



Susquehanna TOWNSHIP

1900 Linglestown Road | Harrisburg, PA 17110

Phone 717.545.4751 | Fax 717.540.5298

susquehannatwp.com

Susquehanna Township Board of Commissioners

Workshop Agenda

April 28, 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 14, 2022 Board of Commissioners Regular Meeting
- F. RECOGNITIONS AND PRESENTATIONS

- 1. **A Proclamation of the Susquehanna Township Board of Commissioners declaring the week of May 15th to May 21st to be Police Week in Susquehanna Township**
Frank Lynch, President, Board of Commissioners

Narrative

In 1962, President John F. Kennedy signed a proclamation designating May 15th as Peace Officers' Memorial Day and the week in which that date falls as Police Week. This year, National Police Week is scheduled for the week of May 15th to May 22nd. Provided with the agenda is a copy of a proclamation declaring the same week to be Police Week in Susquehanna Township. The proclamation is to demonstrate the gratitude and respect the community has for the men and women who dedicate their lives to service to our community.

Staff Recommendation: That the Board of Commissioners adopt the proclamation designating the week of May 15th to May 22nd to be Police Week in Susquehanna Township.

2. **A Proclamation of Susquehanna Township Board of Commissioners declaring the week of May 15th to May 21st to be Public Works Week in Susquehanna Township**
Frank Lynch, President, Board of Commissioners

Narrative

National Public Works Week began in 1960 by the American Public Works Association (APWA) in order to “energize and educate the public on the importance of public works in their daily lives.” Each year, APWA designates a theme for the week. This year’s theme is “Ready & Resilient”, highlighting the ability of Public Works professionals to perform regular public works duties and be ready at a moment's notice to react as first responders during natural disasters and overcome trials seen in the field. Provided with the agenda is a copy of the proclamation.

Staff Recommendation: That the Board of Commissioners adopt the proclamation designating the week of May 15th to 21st to be Public Works Week in Susquehanna Township.

G. TRAFFIC STUDY REQUESTS

1. **Schoolhouse Lane Traffic Study Results**

Rob Martin, Director of Public Safety

Narrative

Provided with the agenda is a copy of the report compiled by Public Safety Director Rob Martin summarizing the results of the study to evaluate installing a “speed hump” in the 3400 block of Schoolhouse Lane. Recommendations from the study are not to install a speed hump, but to stencil “Slow 25 MPH” on the roadway for both east- and westbound traffic. This item is for information only and no action is required of the Board.

H. CONSENT AGENDA

1. Acceptance of the Resignation of Melissa Foltz

J. 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

Narrative

The Susquehanna Township Authority is in the process of evaluating the issuance of a new \$10 million bank loan or General Obligation Bond to help finance sanitary sewer projects on the capital plan prepared by the Authority’s engineer, GHD. The

Authority's structure would have the Township issue the debt and then, via a subsidy agreement, have the debt service paid by the Authority of the term of the loan or bond issue. Bond counsel is required to guide the Township through the legal process of the new debt issuance. Provided with the agenda is an engagement letter from Attorney Timothy Horstmann of McNees Wallace & Nurick, LLC to provide this service. The Township has utilized Attorney Horstmann's services for similar engagements in the past. Because the firm does represent real estate interests in some matters in the Township, a conflict waiver is also included in the engagement letter. It is staff's opinion that no potential for conflict exists with this project and has no objection to the engagement.

Staff Recommendation: 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.

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

David Pribulka, Township Manager

Narrative

In addition to the retention of bond counsel considered in the previous agenda item, the Board must also engage a Certified Financial Advisor to broker the new debt issuance. Provided with the agenda is a copy of an engagement letter provided by Chris Gibbons of Concord Financial to provide this service, as well as a tentative schedule for the financing. Mr. Gibbons has represented the Township as Financial Advisor for debt issuance in the past and staff is recommending approval of the engagement.

Staff Recommendation: 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.

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

David Pribulka, Township Manager

Narrative

The Board of Commissioners requested a proposal to update the 2017/2018 pavement condition assessment conducted by HRG, Inc. The assessment was commissioned to evaluate the condition of the Township's approximately 127-mile road network, and recommended a reassessment conducted at five-year intervals to monitor the degradation of the road system. Staff received proposals from Roadbotics, Inc. of Pittsburgh and HRG, Inc. of Harrisburg to conduct the reassessment. It is staff's recommendation that the study be awarded to HRG, Inc. in an amount of \$52,500, which would be drawn from the Township's allocation of American Rescue Plan Act funding. Provided with the agenda is a copy of the proposal and scope of work, which would include updating the condition assessment and roadway scan and assisting in the development of a capital improvement plan for road repairs.

Staff Recommendation: 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.

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

Doug Knauss, Director of Parks & Recreation

Narrative

Last year the Recreation Department applied for and received a grant in the amount of \$30,000 to go towards the installation of a Fitness Court at Veterans Park. The Fitness court is the modern take on the fit trails from the 80's and 90's. The grant was awarded by the National Fitness Challenge to go towards the project. The total cost of the equipment with installation after the grant is \$155,200. We will also need to install a concrete pad for the equipment, and we are planning to work with public works for the installation of the pad.

The plan is to work to obtain sponsors/partners to cover the majority of the \$155,200. Currently we have opened discussions and have applied to UPMC for a possible partnership for the equipment in the amount of \$150,000. This would also allow them to have a custom wrap on the equipment with their branding.

The Recreation Advisory Committee reviewed the equipment and are in favor of the installation of the equipment at Veterans Park. The location within the park will be at the Veterans Park Trail head. The Township is requesting authorization to issue a purchase order for the acquisition of the equipment.

Staff Recommendation: That the Board of Commissioners approve the Purchase Order to National Fitness Campaign, LP to install a Fitness Court at Veterans Park.

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

Nathan Bragunier, Director of Public Works

Narrative

Provided with the agenda is a proposal received from D. E. Gemmill, Inc. to install pavement markings on Township streets. Priority roads which would be re-striped as part of this proposal include: Robert's Valley Road; 6th Street; Fargreen Road; Crooked Hill Road; Shutt Mill Road; Paxton Church Road; Doehne Road; Kohn Road; Walker Mill Road; Bamberger Road; State Farm Drive; Locust Lane; 28th Street; Wood Street; 39th Street (north and south sides); and 36th Street. The service was competitively bid by the Capital Region Council of Governments, and D. E. Gemmill was the successful bidder. The budget includes \$45,000 of Liquid Fuels funding for this project.

Staff Recommendation: That the Board of Commissioners approve the pavement marking proposal submitted by D. E. Gemmill, Inc. in an amount of \$27,051.21.

K. APPOINTMENTS

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

L. COMMISSIONER COMMENTS

M. 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**

**REGULAR MEETING
APRIL 14, 2022**

REGULAR MEETING:

Vice President Napper called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, April 14, 2022, at 6:53 PM via In-Person/Zoom (Hybrid).

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

ROLL CALL: COMMISSIONERS

Jody Rebarchak – Excused

Gary Rothrock – Virtual

Carl Hisiro - Present

Frank Lynch – Excused

Tom Pyne – Present

Fred Faylona – Present

Fred Engle – Excused

Justin Fleming –Present

Steven Napper – Present

TOWNSHIP PERSONNEL:

David Pribullka, - Secretary/Township Manager

Betsy Logan – Assistant Township Manager/Director of Community & Economic Development

Morgan Madden, Esq. – Township Solicitor

Alex Greenly, P.E. – Township Engineer

Doug Knauss – Director of Parks & Recreation

Nathan Bragunier – Director of Works Director

George Drees – Fire Marshall

Kathy Fry, Administrative Assistant

OTHERS IN ATTENDANCE: None

EXECUTIVE SESSION: Vice President Napper announced that an Executive Session occurred prior to this meeting where personnel and litigation matters were discussed.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:

Vice President Napper asked Commissioner Fleming to lead the Pledge of Allegiance followed by a Moment of Silence. He asked that this Moment of Silence be dedicated to Lt. James Fuhrman of the Rescue Fire Company who passed away earlier in the day.

PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS: There was no public comment at this meeting.

APPROVAL OF MINUTES: Commissioner Hisiro moved to approve the March 24, 2022, Board of Commissioners Workshop Meeting minutes with corrections; seconded by Commissioner Faylona and unanimously approved.

REPORTS OF COMMITTEES:

1. **Buildings & Grounds:** Commissioner Rothrock reported that there are two change orders to be approved later in the meeting. Assistant Township Manager Logan stated that the renovation schedule has been pushed back two weeks due to supply chain issues.
2. **Budget, Finance, Insurance & Pension:** Commissioner Fleming reported that a meeting was held on April 4th where the first quarter revenue and collections were discussed. He stated that everything is on track regarding the budget.
3. **Health & Sanitation:** No Report
4. **Administration & Personnel:** No Report
5. **Police:** No Report.
6. **Fire, EMS, EMA:** Commissioner Hisiro reported that Fire Chief Drees notified the Commissioners of the passing of Lt. James Furman. He noted that thoughts and prayers and being sent out to the family during this difficult time.
7. **Recreation:** Commissioner Faylona reported that RAC met last evening and had a tour of most of the Township parks.
8. **Planning & Zoning:** Commissioner Rothrock reported that the Planning Commission meeting scheduled for March 28, 2022, was cancelled due to lack of agenda items. He also reported that there was a Zoning Hearing Board meeting on April 6, 2022. This hearing was requested by Chick-Fil-A at 3951 Union Deposit Road. The variances they requested for parking and driveway location were approved by the Zoning Hearing Board.

BIDS AND AGREEMENTS: None

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

1. **Resolution 22-R-08 – A Resolution of Susquehanna Township, Dauphin County, Pennsylvania authorizing the President and Secretary to execute an easement agreement with the Susquehanna Township Authority conveying a temporary sanitary easement on property located at Shutt Mill Road L2A (Tax Parcel 62-019-199) for the North Branch Interceptor Project, attached heretor as Exhibit “A” and made part of this Resolution.**

Manager Pribulka reported that this project involves upgrading the existing lines and the temporary easement through Township owned property on Shutt Mill Road. This will allow

for the necessary construction and improvements on the abutting properties.

Commissioner Pyne moved to adopt Resolution 2022-R-08; seconded by Commissioner Faylona and unanimously approved.

2. Land Development Plan Extension Request – 2552 Interstate Drive –

Assistant Township Manager Logan reported that conditional approval was granted in June 2017 and they are now requesting an extension due to the disruptions caused by COVID-19.

Commissioner Pyne moved that the Board of Commissioners approve the land development plan extension request for 2552 Interstate Drive for a period of three years ending January 9, 2025; seconded by Commissioner Hisiro and unanimously approved.

REPORTS:

1. **Manager:** Mr. Pribulka gave highlights from his report that was provided to the Board of Commissioners. These highlights include the polling place change for Ward 6 from the Progress Fire Company Community Building to the Our Saviour Lutheran Church at 420 North Progress Avenue to accommodate ADA needs.
2. **Public Safety Department:** Fire Chief Drees gave a report on the first quarter for the Rescue and Progress Fire Companies. He highlighted the how improved the response times are for each company; number of responders per call; staffing hours; training statistics.
3. **Community and Economic Development Department:** Information was provided to the Commissioners in packet. Assistant Manager Logan reported that a new plan for Russell Drive has been received along with a Variance Request for 3801 Walnut Street.
4. **Public Works:** Director Bragunier reported that they have now transitioned to Spring operations. He thanked the Commissioners for the Asphalt Hot Box which will assist in patching roads and for the new mower.
5. **Engineer:** Information was provided to the Commissioners in packet. Mr. Greenly highlighted the Highway Occupancy work at Susquehanna Union Green. He also reported on the bidding processes that will take place for the Paxton Church Road stormwater issue and Phase II Boyd Park.
6. **Solicitor:** No Report
7. **School Board:** Commissioner Pyne reported that the next meeting will occur on April 19, 2022 at 7:00 P.M. Commissioner Fleming added that the schools are currently closed for Spring Break and they are gearing up for PSSA Testing.
8. **Authority:** Manager Pribulka reported that no action was taken at the Authority meeting that occurred on April 6, 2022. He also noted that second notices have been sent out to owners who have not yet paid their tapping fees and they have scheduled a Budget & Finance Meeting on April 20, 2022, at 5:00 P.M.
10. **Shade Tree:** Commissioner Pyne reported that the next meeting will occur on April 21, 2022 at 4:00 P.M. He also reported that there is a new listing of recommended shade trees, and they hope to refine the rules and regulations on shade tree removal.
11. **Communications:** Commissioner Pyne reported that the Newsletter deadline is today, with publication scheduled for April 20th.
12. **Human Relations:** Commissioner Hisiro reported that the next meeting is set for April 19, 2022 at 6:30 P.M. for reorganization.

13. **Parks and Recreation:** Information was provided to the Commissioners in packet. Director Knauss reported on the partnering with the Alumni Association on the recent Candy Scramble. Next years Candy Scramble has been scheduled for April 1, 2023, and will also be a collaboration with the Alumni Association.

Commissioner Fleming requested placement for midget football due to this organization having difficulty finding facilities. He stated that they now have new leadership and would appreciate a stable site. Director Knauss stated that there is a plan, and a meeting is scheduled to discuss with them the best way to utilize what the Township has to offer.

OLD BUSINESS:

1. Approval of Agreement with the Susquehanna Township Police Association for the Canine Officer Program-

Manager Pribulka reported that this agreement establishes compensation guidelines for the designated handlers of the Susquehanna Township Canine Officer Program.

Commissioner Pyne moved that the Board of Commissioners approve the agreement with the Susquehanna Township Police Association for the Canine Officer Program; seconded by Commissioner Faylona and unanimously approved.

2. Susquehanna Township Administration Office Renovation Project Change Order-

Manager Pribulka outlined the office renovation change orders. These changes include the replacement of the 35 KW generator and the addition of solar blinds.

Commissioner Hisiro moved that the Board of Commissioners approve the two change orders as recommended; seconded by Commissioner Pyne and unanimously approved.

NEW BUSINESS:

1. Consent Agenda

- a. Statement of Bills Paid
- b. Acceptance of Resignation of Doug Husted from Susquehanna Township
- c. Pay Application #3 – Susquehanna Twp. Admin. Office Renovations (\$166,321.37)
- d. Laurel Hill Land Development Plan Surety Reduction (-\$1,805,558)

Commissioner Pyne moved that the Board of Commissioners approve the items listed on the Consent Agenda; seconded by Commissioner Faylona and unanimously approved.

2. Acceptance of a Repository Bid for Property Located on Maple Lane (Tax Parcel 62-051-094)

Manager Pribulka reported that this property was not sold through any other tax claim sale, it has no other outstanding municipal or Authority liens and backed taxes are in the amount of \$2,667.80. This is usable property that will hopefully be rehabilitated and put back on the tax rolls.

Commissioner Fleming moved that the Board of Commissioners accept the repository bid for the property located on Maple Lane; seconded by Commissioner Pyne and unanimously approved.

3. Appointment of David Pribulka as Right-To-Know Officer for Susquehanna Township

Commissioner Pyne moved that the Board of Commissioners appoint David Pribulka as Right-to-Know Officer for Susquehanna Township; seconded by Commissioner Faylona and unanimously approved.

COMMISSIONER COMMENTS:

Commissioner Pyne asked that going forward, meetings not be scheduled during Holy Week.

Commissioner Hisiro acknowledged Letitia Games for her efforts in organizing the clean-up in the Edgemont Road and Wayne Avenue areas.

Commissioner Fleming thanked Parks and Recreation Director Knauss and the McNaughton Company on a fantastic collaboration on the new McNaughton Park. Director Knauss commended the Public Works Department for their assistance in preparing the area for the park. A formal ribbon cutting ceremony is scheduled for April 29, 2022.

ADJOURNMENT: Commissioner Pyne moved the meeting be adjourned at 7:46 P.M.; seconded by Commissioner Hisiro and unanimously approved.

Signed: _____

David Pribulka
Secretary-Manager



Susquehanna
TOWNSHIP



**A PROCLAMATION OF THE SUSQUEHANNA
TOWNSHIP BOARD OF COMMISSIONERS DECLARING
THE WEEK OF MAY 15TH TO MAY 21ST TO BE POLICE
WEEK IN SUSQUEHANNA TOWNSHIP**

Whereas, National Police Week in the United States was created to honor and recognize the sacrifice and contributions made by Police Officers in communities of all sizes; and

Whereas, National Police Week, held each year in May, was first celebrated in 1962, through a proclamation issued by President John F. Kennedy; and

Whereas, our community will always appreciate and commend Police Officers and honor the risks they take every day to uphold the law and protect the safety of the public; and

Whereas, the Board of Commissioners and residents of Susquehanna Township recognize the pioneering community policing strategies employed by the Susquehanna Township Police Department to better serve; instill mutual trust, camaraderie, and positive relationships; and celebrate the rich diversity and cultural heritage that makes our community thrive; and

Whereas, the Susquehanna Township Police Department's dedication to the highest standards and principles of law enforcement is further demonstrated by their accredited status under the Pennsylvania Law Enforcement Accreditation Program.

Now, therefore, the Susquehanna Township Board of Commissioners does hereby proclaim the week of May 15th through May 21st to be 2022 Police Officers Week in Susquehanna Township and encourages all residents to join the Township in the recognition of the sacrifices made by the Police Officers of Susquehanna Township and those around the country to make our communities safe.

Proclaimed this 28th day of April 2022.

Susquehanna Township Board of Commissioners

Frank Lynch, President



Susquehanna
TOWNSHIP



**A PROCLAMATION OF THE SUSQUEHANNA
TOWNSHIP BOARD OF COMMISSIONERS DECLARING
THE WEEK OF MAY 15TH TO MAY 21ST TO BE "PUBLIC
WORKS WEEK" IN SUSQUEHANNA TOWNSHIP**

Whereas, public infrastructure, facilities, and services are of vital importance to the health, safety, and well-being of the people of this nation; and

Whereas, such facilities and services could not be provided without the dedication of Public Works professionals representing all levels of government, who are responsible for and must design, build, operate, and maintain the transportation, water supply, wastewater systems, public buildings, and other facilities essential to serve our citizens; and

Whereas, it is in the public interest for the citizens, civic leaders, and children in Susquehanna Township to gain knowledge and maintain ongoing interest and understanding of the importance of Public Works first responders and Public Works programs in their respective communities; and

Whereas, the American Public Works Association has designated the week of May 15th to May 21st to be National Public Works Week and announced the theme of "Ready and Resilient" in order to emphasize that Public Works crews are "always ready to serve their communities, and resilient as ever in their abilities to pick themselves up off the ground after encountering challenges."

Now, therefore, the Susquehanna Township Board of Commissioners does hereby proclaim the week of May 15th through May 21st to be 2022 Public Works Week in Susquehanna Township and urges all Township residents to join the Board of Commissioners in recognizing the substantial contributions Public Works employees have made to our national health and welfare.

Proclaimed this 28th day of April 2022.

Susquehanna Township Board of Commissioners

Frank Lynch, President



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 Speed Hump in 3400 block of Schoolhouse Lane

DATE: April 8, 2022

Attached is a study to determine the potential for a speed Hump in the 3400 block of Schoolhouse Lane.

This study recommends no new speed hump, but does recommend painting "Slow 25 MPH" on the roadway for both east and west traffic.

I concur with these recommendations.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110

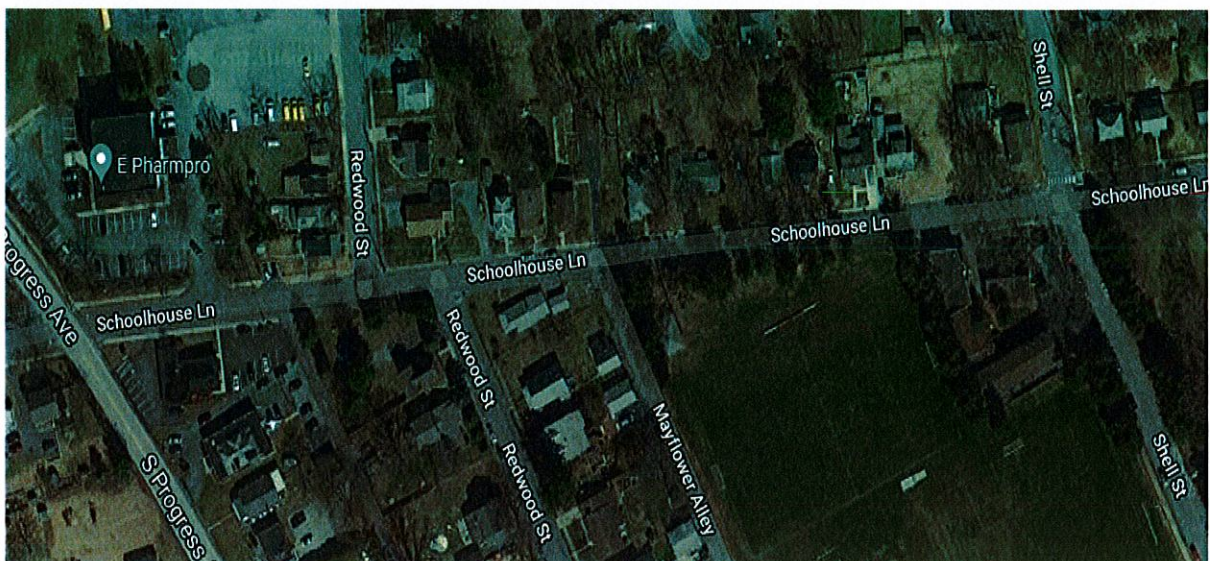


To: Director of Public Safety Robert Martin
From: Patrolman Michael D'Arcy #155
Ref: Schoolhouse Ln Speed Hump Installation
Date: February 19, 2022

This officer was assigned a traffic study to review the area of the 3400 block of Schoolhouse Ln between S Progress Ave and Shell St due to concerns of an increasing number of speeding vehicles on this roadway. It is believed that this increase in traffic volume is caused by vehicles attempting to avoid rush hour traffic by cutting through the residential area. The installation of speed humps / cushions is being requested.

Geometric Review:

- Schoolhouse Ln is a street that runs in a west and east direction. The roadway is in a residential area and has multiple single-family homes and a multi-unit apartment complex along its length.
- This area of Schoolhouse Ln intersects with the roadways of S Progress Ave, Redwood St, Mayflower Aly, and Shell St.
- The speed limit on this section of roadway is 25 miles per hour.
- This section of roadway is approximately 2/10th miles long.
- The entire length of the roadway is made of asphalt and has solid double yellow painted center divider. There are sidewalks along the north side of the roadway.
- At any given time, there are several vehicles parked along the shoulders of the north side of the roadway as on street parking is allowed. There are multiple driveways to the residences along this roadway.
- There is stop sign traffic control on Schoolhouse Ln at the intersection of S Progress Ave and Shell St. All other intersecting roadways are controlled by a stop sign.



Satellite View of Area



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110



Crash History:

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

C19-0003220 (DUI) – 3400 Schoolhouse Ln / Vehicle vs. fence. Operator of striking vehicle advised they could not stop their vehicle due to snow / weather conditions and speed. Operator found to be DUI.

C20-0012247 (Reportable) – 3416 Schoolhouse Ln / Hit and run collision with vehicle vs. parked vehicle. Striking vehicle was seen leaving the area at a high rate of speed.

C21-0010325 (Reportable) – 3424 Schoolhouse Ln / Vehicle vs. parked vehicle. Striking vehicle hit parked vehicle in such a manner that striking vehicle flipped onto its roof. Operator of striking vehicle transported to medical facility for treatment.

Community Assessment:

This department has received multiple complaints from residents of speeders through this section of Schoolhouse Ln. This has been reported as an ongoing issue for some time.

ATS Speed Survey:

- Sgt Tienter placed the ATS speed display in the 3400 block of Schoolhouse Ln for a period of 7 days to include weekend traffic (02/26/22 – 03/05/22). The data collected during this period is as follows:
 - Average Speed: **23.35 mph**
 - 50th Percentile Speed: **24.75 mph**
 - 85th Percentile Speed: **30.9 mph**
 - Highest Recorded Speed: **55 mph**
 - Total Number of Vehicles Traveling on Roadway: **8378**
 - Average Traffic Volume per Day: **1396**

Traffic Calming:

According to the Pennsylvania Traffic Calming Handbook, on-street parking has a positive effect in reducing speeds. Because of the current design of Schoolhouse Ln regarding on-street parking, this is an effective calming strategy already in place.



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
Harrisburg, PA 17110



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 may divert traffic to parallel streets.
- Speed Humps may reduce the opportunity for on street parking.

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.

Signage:

"SPEED HUMP" warning signs (MUTCD W17-1) should be placed one hundred (100) feet in advance, at the speed hump/cushion, or in both locations. It is also recommended that the "SPEED HUMP" sign be accompanied by an "Advisory Speed Plaque" (W13-1P).

Considerations:

I contacted Fire Marshall Drees and inquired about the status of Schoolhouse Ln as a major emergency response route. Fire Marshall Drees advised that this area of Schoolhouse Ln is the main course of travel for Susquehanna Twp EMS and EMS units from Harrisburg City traveling east to Osteopathic Hospital. He advised that it is also a major emergency route for Progress, Penbrook, and Paxtang Fire Companies traveling east into Lower Paxton Twp. This area is also very close to Station 32-1 and there will often be emergency units leaving this area for calls. Fire Marshall Drees advised against the implementation of speed humps / cushions.

Recommendation:

Based on the site assessment of this section of roadway, the only applicable section of the roadway to install any speed hump / cushion is between Mayflower Alley and Shell St. The distance of this section of roadway is approximately 530 ft. This length of roadway would only allow one speed hump to be installed in this section of roadway. With this being taken into consideration, a speed hump being implemented on this section of roadway would reduce the on-street parking that is already very limited for residents on the street (this is a



SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT
1900 Linglestown Road
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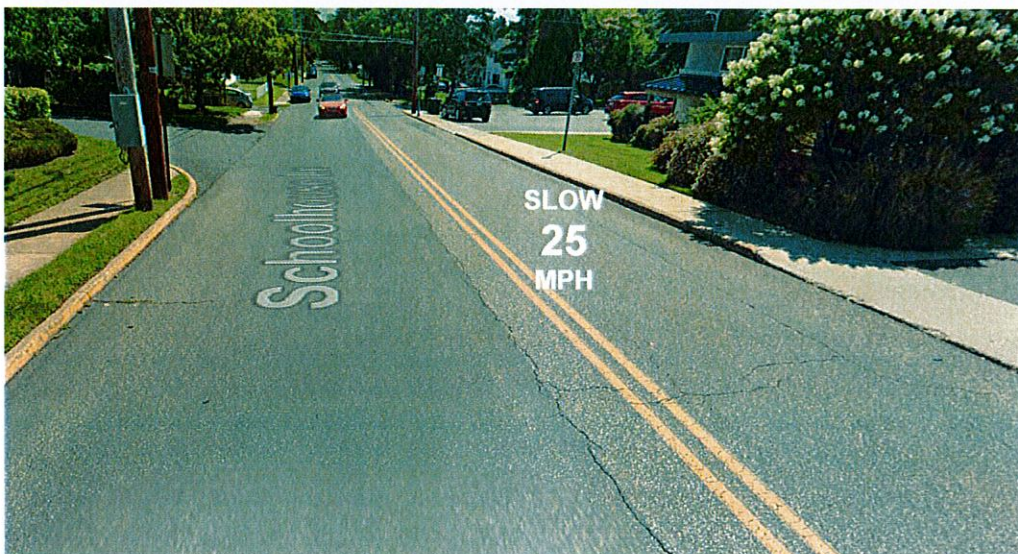


permit parking area). The installation of only one speed hump would also not be very likely to produce the desired effect of slowing speeds. It is also worth noting that according to the ATS speed display the average speed was within the speed limit of 25 mph.

This section of roadway is an emergency response route, and the implementation of the speed humps would negatively impact emergency vehicle traffic along the roadway.

The current on-street parking along this section of Schoolhouse Ln is a proven traffic calming strategy that is already being implemented.

Another measure that can be taken is to paint "SLOW 25 MPH" on the roadway in the westbound lane just west of the intersection with Shell St and in the eastbound lane just east of the intersection with S Progress Ave.



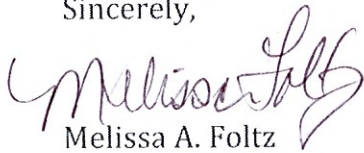
04/11/2022

Susquehanna Township
Attn: Jill Lovett
1900 Linglestown Road
Harrisburg, PA 17102

Dear Jill:

With much consideration, I regret to inform you that have accepted another position and will be resigning from Susquehanna Township. I have enjoyed working with everyone and have learned a great deal. My last day will be on Friday, April 29, 2022. I will do my best to finish as much as I can before my last day. Thank you for the opportunity to grow and learn these past years.

Sincerely,



Melissa A. Foltz



McNees Wallace & Nurick LLC
100 Pine Street
Harrisburg, PA 17101

Timothy J. Horstmann
Direct Dial: 717.237.5462
Direct Fax: 717.260.1682
thorstmann@mcneeslaw.com

April 4, 2022

VIA E-MAIL

David Pribulka
Susquehanna Township
1900 Linglestown Road
Harrisburg, PA 17110

RE: Engagement Letter

Dear Mr. Pribulka:

Thank you for selecting McNees Wallace & Nurick LLC to provide legal services to Susquehanna Township (the "Township"). We appreciate the confidence you have shown in our Firm.

This letter will acknowledge that the Township has engaged McNees Wallace & Nurick LLC to serve as bond counsel (the "Engagement") in connection with the Township's issuance of one or more series of its general obligation bonds (the "Bonds") to finance certain refunding transactions and to provide funds for new capital projects of the Township.

In this Engagement, we are performing the following duties:

1. Render our legal opinion (the "Bond Opinion") regarding, among other things, the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and, to the extent applicable, the excludability of interest on the Bonds from Federal and Pennsylvania income taxes.
2. Prepare and review documents necessary or appropriate to the authorization, issuance and delivery of the Bonds and coordinate the authorization and execution of such documents.
3. Review the preliminary official statement and official statement prepared in connection with the issuance and delivery of the Bonds.
4. Assist the Township in seeking from other governmental authorities such approvals, exclusions and permissions as we determine are necessary or appropriate in connection with the authorization, issuance and delivery of the Bonds, including the approval of the Pennsylvania Department of Community and Economic Development ("DCED").

Our Bond Opinion will be addressed to the Township and will be delivered by us on the date the Bonds are issued and delivered (the "Closing").

Our client in this engagement is the Township only and no one else. We will not be representing any of the Township's affiliated or associated entities or any of the individual members of its governing body, or its officers,

agents, or employees. Additionally, we are serving solely in the capacity of bond counsel to the Township and are providing only legal services of a traditional legal nature. Without limiting the foregoing, we are not acting in the capacity of a “municipal advisor” to the Township within the meaning of Section 975 of Title IX of the Dodd-Frank Wall Street Reform and Consumer Protection Act or any regulations or interpretations of any Regulatory Body promulgated or adopted thereunder or pursuant thereto.

The Bond Opinion will be based on facts and law existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the Township with applicable laws relating to the Bonds.

In accordance with the Rules of Professional Conduct applicable to attorneys authorized to practice law in the Commonwealth of Pennsylvania, it is our practice to disclose in writing the manner in which our fees will be determined before or within a reasonable time after our representation is commenced.

Our fee will be a fixed fee of \$25,000 including expenses, except that the Township will pay or reimburse us for (a) the filing fee for the debt filing with DCED and (b) the cost of the required legal advertisements pursuant to the Local Government Unit Debt Act. Our fee is payable at, and is contingent upon, Closing.

As you may know, McNeese regularly represents developers and owners of real property located in the Township (the “Real Estate Clients”). In connection with its representation of the Real Estate Clients, McNeese will be asked to obtain various land development appraisals. It is possible that in the course of our representation of the Real Estate Clients, the Real Estate Clients will take positions that are adverse to or opposed by the Township.

Under the Rules of Professional Conduct, which apply to all Pennsylvania attorneys, McNeese may not represent a client in a matter if that client will be adverse to another client, even in an unrelated matter, unless we reasonably believe that we will be able to provide competent and diligent representation to each client and each affected client gives informed consent. We request the Township’s consent in accordance with the terms of this letter to our representation of the Real Estate Clients in unrelated matters, while we represent the Township with respect to the services described hereinabove.

We reasonably believe that McNeese will be able to provide competent and diligent representation to the Township with respect to services described hereinabove and to the Real Estate Clients in unrelated matters. McNeese will also take all necessary steps to assure that our representation of the Township in this matter will not result in the disclosure to the Real Estate Clients of any confidential or privileged information we have with respect to the Township.

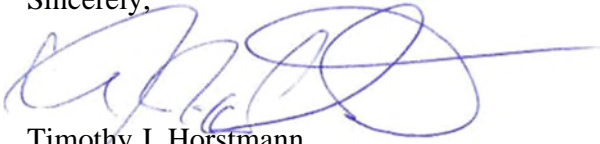
Please note that if the Township consents to the representation of developers and property owners by McNeese in connection with land development, McNeese cannot and will not provide any legal advice to the Township on land development matters. The Township would need to use separate counsel or its own solicitor for advice in connection with land development matters.

Please review this matter carefully. If you have any questions you would like me to answer prior to reaching a decision on this issue, please let me know. To confirm your consent to McNeese’s representation of the Township in connection with the services described herein, notwithstanding any and all conflicts of interest with the Real Estate Clients, we ask that you sign this letter below and return it to me at your earliest convenience.

David Pribulka
April 4, 2022
Page 3

We look forward to this opportunity to be of service to you.

Sincerely,



Timothy J. Horstmann
MCNEES WALLACE & NURICK LLC

TJH/trc
Enclosure

Having read the foregoing letter, Susquehanna Township gives informed consent to McNees Wallace & Nurick LLC's representation of it in the matter described above and to McNees' representation of the Real Estate Clients in unrelated matters.

ACCEPTED AND AGREED to this ____ day of _____, 2022.

Susquehanna Township

By: _____
Name: _____
Title: _____



Concord Public Financial Advisors, Inc.
Independent Registered Municipal Advisors

READING OFFICE

30 Commerce Drive, Suite 1
Reading, PA 19610
(610) 376-4100

LANCASTER OFFICE

2938 Columbia Avenue, Suite 1002
Lancaster, PA 17603
(717) 295-2300

April 21, 2022

David Pribulka, Township Manager
Township of Susquehanna
1900 Linglestown Road,
Harrisburg, PA 17110

Re: Capital Projects

Dear David:

Thank you for the opportunity to have Concord Public Financial Advisors, Inc. (“Concord”) serve as financial advisor to the Township of Susquehanna (the “Client”) in connection with the Client’s financing of capital projects (the “Project”). As required by the Rules of the Municipal Securities Rulemaking Board (MSRB), this letter will serve as both the delivery of certain required disclosures and an engagement letter setting forth the services Concord will provide and the form and basis of compensation Client will pay for those services.

Concord acknowledges it is your fiduciary representing only your interests in connection with financing of the Project and will not represent the interests of lenders, banks, broker dealers, investment providers or any other municipal market participant whose interests may be at odds with yours.

Concord will provide advice and may make recommendations with respect to the structure of the financing and the manner of sale that are suitable to your needs and circumstances. Because market conditions change from time to time and because Concord does not have direct control over other entities required to complete the financing transaction, Concord cannot guaranty any specific result. This is a best efforts undertaking.

Upon the successful completion of the financing, Client will pay Concord a fee of \$25,000 plus an amount not to exceed \$4,000 for the coordination of the Preliminary and Final Official Statements (if a bond issue is pursued) and agrees to reimburse Concord for its actual, reasonable out-of-pocket expenses.

After undertaking a reasonable due diligence investigation, Concord advises you of the following conflict(s) of interest or potential conflict(s) of interest:

- Concord will be compensated only if the financing is completed. Concord recognizes this inherent conflict of interest and will manage the same by being mindful of Concord’s fiduciary duty to you.
- We do call to your attention in the past Concord has provided municipal financial advice to the Susquehanna Township Authority (the “Authority”). Concord recognizes working with the Authority and with you could present a conflict of interest in the future, if the interests of the Authority and the Township do not align. If Concord becomes aware of any conflict of interest in the future, it will advise you of the same.



Township of Susquehanna
April 21, 2022
Page 2

There are no other actual or potential conflicts of interest that Concord is aware of that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Client. If Concord becomes aware of any potential conflict of interest that arises after this disclosure, Concord will disclose the detailed information in writing to the Client in a timely manner.

Concord is not a law firm and does not provide legal advice. Please consult your general counsel, special counsel or bond counsel with respect to any legal matters.

Our engagement begins on the date hereof and may be terminated by either party upon five (5) business days' written notice. Otherwise, upon closing of the financing, this engagement shall terminate.

Concord is registered with the Securities and Exchange Commission (SEC) and the MSRB. Neither Concord nor any of its principals have been the subject of any legal proceedings or any disciplinary action brought by the SEC, the MSRB or any other regulatory body in connection with its services as a municipal advisor. To view Concord's registration as a Municipal Advisor with the SEC, including a January 9, 2020 change to Concord's Form MA/MA-I relating to a civil legal matter, please visit www.sec.gov and search for Concord's Form MA/MA-I under Company Filings. Concord's most recent filing update with the SEC was made on November 18, 2021 relating to a change in mailing address. To view the MSRB's Municipal Advisory Client Brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority, please visit www.msrb.org.

If the terms set forth above conform to your understanding of Concord's engagement by the Client, please execute this letter and return it to me by scanned email or by mail.

Thank you for this opportunity. We look forward to working with you.

Very truly yours,
CONCORD PUBLIC FINANCE

A handwritten signature in black ink, appearing to read "Chris M. Gibbons", written over a white background.

Christopher M. Gibbons,
Principal

Client Acknowledgement:

I have read the above engagement letter and it correctly sets forth my understanding of the engagement Concord has undertaken, as well as the agreement with respect to Concord's compensation.

Township of Susquehanna

By: _____
Title:

Date: _____



**Susquehanna Township
Tentative Financing Time Frame
April 21, 2022**

<u>Date</u>	<u>Action</u>	<u>Responsibility</u>
4/29/2022	Bank Loan RFPs distributed	Concord
5/16/2022	Information sent to Standard & Poor's Corporation/municipal bond insurer	Concord
5/19/2022	Bank proposals due and evaluated; comparison made to bond market	Concord
5/20/2022	If bond issue, Preliminary Official Statement draft circulated	Concord
week of 5/23/2022	If bond issue, due diligence call	All
week of 5/23/2022	If bond issue, rating call with Standard & Poor's Corporation	All
5/26/2022	If bank loan, enactment of Ordinance	All
6/9/2022	If bond issue, receive bond rating	Concord
6/23/2022	If bond issue, bonds priced	Concord
6/23/2022	If bond issue, enactment of Ordinance	Concord
6/28/2022	If bank loan, settlement of financing	All
7/26/2022	If bond issue, settlement of financing	All



AN EMPLOYEE-OWNED COMPANY

369 East Park Drive
Harrisburg, PA 17111
717.564.1121
(FAX) 717.564.1158
www.hrg-inc.com

April 5, 2022

David Pribulka, Township Manager
Susquehanna Township
1900 Linglestown Road
Harrisburg, Pennsylvania 17110

Re: 2022 Pavement Management Plan Update
Susquehanna Township, Dauphin County

Dear Mr. Pribulka:

In accordance with your request, Herbert, Rowland & Grubic, Inc. (HRG) is pleased to submit the following scope of work and price proposal to update the Township Roadway Pavement Management Plan (RPMP).

PROJECT UNDERSTANDING

Susquehanna Township completed a comprehensive assessment of the 127 miles of Township-owned roads in 2017 in order to clearly illustrate the inventory of the Township's roadways, determine the pavement conditions, and develop a plan and cost for pavement maintenance and rehabilitation (M&R). This assessment was completed by HRG and presented in the RPMP, dated December 2017.

As part of the RPMP completed in 2017, it was recommended that the Township roads be rescanned every 5 years in order to establish the current roadway conditions and calibrate the Township's pavement degradation model within the PAVER program. The effectiveness and accuracy of the data from the 2017 scan is decreasing over time. This calibration will allow for more accurate predictions of M&R needs and budget requirements.

SCOPE OF WORK

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

1. **Township M&R Project Data** – The Township will provide HRG with a list of Township developed M&R projects, if any, that have been completed since the original RPMP in 2017. This data will be the basis for updating portions of the PAVER database. It is anticipated that the Township will have detailed records of the work that has been completed with specific limits of work for each roadway.
2. **Rescan Roadway Network** – HRG will utilize a mobile scanning company, a subcontractor, to perform an automated inspection of the Townships roadway network. The automated system will collect the following information:
 - Field Data Collection – The scanning company will utilize our Crack Map 3D technology (LCMS) for pavement collection - 100% coverage - 360-degree image view of all roadways (ROW) with panoramic Ultra HD solution - Ground-based LiDAR

Herbert, Rowland & Grubic, Inc.

- Advanced Inspections (100% Analysis of All Through Lanes) - The scanning company will process all the data collected in the field and deliver the Crack Map Orthophotography (MrSID of cracks on an image), Crack Intelligence data (Rankings of all the cracks, hot spot analysis), and images.
 - Network Setup and Review - The scanning company will use the existing network in PAVER. If there are any additional segments added, hourly work will apply.
 - Network Level Formatting - ASTM D6433 distress standards
 - GIS Integration – The scanning company will link all PCI data to the Agency centerline file.
 - PCI Load – Loading distress data and centerline file to produce official PCI results
 - Reporting – The scanning company will deliver standard segment report, branch report, PCI maps, PCI centerline file and PAVER efile.
- 3. Pavement Degradation Calibration** – Utilizing the update scan data provided in Task 2 and M&R data provided in Task 1, the PAVER degradation model will be recalibrated. This will provide an accurate snapshot of the current conditions as well as a much more accurate picture of anticipated M&R needs in the future.
- 4. Work Plan Development** – Utilizing the recalibrated pavement degradation model provided in Task 3, the PAVER software will be utilized to develop the 2022 Work Plan. HRG will coordinate with the Township to establish a budget for the 2022 Work Plan prior to development. Subsequent work plans (i.e. 2023, 2024, 2025....) can be developed on a yearly bases based on actual M&R performed in the previous years.
- 5. 2022 Work Plan Review** – HRG will meet once with the Township to review the 2022 work plan as part of this agreement and lump sum compensation amount below. Any additional coordination efforts will be completed on a Time and Materials basis.

COMPENSATION

HRG proposes to complete the scope of service items described above for a lump sum fee of \$52,500.

The work will be undertaken in accordance with the existing engineering retainer agreement between Susquehanna Township and HRG.

AUTHORIZATION

We have developed the above listed Scope of Work specifically with your project needs in mind. To indicate your acceptance of these terms, and to authorize the work to begin, please sign the authorization statement below, return one copy to our office, and keep the other for your files.

If you have any questions concerning our Scope of Work, please feel free to contact me. We appreciate this opportunity to provide you with professional services in this capacity and look forward to working with you on this project.

Sincerely,
Herbert, Rowland & Grubic, Inc.



Ryan J. Hostetter, P.E.
Group Manager - Transportation

C: Bob Grubic (HRG)
Alex Greenly (HRG)

RJH
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ACCEPTED BY:

SUSQUEHANNA TOWNSHIP	TITLE	DATE
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Proprietary Notice

This proposal contains proprietary information regarding Herbert, Rowland & Grubic, Inc. and is a work product containing business sensitive materials. This proposal was prepared in response to your request for your specific project and no portion of this proposal may be shared with any other party.

April 20, 2022

To: David Pribulka, Township Manager

From: Doug Knauss, Parks and Recreation Director

RE: Fitness Court

Last year the Recreation Department applied for and received a grant in the amount of \$30,000 to go towards the installation of a Fitness Court at Veterans Park. The Fitness court is the modern take on the fit trails from the 80's and 90's. The grant was awarded by the National Fitness Challenge to go towards the project. The total cost of the equipment with installation after the grant is \$155,200. We will also need to install a concrete pad for the equipment, and we are planning to work with public works for the installation of the pad.

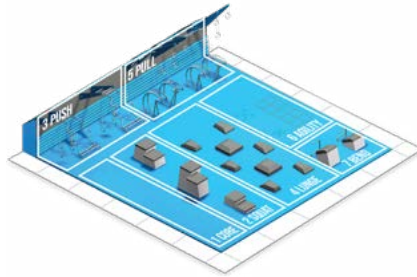
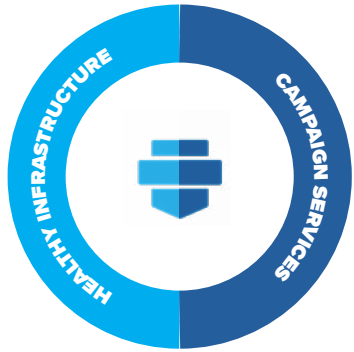
The plan is to work to obtain sponsors/partners to cover the majority of the \$155,200. Currently we have opened discussions and have applied to UPMC for a possible partnership for the equipment in the amount of \$150,000. This would also allow them to have a custom wrap on the equipment with their branding.

The Recreation Advisory Committee reviewed the equipment and are in favor of the installation of the equipment at Veterans Park. The location within the park will be at the Veterans Park Trail head.

The Recreation Department is seeking authorization to implement a purchase order for the acquisition of the equipment.

NFC : COMPREHENSIVE PROGRAM

CAMPAIGN SUMMARY



FITNESS COURT

21st Century Healthy Infrastructure

National Fitness Campaign's Fitness Court is the centerpiece to its holistic health and wellness initiative. The Fitness Court is an outdoor bodyweight circuit training center with functional fitness DNA. The best-in-class system provides a full-body workout to adults of all ability levels. With 7 functional fitness zones, the Fitness Court can be used in thousands of ways. The Fitness Court is the world's best outdoor gym!



7 Minutes 7 Movements



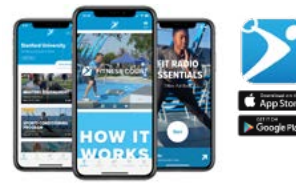
Strategic Planning Studies

Strategic Planning & Feasibility Study, Site Design Consulting



Campaign Funding Support

Sponsor Strategy, Best Practices, National Installation Team Support



Fitness Court App

Free digital App Delivering Programming, Workouts & Content



Ambassador Training

NFC Fitness Court Ambassador Training ACE Certified (*America Council of Exercise*)



Launch & Public Relations

Featured Stories Highlighted through Press and Local Media

FITNESS SEASON 2021

Annual Fitness Season

Spring/Summer/Fall national & local training, classes & challenges series



WORLD-CLASS TRAINING

SPRING

World-class training videos will available on the Fitness Court App.



WORLD-CLASS TRAINING

SUMMER

World-class training videos will available on the Fitness Court App.



CHALLENGE SERIES

FALL

The Fitness Season culminates with local, regional and national challenges for residents.

WORLD CLASS MATERIALS & SYSTEM

FITNESS COURT

Made & Manufactured in the USA
 Designed by NFC in California.



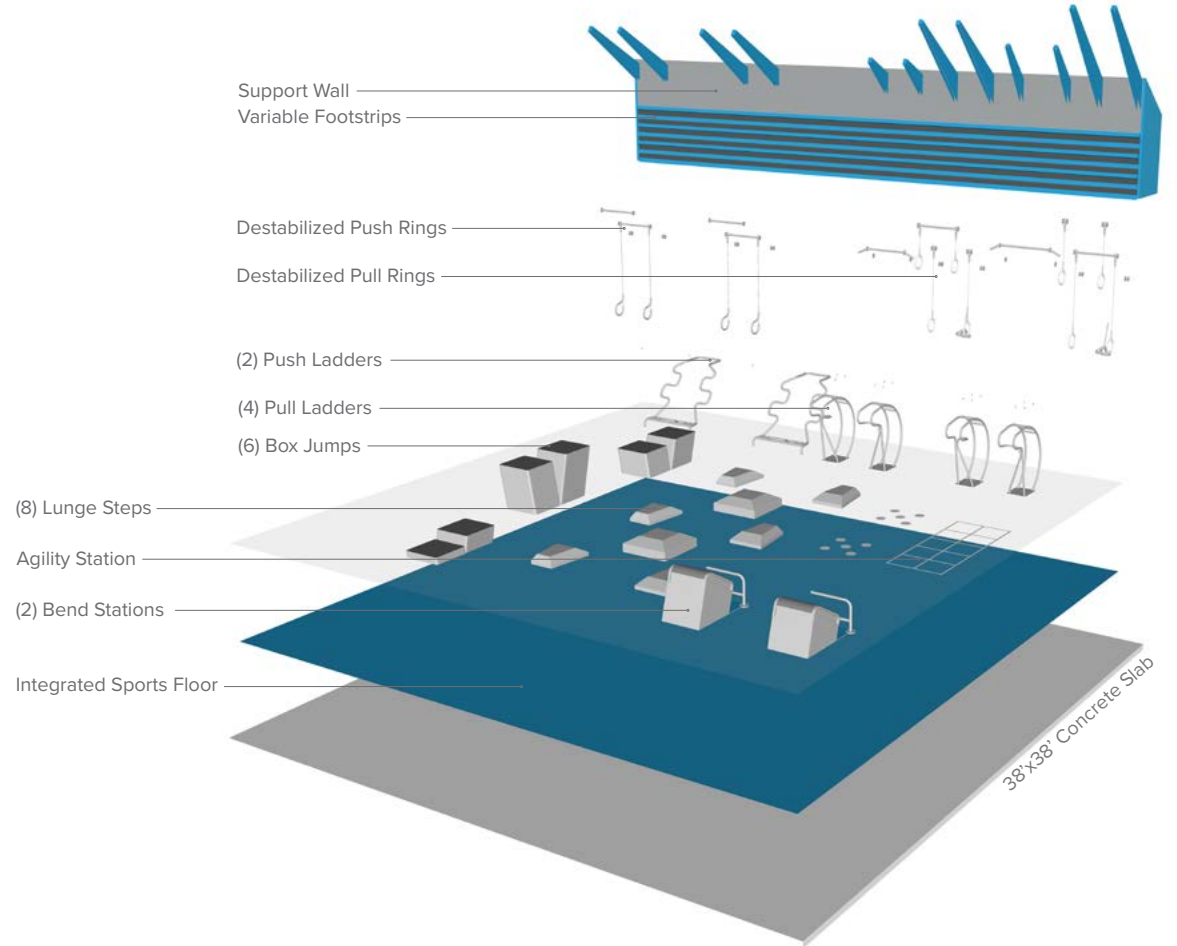
High Quality
 Dual-layer powder-coating
 carbon steel



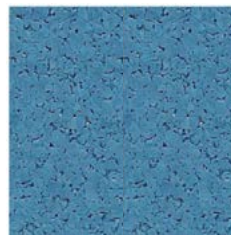
Durable Materials
 Tamper-resistant,
 galvanized & stainless
 steel bolts and fittings.



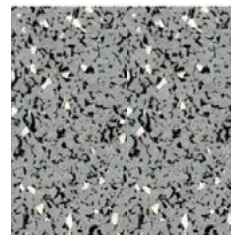
Best In Class
 Anti-graffiti laminate vinyl
 decals



Each Fitness Court® includes an integrated sports floor made from durable 2'x2' tiles which adhere directly to the concrete slab. Available in our standard NFC Blue or Grey to match any custom design.



Top (Blue Option)



Top (Grey Option)



Bottom



Reducer with Tile



Reducer

2021 PROGRAM SUMMARY: All items and services below are delivered to approved partners as part of the 2021 Campaign.

HEALTHY INFRASTRUCTURE

FITNESS COURT®

Fitness Court® Description:

32'x35' outdoor bodyweight circuit training system with the following components:

- Seven station circuit training system providing full-body workout modules
- Fitness Court body-weight training wall - 32'W x 2'D x 6' H with custom graphics
- Thirty pieces of body-weight fitness elements for simultaneous use by 28 users at one time. Fitness Elements anchored and grouped within seven stations.
- Bolts, attachments and anchors required for installation

Fitness Court Surface - Tile Surface Specifications

- Outdoor Sports Floor Size: 1,024 SF (32'x32')
- Color: NFC Blue
- Thickness: 1" Tiles
- ADA Border Included

Fitness Court Specifications:

- All structural components are made from high-grade carbon steel
- Structural components receive high-grade dual layer powder coating
- All cladding (skins) made from high-grade aluminum and powder coated
- Graphics and signage printed with anti-graffiti over-lamination material
- Manufactured in the United States
- Resilient to heavy, repeated daily use
- Over 30 individual pieces of equipment
- Powder-Coated Structural Components
- Galvanized fittings and bolts - *included*
- Stainless steel cables
- Full installation guide provided
- Warranty through NFC

HEALTHY INFRASTRUCTURE DESIGN SERVICES

Strategic Planning & Feasibility Study

- City-wide impact analysis and master plan integration plan
- Site Design and Visibility Analysis

Custom Fitness Court Design Services & Construction & Installation Support

- Customized Fitness Court powder-coating and decal design - no two Fitness Courts are the same!
- stamped and certified design plans, concrete slab drawings, and contractor management are provided by the NFC Activation Team. With all ready-to-build plans included, most installations require less than 90 days to complete from ground-breaking to launch.
- NFC National Installation Partner Access - EIS (contracted separately)

GRANT FUNDING, CONSENSUS BUILDING, SPONSOR SUPPORT

NFC Grant Funding Qualification

- Access to qualify for NFC's Grant Funding through NFC's national partners to support seeding the program.

Consensus Building Consulting

- NFC has industry experts in project management, and from conception through execution, they will collaborate on an average of 2 intensive monthly planning calls to drive success.

Sponsor Strategy Consulting Support

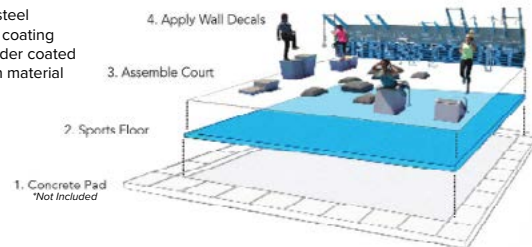
- Up to 10 custom renderings provided by NFC Design Team to support outreach to local sponsors and partners. Up to 5 custom slide presentations provided for in-person meetings and internal stakeholder consensus-building.



Warranty + Maintenance

- Made for all climates
- Almost no moving parts (only cables)
- Equipment is anchor bolted into concrete
- Replacement parts available through NFC
- No requirement for disassembly in winter
- Maintenance guide, including touch-up paint & necessary tooling included

See Official Warranty for Full Coverage Detail



CAMPAIGN SERVICES

FITNESS COURT® APP

The Fitness Court App

Free mobile app for iOS / Android teaches proper use, routines and challenges to all users

- **Classes:** schedule, run and track attendance using the Fitness Court App back-end scheduling tool, providing live class management through the OnSched platform. Training and basic setup provided by NFC within 30 days of launch event.
- **Learn:** video guides deliver workouts, and teach the basics for beginners on the Fitness Court. New content released quarterly, and updated by NFC National Training Team.
- **Train:** individual audio guides. New content released quarterly, updated by NFC National Training Team.
- **Challenge:** competitive tracking allows users to participate in timed, scored challenges, with an option to submit their scores to a national Leaderboard. Acts as a regional and national event qualification tool.

CERTIFIED AMBASSADOR TRAINING

Programming and Training Tools

Fitness Court Ambassadors build and sustain a healthy culture around the Fitness Court ecosystem

- **Learn:** education modules provided by the NFC Training Team are eligible for a range of industry certifications, are offered both in-person and remote, and provide a range of class templates, coaching tips and more to qualified Ambassadors. Partnership includes program vouchers for up to 12 individual Ambassadors per Fitness Court, individually eligible for up to 3 continuing education credits (CECs), approved through the American Council on Exercise (ACE).
- **Train:** classes, clinics and challenges become the building blocks of a Fitness Season, led by Ambassadors, that engage all ages and fitness levels. These guided workout options expand the user community and increase long-term usage and adoption.
- **Share:** continuous online and print storytelling, engagement and social connection further build out a healthy culture on each Fitness Court. Up to five local Ambassadors are eligible to attend an in-person regional training event of their choice in 2021. *Regional training schedule provided May 2021

MEDIA, PRESS, & PROMOTIONS

Promotions and Marketing Package

Media support and community engagement materials excite users and strengthen program adoption

- **Custom Grant Announcement Kit:** promote the development of the program in your community with NFC support through traditional and social media channels - including a custom Press Release, site rendering, and outreach planning tools.
- **Launch Event Promotions Toolkit:** announce the launch of the Fitness Court on traditional media channels with a separate customized press release, outreach support and uniquely branded assets for social media.
- **NFC Website Feature Story:** NFC-hosted custom storytelling showcases the partnership and program development in your community.
- **Fitness Court Gear:** minimum \$750 credit towards the official NFC gear store - gear and giveaways (provided in part by national Campaign sponsor, Badger Sport®) nurture Ambassador relationships, honor stakeholders and excite event attendees, to amplify launch activities.
- **Opening Day Launch Support:** NFC provides event management templates, guidance for launch event planning, and custom promotional materials (flyers, media assets).

FITNESS SEASON 2021

Annual Activation Series: 2021 Fitness Season

Bring the Latest Events & Programs to Your Fitness Court® this Year!

- Spring 2021 : 18 new workout routines & video tutorials introduced to the Fitness Court App, featuring pro trainer, Mark Lauren.
- Summer 2021: Classes and Clinics support ongoing programming for group exercise and app-based class
- Fall 2021: Challenge series builds competition & strengthens community. Marks the success of year's activation program for all users.
- Healthy Infrastructure Awards: annual recognition program highlighting exceptional partners and leaders nationwide, winners receive custom awards, decals and press support to announce





NATIONAL FITNESS CAMPAIGN

SAN FRANCISCO, USA
NATIONALFITNESSCAMPAIGN.COM
INFO@NFCHQ.COM
(415) 702-4919



FITNESS COURT™

SCHEMATIC DESIGN SET



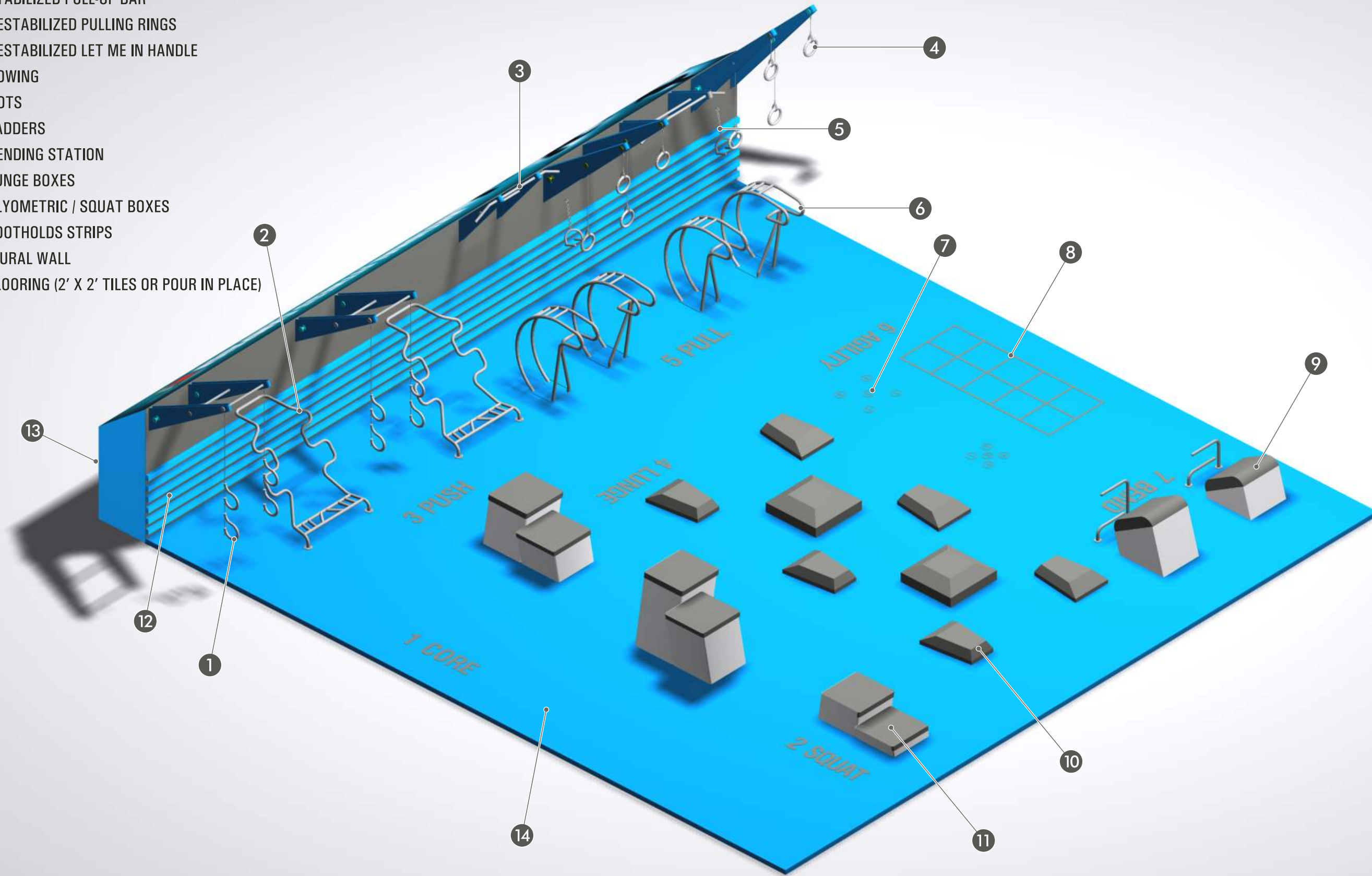
NATIONAL FITNESS CAMPAIGN



NOT FOR CONSTRUCTION

DATE	
DESIGN NUMBER	565382
ARCHIVE NUMBER	
SHEET	FC 01

- ① DESTABILIZED PUSHING RINGS
- ② STABILIZED FREEFORM PUSHING BARS
- ③ STABILIZED PULL-UP BAR
- ④ DESTABILIZED PULLING RINGS
- ⑤ DESTABILIZED LET ME IN HANDLE
- ⑥ ROWING
- ⑦ DOTS
- ⑧ LADDERS
- ⑨ BENDING STATION
- ⑩ LUNGE BOXES
- ⑪ PLYOMETRIC / SQUAT BOXES
- ⑫ FOOTHOLDS STRIPS
- ⑬ MURAL WALL
- ⑭ FLOORING (2' X 2' TILES OR POUR IN PLACE)



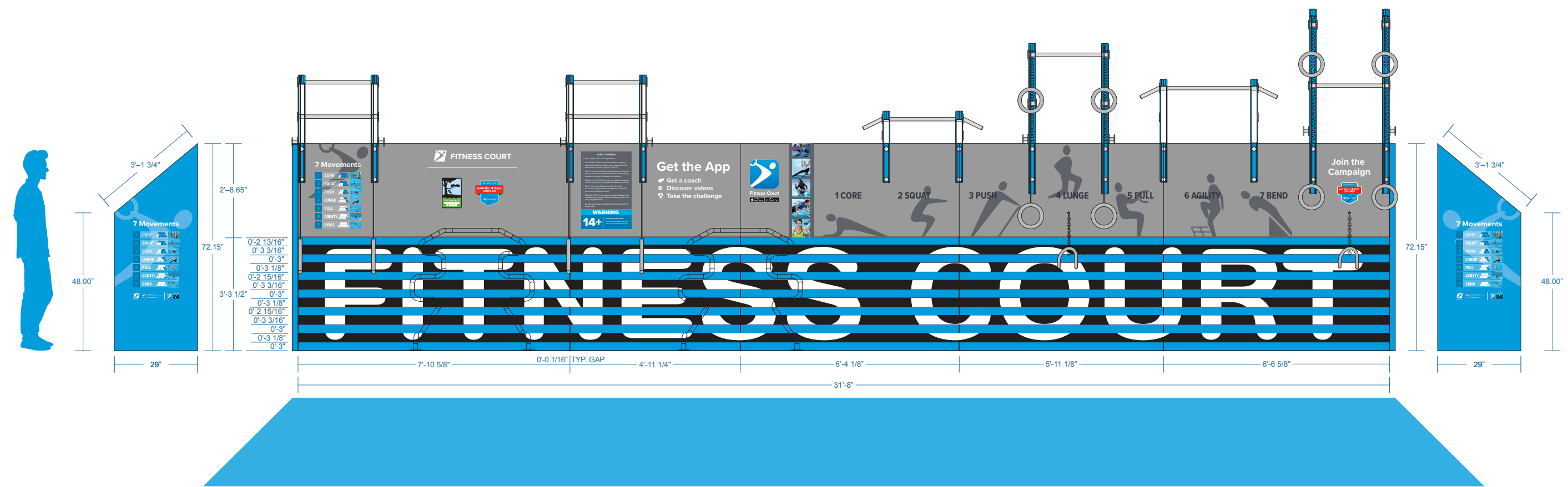
Body Weight Fitness

NOT FOR CONSTRUCTION



NATIONAL FITNESS CAMPAIGN

DATE	06.30.17
DESIGN NUMBER	565382
ARCHIVE NUMBER	
SHEET	FC 02



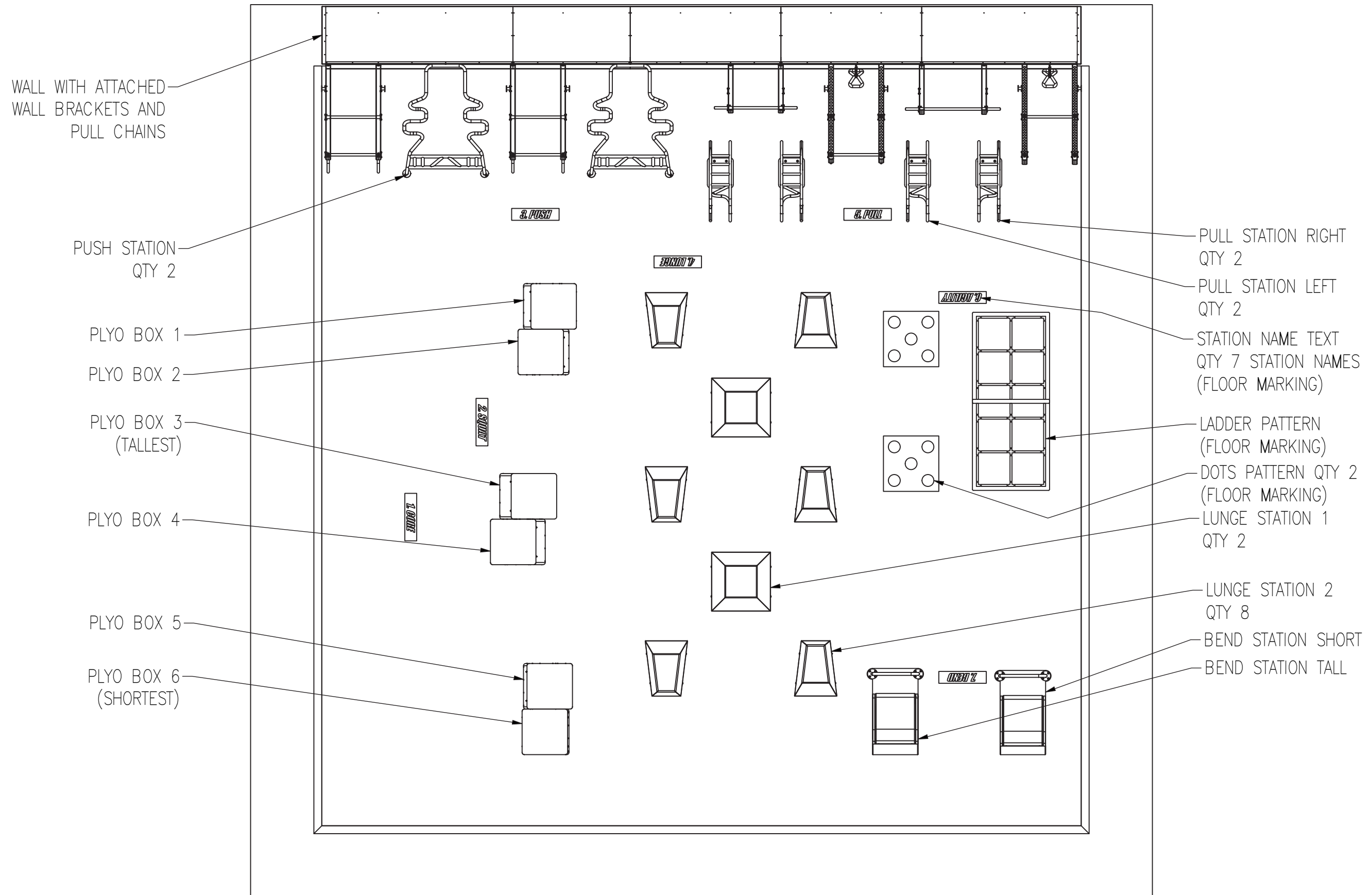
NOTE: Sponsor Recognition shown for reference only. For Custom Decals, additional fee applies.

NFC FITNESS COURT SCHEMATIC ELEVATIONS

NOT FOR CONSTRUCTION

DATE	06.30.17
DESIGN NUMBER	565382
ARCHIVE NUMBER	
SHEET	FC 03

EQUIPMENT AND FLOOR MARKING LAYOUT



THIS DOCUMENT IS PROPERTY OF NFC (THE NATIONAL FITNESS CAMPAIGN). THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION AND MAY ONLY BE USED BY PERMISSION FROM NFC AND FOR THE PURPOSES AUTHORIZED BY NFC. DISCLOSURE, DUPLICATION, MODIFICATION, OR OTHER USE OF THIS DOCUMENT IS NOT PERMITTED WITHOUT THE PRIOR WRITTEN PERMISSION OF NFC.

NOT FOR CONSTRUCTION

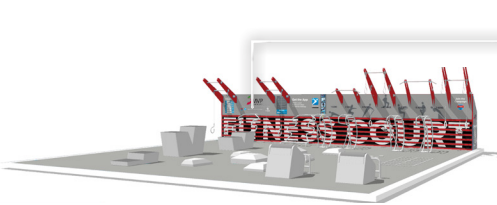
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ARCHIVE NUMBER	
SHEET	FC 04

NFC Title Sponsor - Exclusive

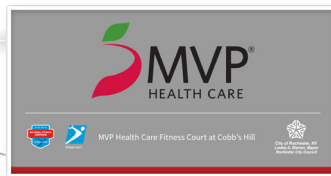
Sole Title Sponsorship of the Fitness Court and Local Campaign



MVP Healthcare Fitness Court | Rochester, NY



Front Wall Priority Recognition with Partner City



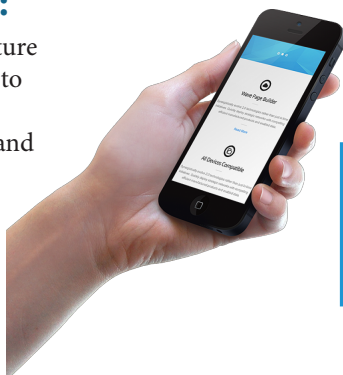
Back Wall Full Wrap Decal & Custom Powder-Coating

Beautiful, Long Lasting Visibility:

The National Fitness Campaign provides unique recognition opportunities for local or regional sponsors to help fund community programs. Each sponsor will contribute to a health & wellness initiative that reaches thousands of people. Each Fitness Court is a unique work of art and lasting element of healthy infrastructure that lives proudly in a visible, iconic local public space for decades.

Fitness Court App:

The Fitness Court App can feature custom naming and the ability to add custom logo & branding opportunities. Media creation and design fees not included.



Sponsorship Includes:

- 38'x9' Full Wrap Anti-Graffiti Laminate Decal
- Front Wall Solo-Recognition with City
- Side Wall Customization - Optional
- Custom Color Powder-coating : 120+ Color Choice
- Sole Sponsor Branding in Collaboration with City
- Unlock Grey Integrated Sports Floor
- Fitness Court App Recognition
- NFC & Local Media Press & Promotions
- **Full participation in local campaign** (see executive summary)

Additional Services Available (Fees May Apply)+
Custom NFC/Sponsor Co-Branded Gear

Funding Requirements:

Availability Limit: 1 Sponsor

\$150,000



10174 Chapel Church Road
Red Lion, PA 17356
Phone: 717-755-9794
Fax 717-927-8144
www.degemmill.com



Pavement Marking Proposal

Proposal Submitted To: Susquehanna Township
1955 Elmerton Avenue
Harrisburg, PA 17110

Contact: Nathan Bragunier
Phone: 717-233-7143 Cell: 717-798-4299
E-mail: nbragunier@susquehannatwp.com

Project: Susquehanna Township 2022 Road Painting – Pavement Markings

Location: Susquehanna Township, Harrisburg, PA

PennDOT Line Painting Proposal

Properly prepare and repaint the following items with traffic zone paint and beads to meet PennDOT specifications. This proposal is based on one coat of paint unless otherwise specified, we will bill for actual quantities.

- A) **Approximately 121,084** Lineal feet of 4-inch line painted white with waterborne pavement markings paint and beads @ \$0.088 / LF = \$10,655.39
- B) **Approximately 192,892** Lineal feet of 4-inch line painted yellow with waterborne pavement markings paint and beads @ \$0.085 / LF = \$16,395.82

Total Estimated Cost for Line Painting \$27,051.21

Note: This price excludes any retro reflectivity testing.

Note: Excessive wait time for barrier placement, milling operations or other delays beyond the control of D. E. Gemmill Inc. will be invoiced accordingly.

Note: This section of the proposal is based on **3** mobilizations, with a minimum mobilization charge of \$750.00. (If the dollar total of the items applied does not exceed \$750.00). Any additional mobilizations will incur an additional mobilization fee of \$750.00 per mobilization.

Initial _____

HOP Pavement Marking Information

The information below is pertinent to the proper installation of the pavement markings.

- A) Paint manufactures specify a surface temperature of 45 degrees and rising for proper paint adhesion and wear.
- B) Painting of concrete curbing is not recommended by the traffic paint manufacturers. The sand in the surface of the curbing will cause flaking and peeling over time.
- C) Painting over water from rollers, milled surface and other deficient surface may cause paint to wear prematurely or not adhere properly. D. E. Gemmill Inc. will not warranty such items when directed to paint over these types of surfaces.
- D) Safety – D. E. Gemmill Inc. requires a safe environment for our personnel to operate within. It is the responsibility of the paving contractor or contracting party to supply adequate flaggers, and temporary traffic control for D. E. Gemmill Inc. Personnel to operate within during pavement marking operations. This applies to all long line layout operations. The contracting party shall provide temporary traffic control or choose to have D. E. Gemmill Inc. provide traffic control for short line and intersection marking operations and testing, however D.E. Gemmill Inc. will invoice for this temporary traffic control if asked to provide this service. If no option is provided for D. E. Gemmill Inc. to provide the temporary traffic control, it is the responsibility of the contracting agency to provide this service or procure a quote from D. E. Gemmill Inc. for this service.
- E) Any concrete surface which is painted should cure a minimum time according to paint manufacturer’s recommendations prior to painting. Curing compounds may need to be removed prior to painting so that paint will adhere properly. D. E. Gemmill Inc. always excludes the cost and process of removing concrete curing compounds for the concrete surfaces unless specifically stated within this proposal.
- F) Thermoplastics applied to concrete surfaces should either have an adhesive primer applied to the surface prior to the application of the thermoplastic or the concrete surface may need to have any curing compounds or agents removed prior to thermoplastic application. D. E. Gemmill Inc. always excludes the cost and process of removing concrete curing compounds for the concrete surfaces unless specifically stated within this proposal.
- G) If calcium or agents are added to concrete to reduce freezing, these items can have adverse effects on painting the concrete surface.
- H) Removal of temporary pavement marking tape – D. E. Gemmill Inc. is not responsible for removing temporary pavement marking tape. If D. E. Gemmill Inc. is required to remove temporary tape they shall be compensated for the removal time at an hourly rate to be negotiated between D. E. Gemmill Inc. and the contracting party.

Initial _____

Date of Proposal: April 11th, 2022

This proposal may be withdrawn if not accepted within 15 days.

Payment: Net 30 days of completion of work. 1.8% per month service charge on accounts over 30 days.

This proposal is based on an on-site meeting with Nathan Bragunier & Travis Mease.

Initial _____

Covid-19 Disclaimer Notice: This bid, and the materials submitted herewith are expressly being provided based on the understanding that no COVID-19 protocols (including without limitation vaccination requirements or periodic testing) are or will be in place related to the subject job. To the extent any COVID-19 protocols are currently, or in the future, implemented for the subject job, D.E. Gemmill, Inc. reserves the right to either (at its sole discretion) (i) increase its bid amount to cover all costs of implementing and/or complying with COVID-19 protocols or (ii) terminating and withdrawing its bid, without penalty, costs or liability, and ceasing all performances related to the subject job. By accepting the bid from D.E. Gemmill, Inc., the contractor or owner, as the case may be, expressly acknowledges and accepts the conditions set forth in this disclaimer notice.

Initial _____

Workmanship Terms and Conditions:

Work Schedule

This proposal is not based on weekend rates. All prices listed in this proposal are for normal weekday rates. This price is not valid for holiday weekends or special time frames which shall be at the discretion of D. E. Gemmill, Inc. Work can be performed on holidays, weekends or special occasions based on the availability of D. E. Gemmill, Inc. and for additional or premium costs associated with holiday, weekend, special occasions or overtimes rates.

Prevailing or Scale Wage Rates

This Proposal **is not** based on scale or prevailing wage rates.

Contracting Agency's Responsibilities

The contracting party, agency or their representatives are responsible for notification of tenants, customers, emergency services, other contractors, or anyone else which may need notification to clear and remove items, vehicles, and anything else from the work area, prior to the arrival of D. E. Gemmill, Inc. This is so D. E. Gemmill, Inc.'s work may progress unimpeded.

The contracting party, agency or their representatives are responsible for have the area for which the work is schedule clear and available for D. E. Gemmill, Inc. to perform their scheduled work. This includes moving any items, including but not limited to dumpsters, cart corrals, vehicles, any fixed or non-fixed items in the work area. Any items not moved at the time of the scheduled work, will incur additional mobilizations fees in order to complete any work missed due to items in the way or not removed. Should the items not be removed prior to work and the contracting agency, party or representative not wish to pay the additional mobilization fee, D. E. Gemmill, Inc. is not obligated to credit the contracting party for the items not able to be completed due to the items not being removed.

Mobilizations and Delays

This proposal is based on the number of mobilizations as noted within this proposal. Additional mobilization charges will be the responsibility of the contracting party or agency. Should the additional mobilizations be the result of the contracting party or agency's scheduling, unavailability to provide sufficient work for D. E. Gemmill, Inc., which is at the determination of D. E. Gemmill, Inc., project phasing different for the plans or information provided at time of bidding or in any other manner detrimental to D. E. Gemmill, Inc. The number of mobilizations listed within this proposal, are the amount of mobilization D. E. Gemmill, Inc. has determined will be needed to perform the work contained in each section of this proposal.

D. E. Gemmill, Inc. is entitled to compensation should our crew be delayed longer than a half hour from our scheduled start time on the project due to delays caused by the contracting party, their agents, employees, subcontractors or the area in which the work is to be performed not be available for work. Delay pricing will be determined by the crew size and equipment committed to the project. In the unlikely event of such delays D. E. Gemmill, Inc. will contact the owner, contracting agency or party, or contacting agency's representative in order to try and rectify the situation. Should work not be able to progress in a productive manner, which is at the determination of D.E. Gemmill, Inc., within a half hour of the beginning of the delay, compensation will be due to D. E. Gemmill, Inc.

Permits, Zoning and Ordinances

Any required permits, inspections or notifications shall be the sole responsibility of the buyer or contracting party. Any zoning, laws or noise ordinances which restrict hours of activity, specific work or any other restrictions for the work listed within this agreement must be presented in writing to D. E. Gemmill, Inc. at least ten days prior to the scheduled start of work. Should those restrictions, ordinances or inspections in anyway alter, delay or change the schedule and or the way in which the work was bid to be performed, D. E. Gemmill, Inc. reserves the right to revise the price of such work to reflect any additional cost associated with the restrictions, ordinances or inspections. Any penalties or fines arising from a violation of permits, inspections or zoning, ordinance or laws become the sole responsibility of the buyer or contracting agency, which in return agree to hold D. E. Gemmill, Inc. harmless.

Drawings, Designs, Sketches

The authorizing party of this order agrees and acknowledges that any and all drawings, designs, photographs, images, stencils or specialty items supplied to D. E. Gemmill, Inc. in association with this project are the property of the contracting party. Should the contracting party not retain ownership they hereby acknowledge that they have been granted permission to use, and reproduce drawings, photographs or images, and shall assume any and all responsibility for unauthorized use of such items, holding D. E. Gemmill, Inc. harmless. This obligation on the part of the contacting party shall extend to payment of any costs arising from out-of-pocket expenses incurred by the D. E. Gemmill, Inc. as a result of the reproduction or use of said items.

Initial _____

Workmanship Terms and Conditions – Continued

Drawings, Designs, Sketches Continued

Any fees associated with, but not limited to any and all drawings, designs, photographs, images, stencils, specialty items or any other work associated with development of non-supplied items, do not in any way constitute a purchase or ownership of such items by the buyer, owner or contracting agency. Any and all drawings, designs, photographs, images, stencils, specialty items or any other work associated with this project, which were designed, photographed on in any other way developed by D. E. Gemmill, Inc. shall become the property of D. E. Gemmill, Inc. which shall retain ownership of such work. Any use, reproduction, or duplication of this work in any way, shall be considered a violation of our agreement, and may at the discretion of D. E. Gemmill, Inc. result in additional action. The buyer, owner or contracting party agrees that in order to use any of the afore mentioned or non-mentioned items associated with this project, they shall obtain written approval or purchase said items from D. E. Gemmill, Inc.

Deviation from the Scope of Work

Any deviation or alteration from the scope of work listed within this agreement shall become an extra charge over and beyond the original scope of work. Should any local, state or federal laws, ordinances or requirements deviate from the specifications provided within this proposal, on the drawings provided for bidding purposes or information provided for bidding purposes, it is the sole and complete responsibility of the contracting agency or party to provide any and all such information to D. E. Gemmill, Inc. The contracting agency or party agrees to hold D. E. Gemmill, Inc. harmless and assumes complete responsibility in the event that the work does not meet local, state or federal codes, laws or ordinances, due to the lack of, or incorrect information and or specifications supplied for the project. Any and all changes or deviation from the scope of work listed within this agreement shall be made in writing to D. E. Gemmill, Inc. at least ten days prior to commencement of scheduled work. Should any changes or correction need to be made in order to meet said requirements, all cost associated with said changes shall be at the expense of the contracting agency or party.

Payment

Terms of this agreement are net 30 days with a 1.8% per month finance charge on all amounts over 30 days. Should any legal action need to be initiated to collect any or all unpaid amounts arising from this agreement, any and all claims must be filed within the jurisdiction of York County Pennsylvania. The contracting party or agency understands and acknowledges that they will be responsible for all costs arising from such action including but not limited to court costs, attorney's fees and administrative costs of both parties. The contracting agency or party also agrees that should they request a change of venue, whether denied or obtained, they shall reimburse D. E. Gemmill, Inc. any and all travel, including lodging, meals, fuel and any incurred costs associated with such a change. The contracting party or agency agrees by signing this agreement that they shall not nor shall they seek any compromise of associated cost, for a change of venue. All cost shall become the responsibility of said party, agency or representative thereof.

Entire Agreement

This instrument constitutes the entire agreement between contracting party and D. E. Gemmill, Inc. and shall not be altered, amended or changed except by written agreement signed by both parties. Should this agreement not be returned or signed prior to the contracting party by the contracting agency, any signed agreement or written, faxed or electronic correspondence requesting or acknowledging a request to perform or proceed with a portion or all of the work contained within this proposal/contract, etc. shall constitute acceptance of all terms, and conditions listed within this proposal and or contract, since it serves a dual purpose. It is also assumed and implied that since this document serves as a proposal as well as a contract, that the contracting party, or their representative has reviewed the terms and conditions listed within this agreement or proposal. Also, that requesting the work to be completed by verbal, any signed agreement or written, faxed or electronic correspondence requesting or acknowledging such a request, etc. shall constitute acceptance of all terms, and conditions listed within this proposal and or contract, and the requesting party waives any claim to the contrary.

Workmanship

All work will be completed in a manner according to standard practices and specifications contained within this agreement. All agreements are contingent upon weather conditions and delays beyond our control. The scope of work will be discussed with the contracting party's or agency's representative prior to the start of work, if they are available on site. Any changes associated with the scope shall be forwarded to D. E. Gemmill, Inc. at least ten days in advance of commencement of work.

D. E. Gemmill, Inc. shall not be held responsible for any penalties, liquid damages or fees if they are not provided sufficient and reasonable time to properly complete their scope of work contained within this agreement. Adequate notification is required to schedule work, which may be contingent upon D. E. Gemmill, Inc.'s workload, weather conditions and other contributing circumstances.

D. E. Gemmill, Inc. guarantees that the pavement marking materials will adhere to the surfaces to which it is applied. D. E. Gemmill, Inc. is not responsible for premature wear of pavement marking materials due to winter weather, asphalt maintenance conditions, removal of barricades, nor excessive traffic conditions. Smooth polished asphalt surfaces may cause premature wear which is not guaranteed under this agreement. D. E. Gemmill, Inc. is not responsible for flaking or popping of paint on porous pavement surfaces, moisture from this type of paving can cause early paint deterioration. Painting of concrete is not recommended unless the concrete has been allowed to cure for at least 30 days. Any concrete expected to be painted shall have the curing compound removed, prior to the application of paint. Removal of the curing compound is the responsibility of contracting party. D. E. Gemmill, Inc. can provide a price for removal of curing compound, however unless specifically called out in the quote, removal of the compound is not included in the price of the work.

D. E. Gemmill, Inc. is not responsible for cleanup or removal of excessive, construction or winter dirt, which is at the determination of D. E. Gemmill, Inc. The owner or contracting party also agrees to indemnify D. E. Gemmill, Inc., its agents or principles from any claims relating to slipping or falling on painted surfaces, when applied to meet the manufacturer's applications or recommendations. If the contracting party, agency or contracting parties' representative direct, request or specify items to be painted the contracting agency accepts all responsibility for slips and falls and will indemnify D. E. Gemmill, Inc.

Engineering of any and all items are the responsibility of the contracting agency or party and or their engineering representative. Any drawings details or information supplied on drawings provided for bidding, building or installation purposes are automatically assumed to have been reviewed or engineered by a professional engineering firm whether or not the drawings have been stamped or noted as such. D. E. Gemmill, Inc. and or it's manufacturers or suppliers are not responsible to engineer any aspect of the project without written request by the owner, contracting party or agency to do so, and then only if compensation is provided for such engineering to D. E. Gemmill, Inc. and completed by written agreement.

D. E. Gemmill, Inc. is not responsible for damage, destruction or defects occurring from natural or man-made occurrences, excluding negligence or intentional acts on the part of D. E. Gemmill, Inc., including but not limited to wind, water, fire, earthquakes, floods etc. which shall be at the sole discretion of D. E. Gemmill, Inc. It is recommended that the contracting party provide insurance for such items and circumstances.

In the event of a breach by the seller, claims for defects, damages or shortages not related to transportation, must be made in writing by the buyer within ten days, of delivery or completion of the work. Failure to make such a timely claim constitutes complete and irrevocable acceptance of the shipment or work. The buyer shall have no right to cover procuring substitute goods or services. In no event shall the seller be liable for special or consequential damages, including profits lost, whether or not caused by or resulting from the seller's negligence.

Initial _____

Workmanship Terms and Conditions – Continued

Workmanship Continued

This contract authorizes D. E. Gemmill, Inc. to photograph, document and in any other way use any and all aspects of the work and services performed, while working on and off site relating to this contract. Authorization is granted by the contracting party to use all images and documentation for the purpose of advertising etc., as determined by D. E. Gemmill, Inc. without the occurrence of any fees, payments or written authorization due the contracting agency or the property owner. D. E. Gemmill, Inc. shall not intentionally disclose any industry or trade secrets through this documentation. Any persons, company logos or information captured in the images or documentation, shall be deemed to and covered under this agreement and shall not be due any compensation, nor need for written approval to be used by D. E. Gemmill, Inc., as their being on the site is construed as granted permission by the owner, contracting party or agency to be on site and covered under this agreement. This contract authorizes D. E. Gemmill, Inc. to place a site sign not to exceed two feet by two feet double side on the site, where the work has been performed.

Initial _____

D. E. Gemmill, Inc. Authorized Signature: Jessica S. Gemmill

Acceptance of This Agreement

I acknowledge that I have read and understand the terms, and conditions of this agreement. I would like to proceed with the scope of work within this agreement and acknowledge that I am authorized to do so as a representative of the agency, party or individual with whom this agreement has been made. By initialing the sections I wish to have completed (any section not initialed will be assumed to not be part of the agreement. If no sections are initialed and the acceptance area is the only area signed, then it is agreed that all work within the agreement is to be performed and is accepted) and or signing this agreement I am authorizing the work to proceed and agree to pay for the work specified in this agreement. This agreement must be included as part of any subcontract and the terms and conditions supersede any other agreement in place.

Acceptance Signature: _____ Date: _____

Printed Name & Title _____

Note: This proposal must be included as part of any subcontract and must be initialed and signed before any work can commence. No subcontract or purchase order will be valid unless this proposal is part of any said contract.

Daneisha L. Dunbar-Yancey
2325 Thornton Road
Harrisburg, Pa 17109
Aardan5@comcast.net | (717) 215-1347

EDUCATION

- ***Morgan State University*** Completed Two-Years
Bachelor of Elementary Education

SKILLS

- Customer Service
- Detailed Orientated and Self Starter
- Knowledge of General Office Duties
- In-Depth training in healthcare management and finance
- Experience in data analysis and research
- Time Management
- Conflict Resolution
- Decision making and problem solving

EMPLOYMENT HISTORY

United States Bankruptcy Court of the Middle District of Pennsylvania ***November 2001-Present***
Case Administrator

- Responsible for assisting attorneys, debtors and customers with filings and questions concerning bankruptcy.
- Responsible for electronic court recording system.
- Maintain good professional relationship with staff and public as well as attorneys.
- Participate and gather information for all official court dockets and regulate movement for same.
- Maintain knowledge of court information and prepare reports.

Family and Children Services of the Capital Region ***July 2000-October 2001***
Billing and Liability Coordinator

- Collaborating with finance and sales professionals to maintain accounts receivable.
- Compiling and process information such as prices, discounts, shipping rates etc.
- Ensuring customers are billed correctly for services offered.

Hoffman Homes Inc ***August 1999- June 2000***
Mental Health Worker

- Daily supervision of youth with ADD/ADH behavioral problems and help with socialization.
- Provide daily care and support to patients
- Provide medications and other treatments to patients, under the instructions of doctors or nurses.
- Be prepared to intervene in crisis situations and may need to restrain patients who may become physically violent.
- Mental Health Workers intake new patients and collaborate with other staff members to identify the issues patients are facing. They work together to develop treatment plans and strategies to best meet patient needs.
- Ensuring that patients follow treatment plans and take the necessary medication.
- Alleviating duties from the patient's families.

Highmark Blue Cross/Blue Shield ***July 1995-July 1999***
Customer Service Representative

- Responsible for resolution of subscriber and provider inquiries that included research and analysis of billing issues.

- Manage large amounts of incoming calls.
- Identify and assess customers' needs to achieve satisfaction.
- Provide accurate, valid and complete information by using the right methods/tools.
- Greet customers warmly and ascertain problem or reason for calling.

Volunteer Work

Treasurer Boys and Girl Booster Clubs	2009-Present
Parent Teacher Organization/ Parent Teacher Association	2001-Present
Chaperoning for School Events/Field Trips	2001-Present
Organizing Clothing Donations/Fundraising	2001-2004

AWARDS AND ACHIEVEMENTS

Parent of the Year Award, Sylvan Heights Science Charter School	2003-2004
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KRISTEN HERMAN (she/her)
302-740-1327 // kris.herman90@gmail.com

Summary

Thoughtful and intentional advocate with a passion for prevention.

Over ten years of experience in domestic violence prevention and evaluation.

Committed to centering communities in solutions and applying an understanding of racial justice and anti-oppression work to all prevention efforts.

Build relationships and team morale with a collaborative and inclusive leadership style.

Enjoy building an organization and networks' capacity for community and societal-level change.

Experience

Director of Prevention Services / May 2018 - Present

Prevention Manager / March 2015 - May 2018

Pennsylvania Coalition Against Domestic Violence (PCADV)

- Lead strategies for broadening prevention focus to address social determinants of health and oppressions as root causes of violence.
- Increase funding dedicated to prevention work from \$90k to over \$500k annually. Identify sustainable streams for local program pass-through funding. Developed a new process to pass-through grant to local programs and identified \$310,000 in 3 years to pass through to 40 local programs.
- Co-lead advocacy of pay equity as a violence prevention initiative, resulting in several internal employment policy changes. Build partnerships, training, and resources with and for organizations to advocate for pay equity policies.
- Organize a community of local prevention professionals across the state. Funded and built an online database to improve communication and resource sharing.
- Oversee consistent development and delivery
- Experience discussing an often-misunderstood concept, like domestic violence (DV) and prevention, to other professionals and the public. Identified funding to study how people understand DV and prevention and how to improve our messaging.
- Trainer of trauma-informed services. Additional focuses include parenting and children, substance abuse, mental health, and supervision.
- Strong meeting facilitation skills. Often receive compliments on 3-hour Friday meetings.
- Facilitate a task force of state-level stakeholders to produce and act on a 5-year statewide plan for prevention. Maintain voluntary participation of 14+ organizations for 3+ years.
- Conduct needs assessments to hear from communities underrepresented by DV work and identify gaps in knowledge and need. Funded and developing a data dashboard to illustrate domestic violence risk factors across the state.
- Led the prevention team from 1-5 team members in three years with 100% retention for eight years. Track record for motivating and developing teams. Implemented annual team planning and evaluation process and supervisor reviews.
- Grew cross-collaborative relationships across different teams within the coalition to partner on prevention and trauma-informed work, flex funds, poverty training, cultural responsiveness, and advocate self-care.

- Manage a multitude of funds and consultant and program contracts annually totaling over \$600k from private foundations, donations, federal and state grants. Awards received total over \$3 million.
- Coordinated PCADV's annual statewide Engaging Men's campaign for eight years, with partners including Major League Baseball and the Governor of Pennsylvania.

Director of Prevention & Interim Director of Program Services / June 2019 - June 2020

Pennsylvania Coalition Against Domestic Violence (PCADV)

- Led task force to rewrite the statewide 40-hour required advocate's training.
- Managed PCADV's biennial conference, which transitioned to virtual during COVID-19.
- Facilitated the development of a work plan for the Program Services Department.

DELTA Project Coordinator / May 2012 - February 2015

CHILD, Inc.

- Created and evaluated a violence prevention strategy in a local community that involved youth empowerment groups and participatory community organizing.
- Facilitated middle school youth groups that grew so popular, CHILD, Inc. rented an additional property within the neighborhood to provide services specifically for youth.
- Developed and chaired a community task force consisting of both violence prevention professionals and community members with consistent participation for 2 years.
- Rebuilt the website and logo and developed a consistent social media strategy.
- Provided trainings, classes and presentations to diverse audiences on topics relating to teen dating violence and prevention.
- Managed project budget and grant reporting requirements.

Contact Lifeline

Sexual Assault Crisis Counselor / March 2013 - February 2015

- Provided crisis counseling and referrals to victims over the phone or in-person.
- Provided victim accompaniments to hospitals.

Technical Skills

Google Workspace, Survey Monkey, Microsoft 365, Zoom

Education

Trauma-informed Trainer / 2020

National Center for Domestic Violence, Trauma, and Mental Health

Masters in Public Health / May 2018

George Washington University

Bachelor of Arts in Human Development & Family Studies / May 2012

University of Delaware