AND CONCRETE</b>															
Concrete Curb, 18"	LF	1075	10184	\$ 30	\$ 337,770	1075	9925	\$ 330,000			\$ -	259		\$ 7,770	
Sidewalk	SY	1721	6400	\$ 50	\$ 406,050		4415	\$ 220,750			\$ -	1721	1985	\$ 185,300	
Stone Subbase, 6" Depth	SY	1476	16596	\$ 9	\$ 162,648	1476	16596	\$ 162,648			\$ -			\$ -	



**SUSQUEHANNA TOWNSHIP**  
**FINANCIAL SECURITY (FS) ADJUSTMENT #12**  
**SUSQUEHANNA UNION GREEN - PHASE 1**



INITIAL FS RECOMMENDATION DATE: 01/09/20  
 PREVIOUS FS REDUCTION DATE: 12/01/21  
 CURRENT FS REDUCTION DATE: 05/05/22

HRG NO.: R000242.0002 PH 1175  
 PLAN DATE: 12/04/18  
 LAST PLAN REVISION DATE: 12/20/18

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 (\$)	
Superpave Asphalt, HMA Wearing (9.5mm, 1-1/2" depth)	SY	1476	16596	\$ 13	\$ 234,936			\$ -			\$ -	1476	16596	\$ 234,936	
Superpave Asphalt, HMA Binder (19mm, 2" depth)	SY	1476	16596	\$ 12	\$ 216,864	1476	16596	\$ 216,864			\$ -			\$ -	
Superpave Asphalt, HMA Base (25mm, 5" depth)	SY	1476	16596	\$ 23	\$ 415,656	1476	16596	\$ 415,656			\$ -			\$ -	
Curb Ramp	EA		88	\$ 4,500	\$ 396,000		44	\$ 198,000			\$ -		44	\$ 198,000	
Crosswalk	LF		1250	\$ 2	\$ 2,500			\$ -			\$ -		1250	\$ 2,500	
Porous Concrete (4" depth)	LF		160	\$ 45	\$ 7,200			\$ -	160		\$ 7,200			\$ -	
Line Painting	LS		1	\$ 6,058	\$ 6,058			\$ -			\$ -		1	\$ 6,058	
<b>Paving and Concrete Total:</b>					<b>\$ 2,185,682</b>			<b>\$ 1,543,918</b>			<b>\$ 7,200</b>			<b>\$ 634,564</b>	
<b>MISCELLANEOUS</b>															
Mobilization	LS	1		\$ 73,016	\$ 73,016	0.9		\$ 65,714			\$ -	0.1		\$ 7,302	
Orange Construction Fence	LF	4961		\$ 7	\$ 34,727	4961		\$ 34,727			\$ -			\$ -	
Deciduous Trees (2-1/2" - 3" Caliper)	EA		267	\$ 250	\$ 66,750		180	\$ 45,000			\$ -		87	\$ 21,750	
As-Built Plan	LS	1		\$ 5,000	\$ 5,000			\$ -			\$ -	1		\$ 5,000	
Survey & Layout	LS	1		\$ 54,762	\$ 54,762	0.8		\$ 43,810			\$ -	0.2		\$ 10,952	
Signage per accepted Sign Schedule	LS		1	\$ 10,322	\$ 10,322		0.8	\$ 8,258			\$ -		0.2	\$ 2,064	
Retaining Wall (Excavate/Backfill, 23,500 LF of Redi-Rok Retaining Wall, 2,225 LF of Barrier Railing)	LS		1	\$ 1,233,427	\$ 1,233,427		1	\$ 1,233,427			\$ -			\$ -	
Bridges (Preparation, Installation, and Backfill for Elmwood Avenue and Garrison Drive Arch Culverts)	LS		1	\$ 493,831	\$ 493,831		1	\$ 493,831			\$ -			\$ -	
Landscaping per Accepted Landscaping Plan	LS	1		\$ 100,000	\$ 100,000	0.5		\$ 50,000			\$ -	0.5		\$ 50,000	
<b>Miscellaneous Total:</b>					<b>\$ 2,071,835</b>			<b>\$ 1,974,767</b>			<b>\$ -</b>			<b>\$ 97,068</b>	
<b>Sub-Total:</b>					<b>\$ 6,762,958</b>			<b>\$ 5,771,336</b>			<b>\$ 75,613</b>			<b>\$ 916,010</b>	<b>Items Proposed for Dedication Total</b>
<b>10% Contingency:</b>					<b>\$ 676,296</b>	>>	>>	<b>\$ 577,134</b>	>>	>>	<b>\$ 7,561</b>	>>	>>	<b>\$ 91,601</b>	<b>\$ 4,700,955</b>
<b>10% Annual Increase:</b>					<b>&gt;&gt;</b>	>>	>>	<b>&gt;&gt;</b>	>>	>>	<b>Number of Years</b>	>>	>>	<b>\$ -</b>	<b>15% for Post-Dedication Security</b>
<b>Total:</b>					<b>\$ 7,439,254</b>			<b>&gt;&gt;</b>						<b>\$ 1,007,611</b>	<b>\$ 705,143</b>

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

# EDWARD M. BREECH

I am looking for opportunities to learn and start my career in a field that I love!

## EXPIRIENCE

### **INTERN, TRI COUNTY REGIONAL PLANNING COMMISSION**

**June 2020 – December 2020, May 2021 – August 2021**

Collected traffic data, created a new layer for combined municipal zoning/zoning overlays, researched barriers to affordable housing and presented to the Dauphin County housing work group, cataloged governmental documents, general planning assistance, miscellaneous GIS work

### **MEAT/SEAFOOD ASSOCIATE, GIANT**

**JUNE 2017 – APRIL 2021**

Responsible for customer interaction, handling and display of products, scheduling, inventory

### **CASHIER, WEGMANS**

**MAY 2016 – JUNE 2017**

Responsible for customer interaction and ensuring positive store experience.

## EDUCATION

### **B.S URBAN AND ENVIRONMENTAL PLANNING**

**WEST CHESTER UNIVERSITY OF PENNSYLVANIA**

**AUGUST 2019 – MAY 2022**

3.46 Cumulative GPA

Business GIS, Maps and Remote Sensing, Environmental Planning, Land Use Planning, Planning Ethics, State and Local Government, Computer Cartography, Geographical Analysis, Conservation and Sustainability, Community Engagement, Resiliency Planning, Planning Design, Housing and Planning, Geographical Analysis

### **B.A GEOGRAPHY (PROGRAM PRIOR TO TRANSFER)**

**KUTZTOWN UNIVERSITY OF PENNSLYVANIA**

**AUGUST 2018 – MAY 2019**

3.41 Cumulative GPA, Intro to GIS, Physical Geography, College Algebra, Transportation Geography

**CUMBERLAND VALLEY HIGH SCHOOL- MECHANICSBURG PA CLASS OF 2018**

## SKILLS

- Highly skilled in Esri products (ArcMap,ArcPro,Agol, ArcUrban)
- Strong with Microsoft suite/Excel
- Strong knowledge of traffic counting techniques
- Communication and public presentation
- Highly knowledgeable with zoning and land use regulations
- Technical Writing
- Knowledge of Python and SQL
- Sketchup

## **ACTIVITIES**

- West Chester University Club Rugby:2021 National runner up
- West Chester University Geography Club
- Involved in the Cumberland Valley youth rugby program for 5 years as a volunteer coach and supervisor
- Student member of the American Planning Association
- Member of the American Association of Geographers