



Susquehanna TOWNSHIP

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Susquehanna Township Board of Commissioners

Workshop Agenda

March 23, 2023

Pincus Room

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. March 9, 2023 Board of Commissioners Regular Meeting
- F. RECOGNITIONS AND PRESENTATIONS – None.
- G. TRAFFIC STUDY REQUESTS
 - 1. N. 28th Street between Herr Street and Locust Lane (Ward 3)
 - a. *Staff Recommendation – That the Board authorize the traffic study.*
 - 2. Valley Road & Progress Avenue Traffic Signal Engineering Study (Ward 4)
 - a. *Staff Recommendation – That the Board authorize an internal accident analysis.*
- H. ACTION ON ORDINANCES, RESOLUTIONS, CONTRACTS, SUBDIVISION AND LAND DEVELOPMENT PLANS, AND GENERAL BUSINESS
 - 1. **RESOLUTION 2023-R-5 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF A DCNR COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM GRANT APPLICATION FOR THE DEVELOPMENT OF CROWN POINT PARK**
Doug Knauss, Director of Parks and Recreation

Narrative

Provided with the agenda is a copy of a resolution authorizing the submission of a grant application to the Department of Conservation and Natural Resources Community Conservation Partnerships Program for the continued development of Crown Point Park. The grant application is for an amount of \$165,000 and requires a 50% local match, for a total project cost of \$329,538. Also provided with the agenda is a Letter of Financial Commitment authorizing the local match for the same. Staff is recommending approval of the resolution and authorization to submit the Letter of Financial Commitment.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the submission of a grant application to DCNR and Letter of Financial Commitment for the development of Crown Point Park.

2. REQUEST FOR GREASE TRAP VARIANCE – KIDDIE ACADEMY (3901 NORTH PROGRESS AVENUE)

Jill Lovett, Director of Finance

Narrative

Provided with the agenda is a memorandum from Josiah Bair, P.E. of GHD, Susquehanna Township Authority Engineer, describing the requested variance from the requirement to install a 1,000-gallon grease trap on premises. The applicant, Kiddie Academy of 3901 North Progress Avenue (Susquehanna Union Green) is requesting a variance to permit the installation of “undersink” grease traps. There will be no fryer installed at the site, so it is anticipated that the volume of grease produced will be minimal and the proposed traps will be sufficient for the use. The Susquehanna Township Authority approved the variance request at its meeting on Tuesday, March 7th and staff is recommending the Board of Commissioners also approve the same.

Recommended motion: That the Board of Commissioners approve the grease trap variance request for the Kiddie Academy at 3901 North Progress Avenue.

3. AWARD OF CONTRACT 2023-C1ST, PAXTON CHURCH ROAD STABILIZATION PROJECT

Alex Greenly, Township Engineer

Narrative

Provided with the agenda is a memorandum and bid tabulation for the Paxton Church Road Stabilization Project. The project scope involves a repaving and realignment of a segment of Paxton Church Road in the vicinity of its intersection with Shutt Mill Road. The project also includes streambank stabilization to prevent further erosion and degradation of the roadway. The budget for this item was set at \$1,392,478 from the Susquehanna Township Authority Budget to be taken from the Stormwater Fee

revenue. The remaining budget is to be applied to construction management services and contingency for unanticipated change orders.

Recommended motion: That the Board of Commissioners award Contract 2023-C1ST to JVI Group in the amount of \$1,145,307, subject to the receipt of performance and improvement bonds for the project.

4. APPROVAL OF RETAINER AGREEMENT WITH HRG, INC. FOR CONTRACT ADMINISTRATION AND OBSERVATION SERVICES FOR THE PAXTON CHURCH ROAD STABILIZATION PROJECT

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is a copy of a retainer agreement for HRG, Inc. for contract administration and observation (inspection) services for the Paxton Church Road Stabilization Project. The scope of work (Exhibit 1) includes a preconstruction meeting; review of change order requests, pay applications and submittals; site inspection; and closeout. The proposed engagement is in the amount of \$133,400 and is within budget.

Recommended motion: That the Board of Commissioners approve the retainer agreement with HRG, Inc. for contract administration and inspection services for the Paxton Church Road Stabilization Project in an amount of \$133,400.

5. TAX APPEAL SETTLEMENT – BRCA REALTY, LLC

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is a Settlement Stipulation related to the Tax Assessment Appeal filed by BRCA Realty, LLC, for property located at 4503 North Front Street. The Agreement revises the total assessed value of the property, effective January 1, 2023, to be \$527,100. If approved, the total tax revenue would decrease by approximately \$545 for the 2023 tax year.

Recommended motion: That the Board of Commissioners authorize the Solicitor to sign the tax assessment appeal settlement stipulation for BRCA Realty, LLC v. Dauphin County Board of Assessment Appeals, et al.

I. CONSENT AGENDA

1. Promotion of Jace Hilton to Sign Technician
2. Authorizing the sale of two (2) Toro Lawn Mowers (Municipal Listing) - Unit 1 for \$5,400 and Unit 2 for \$5,300.
3. Financial Security Reduction - Linglestown Road Office Site (\$82,220).

J. COMMISSIONER COMMENTS

K. ADJOURNMENT

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

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

NOTE: THE TOWNSHIP MEETINGS ARE RECORDED.