



Susquehanna

TOWNSHIP

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Susquehanna Township Board of Commissioners

Regular Meeting Agenda

June 9, 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. May 25, 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. ORDINANCE 22-2 A PUBLIC HEARING AND ADOPTION OF AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ACCEPTING PUBLIC RIGHT OF WAY ON PAXTON CHURCH ROAD AND SHUTT MILL ROAD AS DESCRIBED IN EXHIBIT “A”.

David Pribulka, Township Manager

Narrative

HRG, Inc. is preparing to put a project out to bid to rehabilitate and reconstruct Paxton Church Road in the vicinity of the intersection with Shutt Mill Road. In order to complete the project, additional public right-of-way is required. Two subdivision plans, those of Lester Hoffer approved on July 13, 1972, and Beverly A. and Kenneth L. Hawk approved on September 10, 1992, include the required additional dedicated right-of-way, which has not yet been accepted by the Township. Provided with the agenda is an ordinance accepting the additional right-of-way as depicted on each recorded subdivision plan. The right-of-way is located on Paxton Church Road and Shutt Mill Road.

Staff recommendation: That the Board of Commissioners adopt the ordinance accepting a deed of dedication of public right-of-way for the Paxton Church Road Rehabilitation Project.

2. **ORDINANCE 22-3 A PUBLIC HEARING ON AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING CHAPTER 5, CODE ENFORCEMENT; PART 3, INTERNATIONAL PROPERTY MAINTENANCE CODE; SECTION 5-301, ADOPTION OF INTERNATIONAL PROPERTY MAINTENANCE CODE; AND SECTION 5-303, ADOPTION OF FUTURE EDITIONS.**

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is a copy of the ordinance advertised for public hearing amending sections of Chapter 5, Code Enforcement; Part 3, International Property Maintenance Code. The ordinance formally adopts the 2021 International Property Maintenance Code (IPMC) and replaces the provision automatically adopting the latest edition with authorization for the Board of Commissioners to adopt subsequent editions via resolution. This amendment has been recommended by the Township Solicitor. Also provided with the agenda is a copy of the 2021 International Property Maintenance Code, and amendments from the 2018 edition are shown by vertical lines in the marginalia.

This evening, it is recommended that the Board of Commissioners conduct the public hearing, submit any local amendments that may be desirable for consideration, and schedule adoption of the ordinance for the Workshop of June 23rd. While considering the amendment, the Board may also wish to discuss implementation of a rental housing program, and the adoption of the 2018 Uniform Construction Code. While these are “stand-alone” issues that can be considered outside the IPMC, they each pertain to code enforcement and quality-of-life issues that have emerged in the Township.

Staff recommendation: That the Board of Commissioners conduct the public hearing on an ordinance amending Chapter 5, Code Enforcement; Part 3, International Property Maintenance Code adopting the 2021 International Property Maintenance Code and enabling the Board of Commissioners to adopt future editions by resolution.

3. RESOLUTION 22-R-14 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING THE SHADE TREE REMOVAL ASSISTANCE POLICY AS DESCRIBED IN EXHIBIT “A” AND MADE PART OF THE RESOLUTION.

David Pribulka, Township Manager

Narrative

During the May 25th Workshop, the Board of Commissioners reviewed the draft language for the Shade Tree Removal Assistance Program, which would provide financial assistance to certain eligible property owners who have been obligated by ordinance to remove dead or hazardous trees located in the public right-of-way. Recommended changes from that discussion have been incorporated into the document and appended to the resolution presented for adoption and provided with the agenda this evening. These include removal of the language enabling the Public Works Director to have Township staff remove the trees; and modifications of the income eligibility provisions. The Shade Tree Commission has reviewed and is recommending approval of the resolution.

Staff recommendation: That the Board of Commissioners adopt the resolution adopting the Shade Tree Removal Assistance Policy.

4. RESOLUTION 22-R-15 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT AND SECRETARY TO EXECUTE THE DAUPHIN COUNTY LOCAL SHARE GRANT AGREEMENT NO. 2022-32.

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution authorizing the President and Secretary to execute a grant agreement with Dauphin County for the Local Share Municipal Grant Program. The grant was awarded in 2021, and the proceeds have been used to fund playground rehabilitation projects as Edgemont and Stabler Parks, as well as the acquisition of new radios for the Department of Public Safety.

Staff recommendation: That the Board of Commissioners adopt the resolution authorizing the President and Secretary to execute the Dauphin County Local Share Grant Agreement.

5. RESOLUTION 22-R-16 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING THE 457 DEFERRED COMPENSATION PLAN DOCUMENT.

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution amending the Susquehanna Township 457 Deferred Compensation Plan to remove David Kratzer and add David Pribulka to list

of the Plan's trustees. Participation in the 457 Plan is optional for all Township employees and is entirely employee funded.

Staff recommendation: That the Board of Commissioners adopt the resolution amending the 457 Deferred Compensation Plan Document by replacing David Kratzer with David Pribulka as Trustee of the Plan.

6. STRAY WINDS FARMS PHASE 8 - A FINAL SUBDIVISION PLAN FOR THE PURPOSE OF BUILDING 40 SINGLE-FAMILY HOMES AS PART OF A PREVIOUSLY APPROVED PRELIMINARY PLAN. THE PROJECT IS A NEIGHBORHOOD DESIGN DEVELOPMENT LOCATED IN THE R-2, MEDIUM-DENSITY RESIDENTIAL DISTRICT. (WARD 9) CURRENT DEADLINE: AUGUST 21, 2022

Betsy Logan, Assistant Township Manager

Narrative

Triple Crown Corporation is proposing a final subdivision plan to create 40 residential lots under the Neighborhood Design Development use. The Preliminary Plan for Phases 7 and 8 and the Final Plan for Phase 7 were approved in 2020. Phases 1-6 are located in Lower Paxton Township. The project is located east of Crums Mill Road and north of Paxton Church Road. Phase 8 will complete the Stray Winds Farm Development. Cul-de-sacs for Citation Drive and Antonella Drive will be completed as part of this phase. Public water and sewer will be provided. Stormwater will be managed with a basin and individual on-lot BMPs located on lots 226, 249, 250, 252, and 254.

The Planning Commission reviewed the plan at their meeting on May 23, 2022, and recommends approval of the plan with the following conditions:

1. All outstanding comments provided by Township Staff, the Township Engineer, and the Dauphin County Planning Commission are addressed.
2. All recreation fees are to be paid prior to the release of plans for recording.
3. All agreements must be provided for review and approval by the Board of Commissioners prior to the release of plans and documents for recording.
4. Changes to any design details or model residential design from the Preliminary Plan of Stray Winds Farm, Phases 7 & 8, must be reviewed by the Design Review Committee prior to issuance of building permits.

Staff recommendation: That the Board of Commissioners approve the final subdivision plan for Stray Winds Farm Phase 8 subject to the outstanding conditions summarized in the attached plan summary.

J. REPORTS

1. Township Manager
2. Public Safety/Police
3. Community and Economic Development
4. Public Works

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| 5. Engineering | 10. Communications
(Pyne/Rebarchak/Faylona) |
| 6. Solicitor | 11. Human Relations
(Hisiro/Faylona) |
| 7. School Board (Pyne/Fleming) | 12. Parks & Recreation |
| 8. Authority – (Napper/Pribulka) | |
| 9. Shade Tree (Pyne/Rebarchak) | |

K. OLD BUSINESS

7. MONTROSE STREET TRUCK RESTRICTION STUDY

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a memorandum submitted by Eric Strump, P.E. of HRG, Inc. summarizing the results and recommendations of the Montrose Street Truck Restriction Study. In accordance with the Pennsylvania Motor Vehicle Code, certain conditions must be present in order to establish vehicular size and class restrictions on local streets. HRG has concluded its engineering study on Montrose Street between Front Street and 6th Street, and is recommending further restrictions be placed on truck traffic in the corridor. Staff is recommending that the Board review the results of the study and authorize a public hearing on an ordinance to implement the additional restrictions for Thursday, June 23rd.

Staff recommendation: That the Board of Commissioners authorize advertisement of a public hearing on an ordinance implementing the recommended truck restrictions outlined in the memorandum from Eric Strump, P.E. of HRG, Inc. dated June 3, 2022.

L. NEW BUSINESS

1. CONSENT AGENDA

- a. Statement of Bills Paid
- b. Building Renovation Project – Pay Application #5 (\$84,105.31)
- c. Permanent Appointment of Patrol Officer Jenna Bretz to the Susquehanna Township Police Department
- d. Appointment of Amber Greene as Finance Assistant/HR Clerk
- e. Appointment of Howard Hirsch to the Recreation Advisory Committee – Term expiring December 31, 2023
- f. Financial Security Reduction #1, Linglestown Road Site Office Building - (\$162,195)

2. LETTER OF SUPPORT - CAPITAL AREA GREENBELT PAXTANG PARKWAY STREAM RESTORATION PROJECT PHASE 3

Doug Knauss, Director of Parks & Recreation

Narrative

The Capital Area Greenbelt Association (CAGA) is in the process of developing a scope of work for a stream restoration project in the Paxtang Parkway. The project limits are primarily located in Susquehanna Township with a small segment in Paxtang Borough. Provided with the agenda is a request for support from Michael Shaull, President of the

CAGA. It should be noted that the letter is slightly outdated as the limits of the project have changed. CAGA is pursuing grant funding from the Pennsylvania Department of Environmental Protection, and is seeking local match assistance of \$30,000 to augment any grant funding. This project is being considered for inclusion in the Joint Pollutant Reduction Plan (PRP), and the PRP Cooperative is currently considering a local match to capitalize on potential sediment reduction credits for the MS4 partners. At this time, staff is recommending that the Board of Commissioners authorize a letter of support to CAGA for the grant, but to reserve committing any local match until the involvement of the PRP Cooperative is determined.

Staff recommendation: That the Board of Commissioners authorize a letter of support for the Capital Area Greenbelt Paxtang Parkway Stream Restoration Project Phase 3.

3. APPROVAL OF PARK SIGNAGE DESIGN RENDERING

Doug Knauss, Director of Parks & Recreation

Narrative

The Recreation Advisory Committee (RAC) has reviewed several options for standardized park signage. The concepts that were developed are provided with the agenda, and the RAC is recommending Option A. Should the Board concur, the proposal would be to install the signage at Christian McNaughton Memorial Park and Boyd Park using contributions from private donors. Future installations at other Township parks could be programmed as need and available budget permit. Additionally, staff is currently working with RPM Signs and Lighting to develop a monument sign for the Township building, which will match the design pattern of the park signs. Staff is in agreement with the RAC recommendation of Option A of the attachment.

Staff recommendation: That the Board of Commissioners approve the design rendering labelled "Option A" for signage at Susquehanna Township Parks.

4. AUTHORIZATION TO SUBMIT A GRANT APPLICATION FOR THE DAUPHIN COUNTY BRIDGE BUNDLING PROGRAM, MUNICIPAL ROUND 2 FOR THE KOHN ROAD BRIDGE REHABILITATION PROJECT

David Pribulka, Township Manager

Narrative

Dauphin County has announced a second round of grant funding assistance for its Bridge Bundling Program. In 2021, HRG, Inc. completed the Routine Bridge Inspection Report for Dauphin County municipalities and identified one bridge in Susquehanna Township that has been rated in poor condition due to "critical scouring" along both of the abutments. That is the bridge located at Kohn Road over Paxton Creek. Provided with the agenda is a copy of the grant announcement from Dauphin County, which would leverage local and federal funding to offset the estimated \$1,230,000 superstructure replacement cost. The local share from the Township is \$303,000 and would need to be budgeted in either the 2024 or 2025 budget cycles, depending on the grant cycle. Also provided with the agenda are excerpts from the bridge inspection report.

This item is presented for discussion only this evening, and if interested in proceeding, the Board could authorize staff to prepare a resolution for June 23rd authorizing the execution of the attached draft cost sharing agreement. It should be noted that, while in poor condition, the bridge does not currently present a public safety hazard, and the report currently recommends further monitoring for additional scouring and degradation, as opposed to immediate replacement.

Staff Recommendation: That the Board of Commissioners consider the submission of an application to the Dauphin County Bridge Bundling Program, Municipal Round 2 for the Kohn Road Bridge Rehabilitation Project.

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.