



# Susquehanna TOWNSHIP

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**Susquehanna Township Board of Commissioners**  
**Workshop Agenda**  
**May 25, 2022**  
**Holtzman Elementary School Gymnasium**  
**6:30 p.m.**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE
- D. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS
- E. APPROVAL OF MINUTES
  - 1. May 12, 2022 Board of Commissioners Regular Meeting
- F. RECOGNITIONS AND PRESENTATIONS
  - 1. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA HONORING THE FIFTY YEARS OF SERVICE OF FIREFIGHTER MICHAEL RODKEY TO PROGRESS FIRE COMPANY AND SUSQUEHANNA TOWNSHIP  
*George Drees, Fire Marshal*

Narrative

Provided with the agenda is a copy of a resolution honoring and commemorating the distinguished fifty-year career of Firefighter Michael Rodkey of Progress Fire Company. In addition to achieving the rank of Chief, Firefighter Rodkey was instrumental in developing the live-in program, expanding the Company's fundraising efforts, and establishing Progress Fire Company as one of the premier volunteer fire companies in the Commonwealth. His service with honor and valor to his community will not be forgotten.

*Staff Recommendation: That the Board of Commissioners adopt the resolution honoring the fifty years of service of Firefighter Michael Rodkey to Progress Fire Company and Susquehanna Township.*

**G. TRAFFIC STUDY REQUESTS**

**H. CONSENT AGENDA**

1. Acceptance of the Resignation of Pasquale Schiano

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

1. **AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA TO AUTHORIZE AND DIRECT THE INCURRING OF NON-ELECTORAL DEBT THROUGH THE ISSUANCE OF A GENERAL OBLIGATION NOTE OF THE TOWNSHIP OF SUSQUEHANNA, DAUPHIN COUNTY, PENNSYLVANIA (THE "TOWNSHIP") IN THE PRINCIPAL AMOUNT OF \$10,000,000 FOR THE PURPOSE OF PROVIDING FUNDS TO (1) FINANCE CAPITAL PROJECTS FOR THE SEWER SYSTEM OF THE TOWNSHIP OWNED AND OPERATED BY THE SUSQUEHANNA TOWNSHIP AUTHORITY, A MUNICIPAL AUTHORITY CREATED BY THE TOWNSHIP (THE "AUTHORITY"); (2) CAPITALIZE INTEREST ON THE NOTE; AND (3) PAY THE COST OF ISSUING THE NOTE OR ANY OR ALL OF THE SAME; STATING THAT REALISTIC COST ESTIMATES HAVE BEEN MADE FOR THE CAPITAL PROJECT, AND STATING THE ESTIMATED PROJECT COMPLETION DATE; STATING THE REALISTIC ESTIMATED USEFUL LIFE OF THE PROJECT FOR WHICH SAID NOTE IS ISSUED; DIRECTING THE PROPER OFFICERS OF THE TOWNSHIP TO PREPARE, CERTIFY AND FILE THE REQUIRED DEBT STATEMENT AND BORROWING BASE CERTIFICATE; COVENANTING THAT THE TOWNSHIP SHALL INCLUDE THE AMOUNT OF ANNUAL DEBT SERVICE IN ITS BUDGET FOR EACH FISCAL YEAR; PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER OF THE TOWNSHIP FOR THE PROMPT AND FULL PAYMENT OF THE NOTE; SETTING FORTH THE SUBSTANTIAL FORM OF THE NOTE; AUTHORIZING THE PROPER OFFICERS OF THE TOWNSHIP TO CONTRACT WITH A BANK OR BANK AND TRUST COMPANY FOR ITS SERVICES AS SINKING FUND DEPOSITORY, PAYING AGENT AND REGISTRAR AND STATING A COVENANT AS TO PAYMENT OF PRINCIPAL AND INTEREST WITHOUT DEDUCTION FOR CERTAIN TAXES; PROVIDING FOR THE EXECUTION, DELIVERY AND AUTHENTICATION OF THE NOTE AND THE DISPOSITION OF THE PROCEEDS THEREOF; AWARDED SUCH NOTE AT A PRIVATE SALE UPON INVITATION AND STATING THAT SUCH SALE IS IN THE BEST FINANCIAL INTEREST OF THE TOWNSHIP; CREATING A SINKING FUND AND APPROPRIATING ANNUAL AMOUNTS FOR THE PAYMENT OF DEBT SERVICE ON THE NOTE; AUTHORIZING AND DIRECTING THE PROPER OFFICERS OF THE**

**TOWNSHIP TO CERTIFY AND TO FILE WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT CERTIFIED COPIES OF THE NECESSARY PROCEEDINGS; UNDERTAKING CERTAIN TAX COVENANTS WITH REGARD TO THE NOTE; AUTHORIZING AND DIRECTING THE EXECUTION AND DELIVERY OF A SUBSIDY AGREEMENT BY AND BETWEEN THE TOWNSHIP AND THE SUSQUEHANNA TOWNSHIP AUTHORITY; AUTHORIZING AND DIRECTING THE PROPER OFFICERS OF THE TOWNSHIP TO DO ALL THINGS NECESSARY TO CARRY OUT THE ORDINANCE; AUTHORIZING AND DIRECTING THE PROPER OFFICERS OF THE TOWNSHIP DISTRICT TO PAY ISSUANCE COSTS; AUTHORIZING INCIDENTAL ACTIONS; RESCINDING INCONSISTENT ORDINANCES; AND STATING THE EFFECTIVE DATE.**

*David Pribulka, Township Manager*

*Narrative*

Provided with the agenda is a copy of the ordinance advertised for public hearing this evening authorizing the Township issue a General Obligation Note in an amount of \$10 million for the purposes of financing capital improvements of the Susquehanna Township Authority. Chris Gibbons of Concord Public Financial Advisors, Inc. has been hired as Financial Advisor for the debt issuance and Timothy Horstmann, Esq. of McNees Wallace & Nurick, LLC has been retained as bond counsel. The Township and Authority Budget & Finance Committees met on Friday, May 20<sup>th</sup> to review responses to the Request for Proposals and the recommendation for award will be summarized this evening. Additionally, the ordinance would enable the Authority to enter into a subsidy agreement with the Township for the purposes of paying the debt service on the issue from revenue generated by the collection of sanitary sewer rates. This will enable the Township to incur the debt without obligating tax revenue to the debt service or affecting its ability to borrow below the thresholds established by the Local Government Unit Debt Act.

*Staff Recommendation: That the Board of Commissioners adopt the ordinance authorizing and directing the incurring of non-electoral debt through the issuance of a General Obligation Note in the principal amount of \$10 million.*

**2. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 230 SHELL STREET, HARRISBURG, PA 17109.**

*Rob Martin, Director of Public Safety*

*Narrative*

Provided with the agenda is a copy of a resolution authorizing the installation of an ADA accessible parking space in front of property located at 230 Shell Street. The property owner has submitted an application for review as required by Chapter 15, Section 403A, Establishment of Restricted Parking for Handicapped Persons or

Severely Disabled Veterans. Also provided with the agenda is a copy of the report prepared by Public Safety Director Rob Martin summarizing his assessment and recommendation to install the ADA accessible parking space as requested by the property owner.

*Staff Recommendation: That the Board of Commissioners adopt the resolution authorizing the installation of an ADA accessible parking space at 230 Shell Street.*

**3. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING RULES AND REGULATIONS FOR FACILITY RESERVATIONS IN SUSQUEHANNA TOWNSHIP PARKS.**

*Doug Knauss, Director of Parks & Recreation*

*Narrative*

The Parks & Recreation Department is recommending some corrections and enhancement to the existing Facility Reservation Rules and Regulations. The amendments are proposed to reflect changes in operations and to clarify exiting rules and regulations. They are summarized as follows:

- From the old rules we removed “phone reservations are not accepted”
- Simplification of the payment information in rule 3
- Clarified what is not permitted in rule 11
- Reduced Cancellation requirement from 2 weeks to 5 days in rule 13
- Updated information in Rule 14

Provided with the agenda is a copy of the resolution implementing the revised guidelines. For reference, the previous version has also been included with the agenda material. The Recreation Advisory Committee has reviewed the proposed changes and is recommending approval.

*Staff Recommendation: That the Board of Commissioners adopt the resolution establishing rules and regulations for Susquehanna Township parks.*

**4. APPROVAL OF PLAYGROUND DESIGNS FOR STABLER AND EDMONT PARKS**

*Doug Knauss, Director of Parks & Recreation*

*Narrative*

Susquehanna Township received a Local Share Grant award in 2021, in part to install play equipment at Stabler and Edgemont Parks (\$120,000). Provided with the agenda is a memorandum from Doug Knauss, Director of Parks & Recreation, which includes summaries of two proposals received for the project from Little Tykes and Playworld Systems. Both vendors are on COSTARS and can be procured through the state contract. Staff and the Recreation Advisory Committee are recommending the Board award the contract to Playworld Systems for a total amount of \$160,284. Also provided with the agenda are the proposed designs for each park.



*Staff Recommendation: That the Board of Commissioners award the contact to Playworld Systems, Inc. in an amount of \$160,284 for the construction of play equipment at Stabler and Edgemont Parks.*

**5. DISCUSSION OF A DRAFT SHADE TREE ASSISTANCE PROGRAM POLICY FOR SUSQUEHANNA TOWNSHIP**

*David Pribulka, Township Manager*

*Narrative*

The Board of Commissioners appropriated \$55,000 in its 2022 Operating Budget to provide, in part, financial assistance to certain qualified property owners who are required to remove street trees that present a public health and safety hazard. For the purposes of determining eligibility for the financial assistance, the Board has directed the Shade Tree Commission to develop “means-tested” standards and guidelines for consideration of qualified applicants for the program. Provided with the agenda are draft Shade Tree Assistance Program guidelines for review this evening. The Shade Tree Commission has reviewed the document at their meeting on May 19<sup>th</sup>. This item is for discussion only and no action is requested this evening. Pending comments from this evening’s discussion, the item will be presented back to the Board of Commissioners at a future meeting for consideration to adopt by resolution.

*Staff Recommendation: That the Board of Commissioners review and comment on the draft Shade Tree Assistance Program Policy.*

**K. APPOINTMENTS**

1. Appointment of Tracey Kruger to the Susquehanna Township Police Department
2. Appointment of Shana Paige as Customer Service Specialist
3. Appointment of John Haste to the Susquehanna Township Authority
4. Appointment of Cody Zarefoss to the Susquehanna Township Highway Division
5. Appointment of Ryan Malone to the Susquehanna Township Highway Division

**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  
MAY 12, 2022**

**REGULAR MEETING:**

President Lynch called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, May 12, 2022, at 7:15 PM via In-Person/Zoom (Hybrid).

President Lynch stated that all members of the Board of Commissioners were present, except for Commissioner Engle, who was excused and Commissioner Fleming who was in attendance via ZOOM.

**ROLL CALL: COMMISSIONERS**

Jody Rebarchak – Present  
Gary Rothrock – Present  
Carl Hisiro - Present  
Frank Lynch – Present  
Tom Pyne – Present  
Fred Faylona – Present  
Fred Engle – Excused  
Justin Fleming – Virtual  
Steven Napper – Present

**TOWNSHIP PERSONNEL:**

David Pribullka, - Secretary/Township Manager - Virtual  
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

**OTHERS IN ATTENDANCE:** Nancy Hess, Edward Breech & P. Bosworth (Virtual)

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

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

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

**APPROVAL OF MINUTES:** Commissioner Hisiro moved to approve the April 28, 2022, Board of Commissioners Workshop Meeting minutes; seconded by Vice President Napper and unanimously approved.

## **REPORTS OF COMMITTEES:**

1. **Buildings & Grounds:** Commissioner Rothrock reported that the renovations of the offices continue, and they are on target to have substantial completion done by May 30, 2022.
2. **Budget, Finance, Insurance & Pension:** Commissioner Fleming reported is a joint meeting of the Budget & Finance Committee and the Authority is scheduled for May 20, 2022.
3. **Public Works:** Vice President Napper reported that street sweeping has resumed and they are working to remove the heavy debris left over from the winter. The repair of the road at the Firehouse on Edgmont is in progress.
4. **Health & Sanitation:** Commissioner Rebarchak reported that the next yard waste pickup is scheduled for May 21, 2022, and the June pickup dates are the 11<sup>th</sup> and 18<sup>th</sup>. She also expressed her concern with the amount of yard waste that has been missed by Penn Waste.  
Manager Pribulka has been monitoring the issues and has been in contact with Joel Washok. President Lynch suggested that Mr. Washok be asked to supply the Township with a plan on how the issues are going to be corrected.
5. **Administration & Personnel:** Vice President Napper had no report. President Lynch asked Nancy Hess of NJ Hess Associates to provide an overview of the process that was used to put together the new Employee Performance Evaluation Policy.  
Ms. Hess stated that the new evaluation process will provide a way for supervisors to track an employee's progress over the course of the year. This approach will promote accountability and specific goals for the employee and the Township as well as provide team building and a customer focused culture.  
Manager Pribulka stated that this evaluation will help in determining pay increases, performance improvement planning and will give a comprehensive and objective assessment to the employee.
6. **Police:** No Report
7. **Fire, EMS, EMA:** Commissioner Hisiro reported that a Public Safety meeting was held on April 21, 2022. He noted that National EMS week will be held the week of May 15<sup>th</sup> through 21<sup>st</sup> and coincides with the Township Police and Public Works weeks. He also gave a report on the number of calls the fire departments received for the first quarter of the year. He noted that the Rescue Fire Department is participating in the Amazon Smiles Program. Shoppers on Amazon can pick a charity and Amazon will donate to their cause. In closing, he wanted the Commissioners to know that the State Legislature and Governor Wolf signed into law a \$25 million EMS grant program. He encouraged the Township to look into grants that may be available.
8. **Recreation:** Commissioner Faylona reported that Parks and Recreation continues to work on updating the Township parks and playgrounds.
9. **Planning & Zoning:** Commissioner Rothrock reported that the Planning Commission meeting was held on April 28, 2022. At this meeting, three requests were considered. The first was the Houses at Oakhurst Condominiums Subdivision. Many residents of his devel-

opment were in attendance to raise their objections to this subdivision. The residents and the attorney for the subdivision agreed to meet to try and work out their differences. This item was tabled.

The next request was for 3801 Walnut Street. This final land development plan was tabled pending approval of variances at the upcoming Zoning Hearing Board meeting.

The last request was for Russell Drive, Lot #2. This plan is for a 78-unit multi-family residential development. This item was also tabled at the applicant's request.

A Zoning Hearing Board meeting was held on May 4, 2022, at the request of Walnut Street, LP located at 3801 Walnut Street. They were appealing a Zoning Officer determination that the P-9 sign category does not apply to this property and requested a dimensional variance from the minimum setback requirement. The appeal was granted, but the setback and sign area variances were denied.

**BIDS AND AGREEMENTS:** None

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

**1. A Resolution of Susquehanna Township, Dauphin County, Pennsylvania establishing a performance evaluation policy, attached hereto as Exhibit "A", and made part of this Resolution**

Vice President Napper moved that the Board of Commissioners adopt the resolution establishing a performance evaluation policy; seconded by Commissioner Fleming.

Manager Pribulka reported that the policy is being adopted and the template for the performance evaluation can be revised as needed. This policy will only apply to non-union employees and does not include the Police Department, Authority or Public Works employees whose salary increases/adjustments are contractual.

The vote was unanimously approved.

**OLD BUSINESS:**

**1. Authorization of contract supplement to NJ Hess Associates for the implementation of the Performance Evaluation System**

Manager Pribulka informed the Commissioners that this supplement will provide additional training hours and help to ensure the policy is implemented as approved.

Vice President Napper moved that the Board of Commissioners authorize the Township Manager to execute a contract supplement with NJ Hess Associates in an amount of \$900.00 to assist with the implementation of the performance evaluation policy; seconded by Commissioner Rebarchak and unanimously approved.

**ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS (CONT.):**

**2. A Resolution of Susquehanna Township, Dauphin County, Pennsylvania authorizing the submission of a grant application to the Pennsylvania Department of Health "Walkworks" Program in an amount of \$20,000 to fund an active transportation plan consistent with the recommendations of the Susquehanna Township Comprehensive Plan**

Doug Knauss, Parks and Recreation Director reported that this \$20,000 grant will help fund the Township-wide bicycle, pedestrian, and greenway plan. A Department of Conservation and Natural Resources grant for \$30,000 has already been secured for this project.

Commissioner Faylona moved that the Board of Commissioners adopt the resolution authorizing the submission of a Pennsylvania Department of Health "Walkworks" grant in an amount of \$20,000 to develop a Susquehanna Township Bicycle, Pedestrian, and Greenway Plan; seconded by Commissioner Pyne and unanimously approved.

## **REPORTS:**

1. **Manager:** Mr. Pribulka gave highlights from his report that was provided to the Board of Commissioners. These highlights included the rescheduling of the Board of Commissioners Workshop to May 25, 2022, at 6:30 P.M. This meeting will be held in the gymnasium at the Thomas W. Holtzman Elementary School. He also noted that he and Assistant Township Manager Logan will be out of the office the week of May 23<sup>rd</sup> to attend the Association of Municipal Management Conference in Hershey. He requested that Solicitor Madden investigate the parking of trailers and large vehicles on Township roadways. He then asked Commissioner Hisiro to provide an update on Indian Wheels. Commissioner Hisiro stated that the Township staff is working to make sure that the Indian Wheels program is closed properly.
5. **Engineer:** Information was provided to the Commissioners in their packet. Mr. Greenly highlighted the Highway Occupancy work at Susquehanna Union Green. Commissioner Rothrock requested an update on the installation of sanitary sewer on Continental Drive. Mr. Greenly reported that it would be cost prohibitive to place water and sanitary sewer in this area. He also noted that it would be a major disruption to vegetation.
6. **Solicitor:** No Report
8. **Authority:** No Report
7. **School Board:** Commissioner Pyne had no report. Commissioner Fleming was happy to report that Dwayne DeFoor, President of the Susquehanna Township Alumni Association presented the re-emergence of the YMCA's Youth in Government Program. This program introduces students to government and the legislative process. It also helps to teach teamwork and public speaking. This year, four students from the Susquehanna Township High School participated in this program.
9. **Shade Tree:** Commissioner Pyne requested a discussion be held on the tree removal program that the Township has funded.
12. **Parks & Recreation:** Mr. Knauss reported that the Newsletter has been proofed and finalized and is expected to be delivered to the Post Office on May 20<sup>th</sup>.

## **EXECUTIVE SESSION:**

President Lynch announced that an Executive Session occurred prior to this meeting to discuss matters of personnel and litigation.

11. **Human Relations Commission:** Commissioner Hisiro reported that a HRC Reorgani-

zation meeting was held on April 19, 2022. In this meeting the training of mediators was discussed as well as having a table at the upcoming Pride Festival.

**OLD BUSINESS (CONT):**

**2. Approval of Contract Addendum with ZenCity Technologies LTD. For a term beginning June 14, 2022, and ending June 14, 2023**

Assistant Township Manager Logan reported that this is a contract renewal with ZenCity to run social media that is not already available to the Township.

Vice President Napper moved that the Board of Commissioners approve the contract addendum with ZenCity for a term beginning June 14, 2022, and ending June 14, 2023, in an amount of \$23,000; seconded by Commissioner Rothrock.

Assistant Manager Logan stated that this will help to integrate other social media platforms to assist different ethnic backgrounds and communities.

The vote was unanimously approved.

**3. Susquehanna Township Administrative Office Renovations Project Change Orders**

Assistant Township Manager Logan gave an overview of the change orders that have been requested for approval. These items included a change in the soffit, doors, an ADA accessible restroom and window treatments.

Commissioner Hisiro moved that the Board of Commissioners approve the change orders for the Administrative Office Renovation Project; seconded by Commissioner Faylona and unanimously approved.

**NEW BUSINESS:**

**1. Consent Agenda**

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

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

**2. Appointment of Norman Davenport, Jr., and Robert Neely to the Susquehanna Township Police Department**

Chief Robert Martin requested that the Board of Commissioners allow a conditional offer of employment be made to Norman Davenport, Jr.

Commissioner Hisiro moved that the Board of Commissioners allow a conditional offer of employment be made to Norman Davenport, Jr.; seconded by Commissioner Pyne and unanimously approved.

Chief Robert Martin requested that the Board of Commissioners allow a conditional offer of employment to be made to Robert Neely.

Commissioner Hisiro moved that the Board of Commissioners allow a conditional offer of employment be made to Robert Neely; seconded by Commissioner Faylona and unanimously approved.

**Traffic Studies:**

**1. Schoolhouse Lane West of Progress Avenue:**

Chief Martin reported that a traffic calming study occurred in the 3100 and 3200 blocks of Schoolhouse Lane. It was determined that this two-block area have 25 MPH speed limit signs posted facing east between S. 32<sup>nd</sup> Street and S. Progress Avenue and between S. 31<sup>st</sup> and S. 32<sup>nd</sup> Street facing west. The study also recommended that “SLOW 25 MPH” be painted on the roadway in front of 3202 Schoolhouse Lane for westbound traffic and in front of 3103 Schoolhouse Lane for eastbound traffic.

**2. Crooked Hill Road:**

Chief Martin reported that a Traffic Calming Study was also completed on Crooked Hill Road between Linglestown Road and Paxton Church Road due to the increased number of speeding vehicles. It was recommended that additional markings of “SLOW 25 MPH” be placed on the road south of Apollo Avenue.

**NEW BUSINESS (CONT.):**

**3. Appointment of Edward “Mack” Breech as Community Developer/Zoning Administrator of Susquehanna Township.**

Commissioner Pyne moved that the Board of Commissioners appoint Edward “Mack” Breech to serve as Community Planner/Zoning Administrator of Susquehanna Township effective May 23, 2022; seconded by Commissioner Rothrock.

President Lynch stated that the Commissioners had the opportunity to meet Mr. Breech during Executive Session.

The vote passed unanimously.

**COMMISSIONER COMMENTS:**

Commissioner Faylona reminded everyone of the polling place change from the Progress Fire Company to the Our Saviour Lutheran Church at 420 North Progress Avenue.

Commissioner Hisiro is pleased with the cyber security training provided by the Township.

Commissioner Rebarchak asked about permitting and inspection of street cuts. She is concerned with how some of the cuts are repaired and how well the repair holds up over time. Assistant Township Manager Logan stated that street cuts are permitted and inspected. She asked Commissioner Rebarchak to give her a list of problem areas so she can go through them.

**ADJOURNMENT:** Commissioner Hisuro moved the meeting be adjourned at 8:29 P.M.; seconded by Commissioner Pyne and unanimously approved.

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

David Pribulka  
Secretary-Manager



**RESOLUTION NO. 2022-R-11**

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA HONORING THE FIFTY YEARS OF SERVICE OF FIREFIGHTER MICHAEL RODKEY TO PROGRESS FIRE COMPANY AND SUSQUEHANNA TOWNSHIP.**

**WHEREAS**, Firefighter Michael Rodkey has served his community with honor and valor in a fifty-year career of dedicated civil service, rising through the ranks to become Chief of the Company; and

**WHEREAS**, his support of the “live-in” program, leadership in refurbishing Engine 32-1 (the “Bushwacker”), and his instrumental role in advancing the Company’s fundraising and administrative responsibilities have helped make Progress Fire Company one of the premier volunteer firefighter organizations in the Commonwealth; and

**WHEREAS**, Firefighter Rodkey’s service to the Progress Fire Company, Susquehanna Township, and Capital Region continues to inspire through his children’s service to the area in both fire and emergency medical services; and

**WHEREAS**, it is only through the selfless service and dedication of firefighters like Michael Rodkey that our volunteer fire companies are able to serve the community and protect the lives of the residents of Susquehanna Township.

**NOW, THEREFORE, BE IT RESOLVED** that the Susquehanna Township Board of Commissioners does hereby recognize and commemorate the fifty years of outstanding service with honor of Firefighter Michael Rodkey to Progress Fire Company and Susquehanna Township.

**BE IT, AND THE SAME IS HEREBY RESOLVED**, this 25<sup>th</sup> day of May 2022.

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

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Frank Lynch, President

**ATTEST:**

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David Pribulka, Secretary

Pasquale L Schiano  
1525 Dogwood Dr  
Harrisburg, PA 17110

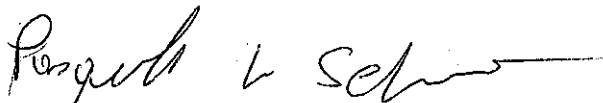
May 16, 2022

David Pribulka  
Township Manager  
Susquehanna Township  
1900 Linglestown Rd  
Harrisburg, PA 17110

Dear David Pribulka:

Due to retirement my last day at Susquehanna Township Highway Department will be Wednesday, June 1, 2022.

Sincerely,

A handwritten signature in black ink that reads "Pasquale L Schiano". The signature is written in a cursive style with a long horizontal line extending to the right.

Pasquale L Schiano

**ORDINANCE NO. \_\_\_\_\_**  
**OF THE BOARD OF COMMISSIONERS**  
**OF THE**  
**TOWNSHIP OF SUSQUEHANNA,**  
**DAUPHIN COUNTY, PENNSYLVANIA**

TO AUTHORIZE AND DIRECT THE INCURRING OF NON-ELECTORAL DEBT THROUGH THE ISSUANCE OF A GENERAL OBLIGATION NOTE OF THE TOWNSHIP OF SUSQUEHANNA, DAUPHIN COUNTY, PENNSYLVANIA (THE "TOWNSHIP") IN THE PRINCIPAL AMOUNT OF \$10,000,000 FOR THE PURPOSE OF PROVIDING FUNDS TO (1) FINANCE CAPITAL PROJECTS FOR THE SEWER SYSTEM OF THE TOWNSHIP OWNED AND OPERATED BY THE SUSQUEHANNA TOWNSHIP AUTHORITY, A MUNICIPAL AUTHORITY CREATED BY THE TOWNSHIP (THE "AUTHORITY"); (2) CAPITALIZE INTEREST ON THE NOTE; AND (3) PAY THE COST OF ISSUING THE NOTE OR ANY OR ALL OF THE SAME; STATING THAT REALISTIC COST ESTIMATES HAVE BEEN MADE FOR THE CAPITAL PROJECT, AND STATING THE ESTIMATED PROJECT COMPLETION DATE; STATING THE REALISTIC ESTIMATED USEFUL LIFE OF THE PROJECT FOR WHICH SAID NOTE IS ISSUED; DIRECTING THE PROPER OFFICERS OF THE TOWNSHIP TO PREPARE, CERTIFY AND FILE THE REQUIRED DEBT STATEMENT AND BORROWING BASE CERTIFICATE; COVENANTING THAT THE TOWNSHIP SHALL INCLUDE THE AMOUNT OF ANNUAL DEBT SERVICE IN ITS BUDGET FOR EACH FISCAL YEAR; PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER OF THE TOWNSHIP FOR THE PROMPT AND FULL PAYMENT OF THE NOTE; SETTING FORTH THE SUBSTANTIAL FORM OF THE NOTE; AUTHORIZING THE PROPER OFFICERS OF THE TOWNSHIP TO CONTRACT WITH A BANK OR BANK AND TRUST COMPANY FOR ITS SERVICES AS SINKING FUND DEPOSITORY, PAYING AGENT AND REGISTRAR AND STATING A COVENANT AS TO PAYMENT OF PRINCIPAL AND INTEREST WITHOUT DEDUCTION FOR CERTAIN TAXES; PROVIDING FOR THE EXECUTION, DELIVERY AND AUTHENTICATION OF THE NOTE AND THE DISPOSITION OF THE PROCEEDS THEREOF; AWARDED SUCH NOTE AT A PRIVATE SALE UPON INVITATION AND STATING THAT SUCH SALE IS IN THE BEST FINANCIAL INTEREST OF THE TOWNSHIP; CREATING A SINKING FUND AND APPROPRIATING ANNUAL AMOUNTS FOR

THE PAYMENT OF DEBT SERVICE ON THE NOTE; AUTHORIZING AND DIRECTING THE PROPER OFFICERS OF THE TOWNSHIP TO CERTIFY AND TO FILE WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT CERTIFIED COPIES OF THE NECESSARY PROCEEDINGS; UNDERTAKING CERTAIN TAX COVENANTS WITH REGARD TO THE NOTE; AUTHORIZING AND DIRECTING THE EXECUTION AND DELIVERY OF A SUBSIDY AGREEMENT BY AND BETWEEN THE TOWNSHIP AND THE SUSQUEHANNA TOWNSHIP AUTHORITY; AUTHORIZING AND DIRECTING THE PROPER OFFICERS OF THE TOWNSHIP TO DO ALL THINGS NECESSARY TO CARRY OUT THE ORDINANCE; AUTHORIZING AND DIRECTING THE PROPER OFFICERS OF THE TOWNSHIP DISTRICT TO PAY ISSUANCE COSTS; AUTHORIZING INCIDENTAL ACTIONS; RESCINDING INCONSISTENT ORDINANCES; AND STATING THE EFFECTIVE DATE.

The Board of Commissioners (the “Governing Body”) of the Township of Susquehanna, County of Dauphin, Pennsylvania (the “Township”), pursuant to the Pennsylvania Local Government Unit Debt Act, 53 Pa. Cons. Stat. § 8001 *et seq.*, as amended (the “Act”) hereby ORDAINS AND ENACTS as follows:

**Section 1. Incurrence of Debt; Amount and Purpose of the Note; Realistic Cost Estimates; Estimated Project Completion Date.** The Governing Body of the Township hereby authorizes and directs the incurring of non-electoral debt through the issuance of its General Obligation Note, Series of 2022 (the “Note”) of the Township in the principal amount of Ten Million Dollars (\$10,000,000) to provide funds to (i) finance capital projects for the sewer system of the Township owned and operated by the Susquehanna Township Authority, a municipal authority created by the Township (the “Authority”) (the “Capital Project); (ii) capitalize interest on the Note; and (iii) pay the costs of issuing the Note ((i) through (iii) are referred to collectively as the “Project”).

Realistic cost estimates have been obtained for the Capital Project through estimates made by qualified persons, as required by Section 8006 of the Act.

The Township hereby reserves the right to undertake components of the Project in such order and at such time or times as it shall determine and to allocate the proceeds of the Note and other available moneys to the final costs of the Project in such amounts and order of priority as it shall determine; but the proceeds of the Note shall be used solely to pay the “costs,” as defined in the Act, of the Project described herein or, upon appropriate amendment hereto, to pay the costs of other Project for which the Township is authorized to incur indebtedness.

The estimated completion date for the Capital Project is June 1, 2025.

The first stated principal installment of the Note shall be made within the later of two years from the date of issue or one year following such estimated completion date of the Capital Project in compliance with Section 8142(c) of the Act.

**Section 2. Realistic Estimated Useful Life.** Components of the Capital Project have useful lives ranging from in excess of thirty (30) years to in excess of fifty (50) years. The principal amount of the Note equal to the separate cost of the Capital Project having a shorter useful life than the period during the Note will be outstanding has been scheduled to mature prior to the end of such useful life, and the balance prior to the end of the longest useful life.

**Section 3. Debt Statement and Borrowing Base Certificate.** The President or Vice President of the Township or any one of them, and/or any other duly authorized or appointed officer of the Township (“Proper Officers”), are hereby authorized and directed to prepare and certify a debt statement required by Section 8110 of the Act and a Borrowing Base Certificate.

**Section 4. Covenant to Pay Note.** It is covenanted with the holder or holders of the Note that the Township shall (i) include the amount of the debt service for the Note for each fiscal year in which the sums are payable in its budget for that year; (ii) appropriate those amounts from its general revenues for the payment of the debt service; and (iii) duly and punctually pay, or cause to be paid, from its sinking fund or any other of its revenues or funds the principal of, and the interest on, the Note at the dates and places and in the manner stated in the Note according to the true intent and meaning thereof. For such budgeting, appropriation and payment, the Township pledges its full faith, credit and taxing power. The covenant contained in this **Section 4** shall be specifically enforceable.

**Section 5. Form of Note; Description of Note.** The Note is substantially in the form set forth in Exhibit A, attached hereto. The Note shall be in registered form, without coupons, and shall be numbered in such manner as may be satisfactory to the Township and the Purchaser (as such term is defined in **Section 7**, below). So long as the Note is held by the Purchaser and its participating bank or banks, if any, the Note shall not require numbering as recommended by the Committee on Uniform Security Identification Procedures (“CUSIP”).

The Note shall be issued in the stated principal amount of \$10,000,000, shall be dated the date of its issuance, and shall bear interest, until maturity or prior prepayment, at the rate or rates per annum, and shall mature in the amounts and in certain years, all as set forth as Exhibit B attached hereto and made a part hereof. The Note shall be issued in certificated form in the form of a single certificate for the entire principal amount of the Note with one maturity date and annual principal payments. The full principal amount of the Note shall be advanced by the Purchaser on the date of issuance hereof.

If the date for payment of the principal of, or interest on, the Note is not a business day, then the date of such payment shall be the next succeeding day which is a business day. Payment on such subsequent business day shall have the same force and effect as if made on the nominal date of payment. A business day shall be any day in which the Paying Agent is not authorized by law or under lawful authority to be closed.

The principal of and interest on the Note shall be payable in lawful money of the United States of America at the offices of the Paying Agent.

The Township shall have the right to prepay all principal and interest on the Note pursuant to the terms set forth in the Note.

**Section 6. Execution, Delivery and Authentication of Note; Disposition of Proceeds.** The Note shall be executed by the manual or facsimile signature of a Proper Officer and shall have the corporate seal of the Township or a facsimile thereof impressed thereon, duly attested by the manual or facsimile signature of the Secretary-Manager of the Township and such officers are hereby authorized and directed to execute the Note in such manner. In case any official of the Township whose manual or facsimile signature shall appear on the Note shall cease to be such official before the authentication of the Note, such signature or the facsimile signature thereof shall nevertheless be valid and sufficient for all purposes the same as if such official had remained in office until authentication; and the Note may be signed on behalf of the Township, even though at the date of authentication of such Note such person was not an official. The Proper Officers are authorized and directed to deliver, or cause to be delivered, the Note to the Purchaser as purchaser thereof against the full balance of the purchase price therefor.

**Section 7. Manner of Sale; Award of Note.** The Governing Body of the Township after due deliberation and investigation has found that a sale by invitation is in the best financial interest of the Township and based upon such finding the Governing Body of the Township hereby awards the Note to \_\_\_\_\_ (the “Purchaser”), for its own account, upon the terms set forth in its proposal for purchase of the Note dated as of May 19, 2022 (the “Purchase Contract”), a copy of which is attached hereto and made a part hereof. Such details are hereby approved.

**Section 8. Appointment of Sinking Fund Depository; Sinking Fund; Appropriation of Annual Amounts for Payment of Debt Service.** The proper officers of the Township are hereby authorized and directed to contract with the Purchaser as paying agent (in such capacity, the “Paying Agent”) for its services as sinking fund depository, paying agent and registrar with respect to the Note. There is hereby established a separate sinking fund for the Township designated as “Sinking Fund – Township of Susquehanna – Series of 2022” (the “Sinking Fund”) and into the Sinking Fund there shall be paid, when and as required, all moneys necessary to pay the debt service on the Note, and the Sinking Fund shall be applied exclusively to the payment of the interest covenanted to be paid upon the Note and to the principal thereof at maturity or prior redemption and to no other purpose whatsoever, except as may be authorized by law, until the same shall have been fully paid. The Paying Agent as sinking fund depository shall, as and when said payments are due, without further action by the Township, withdraw available monies in the Sinking Fund and apply said monies to the payment of the principal of and interest on the Note.

The amounts set forth in Exhibit C attached hereto and made a part hereof shall be pledged in each of the fiscal years shown in Exhibit C to pay the debt service on the Note, and such amounts are annually hereby appropriated to the Sinking Fund for the payment thereof.

**Section 9. Debt Proceedings.** The Secretary-Manager of the Township is hereby authorized and directed to certify to and file with the Pennsylvania Department of Community and Economic Development, in accordance with the Act, a complete and accurate copy of the proceedings taken in connection with the increase of debt authorized hereunder, including the debt statement and borrowing base certificate referred to hereinabove, as well as any certificate excluding such debt as subsidized or self-liquidating debt of the Township (which may be filed simultaneously with the proceedings taken in connection with the increase of debt or at such other time as determined by the Township), and to pay the filing fees necessary in connection therewith.

**Section 10. Tax Covenants and Representations.** So long as the Note is outstanding, the Township hereby represents and covenants that:

(1) The Township shall make no use of the proceeds of the Note during the term thereof which would cause such Note to be an “arbitrage bond” within the meaning of section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and shall comply with the requirements of all Code sections necessary to ensure that the Note is described in Code section 103(a) and not described in Code section 103(b) throughout the term of the Note.

(2) If and to the extent the Township is required to remit any amounts to the United States pursuant to Code section 148(f) (the “Rebate Amounts”) in order to cause the Note not to be an arbitrage bond, the Township will remit the Rebate Amounts at such times and in the manner required by Code section 148(f) and the regulations thereunder. The obligation to remit the Rebate Amounts and to comply with all other requirements of this **Section 10** shall survive the defeasance and payment in full of the Note.

(3) The Township shall file IRS Form 8038-G and any other forms or information required by the Code with respect to the Note to be filed in order to permit the interest on the Note to be excluded from gross income for federal income tax purposes.

(4) In order to ensure that the registered owner or owners of the Note, if they are financial institutions, will not be subject to certain provisions of the Code as a result of acquiring and carrying the Note, the Township hereby designates the Note as a “qualified tax-exempt obligation,” within the meaning of Code section 265(b)(3)(B), and the Township hereby covenants that it will take such steps as may be necessary to cause the Note to continue to be an obligation described in such Code section during the period in which the Note is outstanding. The Township represents that it has not issued, and does not reasonably anticipate issuing, tax-exempt obligations which, when combined with the Note, will result in more than \$10,000,000 of tax-exempt obligations being issued in the calendar year in which the Note is issued. For purposes only of the foregoing sentence, the term “tax-exempt obligations” shall include any “qualified 501(c)(3) bond,” as defined in Code section 145, but shall not include any other “private activity bond,” as defined in Code section 141(a), any obligation which would be an “industrial development bond” or a “private loan bond” as defined in sections 103(b)(2) and 103(o)(2)(a) of the Internal Revenue Code of 1954, as amended, but for the fact that it is issued pursuant to section 1312, 1313, 1316(g) or 1317 of the Tax Reform Act of 1986,

or any obligation issued to currently refund any obligation to the extent the amount thereof does not exceed the outstanding amount of the refunded obligation.

**Section 11. Note Register, Registrations and Transfer.** The Township shall cause to be kept at the office of the Paying Agent a register for the Note (the “Note Register”) in which, subject to such reasonable regulations as it may prescribe, the Township shall provide for the registration of the Note and the registration of transfers thereof. No transfer or exchange of the Note shall be valid unless made at such office and registered in the Note Register. A Note Register shall be attached to the Note as part of the Note.

The Note, upon any registration of transfer, shall be a valid obligation of the Township, evidencing the same debt and entitled to the same benefits under this Ordinance as the Note surrendered for such registration of transfer.

The Note, if presented or surrendered for registration of transfer, shall be duly endorsed, or be accompanied by a written instrument of transfer, in form and with guaranty of signature satisfactory to the Township and the Note Register, duly executed by the registered owner thereof or his duly authorized agent or legal representative.

No service charge shall be made for any transfer of the Note, but the Township may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer of the Note.

The Township shall not be required to: (a) issue, or register the transfer of, the Note during a period of fifteen (15) business days before any payment of principal or interest under the Note or any date of selection for prepayment of the Note, if applicable; or (b) register the transfer of the Note after it has been selected for prepayment, in whole or in part.

**Section 12. Settlement Account; Project Fund.** The Township hereby establishes with the Paying Agent a special fund to be known as the “Township of Susquehanna – 2022 Note Settlement Account” (the “Settlement Account”). The Settlement Account shall be held in trust for the benefit of the Township until disbursed in accordance with the provisions hereof. The Township shall deliver the net proceeds (including accrued interest, if any) derived from the sale of the Note to the Paying Agent for deposit in the Settlement Account. The Paying Agent shall disburse, transfer or deposit such proceeds as directed in the Closing Receipt, including such deposit and transfer as authorized therein to the Project Fund, created and described below.

The Township hereby creates with the Paying Agent a special fund to be known as the “Township of Susquehanna – 2022 Capital Project Fund” (the “Project Fund”). The Project Fund shall be held in trust for the benefit of the Township until disbursed in accordance with the provisions hereof. The proceeds of the Note on deposit in the Project Fund shall be used, upon written requisition substantially in the form attached hereto as Exhibit D, to the Paying Agent by any one of the authorized officers of the Township, to pay the costs of the Capital Project or other eligible Capital Project costs. Proceeds of the Note remaining on deposit in the Project Fund upon completion of the Capital Project shall, upon the advice of and as directed by Bond Counsel, be either (i) transferred to the Sinking Fund and used by the



Township to pay debt service on the Note, or (ii) used by the Township to optionally redeem the Note, as appropriate, pursuant to the redemption provisions of this Ordinance.

**Section 13. Subsidy Agreement.** The Township shall enter into a Second Amendment to that Subsidy Agreement dated April 5, 2018, as amended by that First Amendment to Subsidy Agreement dated as of January 14, 2021 (collectively, the “Subsidy Agreement”) with the Authority, with respect to the Note. The Subsidy Agreement shall provide that the Authority shall periodically pay certain sums to the Township, derived from the receipts and revenues of the Authority related to the sewer system, for application toward the payment of the debt service on the Note.

The Proper Officers and the Secretary-Manager of the Township are hereby authorized and directed to execute, to attest and deliver the Subsidy Agreement in such form as shall be acceptable to such officers with the advice of the Township Solicitor and Bond Counsel for the Township, the execution, attestation and delivery of the Subsidy Agreement by such officers to constitute conclusive evidence of such approval.

**Section 14. Appointment of Bond Counsel and Municipal Advisor.** The Township hereby ratifies and confirms the appointments of McNees Wallace & Nurick LLC, Harrisburg, Pennsylvania, as bond counsel for the Note, and Concord Public Financial Advisors, Inc., Lancaster, Pennsylvania, as municipal advisor to the Township.

**Section 15. Incidental Actions.** The proper officers of the Township are hereby authorized, directed and empowered on behalf of the Township to execute any and all papers and documents and to do or cause to be done any and all acts and things necessary or proper for the carrying out of the provisions of this Ordinance, and the issuance and delivery of the Note.

**Section 16. Payment of Issuance Costs.** The proper officers of the Township are hereby authorized and directed to pay the costs of issuing the Note at the time of delivery of the Note to the Purchaser, such costs being estimated in the proposal attached hereto.

**Section 17. Rescinding Inconsistent Ordinances.** All ordinances or parts of ordinances inconsistent herewith be and the same hereby are rescinded, cancelled and annulled.

**Section 18. Severability.** In the case any one or more of the provisions of this Ordinance shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this Ordinance, and this Ordinance shall be construed and enforced as if such illegal or invalid provisions had not been contained herein.

**Section 19. Effective Date.** This Ordinance shall become effective on the earliest date permitted by the Act.

I HEREBY CERTIFY that the foregoing is a true and correct copy of an Ordinance duly enacted by the affirmative vote of a majority of the members of the Governing Body of the Township, at a public meeting held the 25<sup>th</sup> day of May, 2022; that proper notice of such meeting was duly given as required by law; and that said Ordinance has been duly entered upon the Minutes of said Governing Body, showing how each member voted thereon.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Township this 25<sup>th</sup> day of May, 2022.

---

David Pribulka, Secretary-Manager

(TOWNSHIP SEAL)

**EXHIBIT A**

**FORM OF NOTE**

**UNITED STATES OF AMERICA  
COMMONWEALTH OF PENNSYLVANIA  
TOWNSHIP OF SUSQUEHANNA, DAUPHIN COUNTY, PENNSYLVANIA  
GENERAL OBLIGATION NOTE, SERIES OF 2022**

INTEREST  
RATE  
%

DATE  
OF ISSUANCE  
\_\_\_\_\_, 2022

MATURITY  
DATE

PURCHASER: \_\_\_\_\_

PRINCIPAL AMOUNT: TEN MILLION AND 00/100 DOLLARS (\$10,000,000)

The Township of Susquehanna, Dauphin County, Pennsylvania (the “Township”), existing under the laws of the Commonwealth of Pennsylvania, for value received, hereby acknowledges itself indebted and promises to pay to \_\_\_\_\_ (the “Bank” or “Holder”), or registered assigns, in installments, on the dates and in the amounts set forth on Schedule A, in any coin or currency of the United States of America which, at the time of payment, is legal tender for the payment of public and private debts.

The debt of which this Note is evidence is non-electoral debt pursuant to the Pennsylvania Local Government Unit Debt Act, 53 Pa. Cons. Stat. §8001 *et seq.*, as amended (the “Act”). The issuance and sale of this Note to the Purchaser at private sale by invitation has been found and determined by the Township, on the basis of all information available, to be in the best financial interest of the Township.

This Note shall bear interest from the Date of Issuance of this Note on the unpaid balance of principal, payable semiannually on the first (1<sup>st</sup>) day of April and October of each year, commencing April 1, 2023, and at maturity or earlier payment, at (i) a fixed rate of interest equal to \_\_\_% per annum, from the date of its issuance through and including \_\_\_\_\_, 20\_\_\_\_ (the “Initial Reset Date”), and (ii) a variable rate of interest equal to \_\_\_\_\_ from the Initial Reset Date through and including October 1, 2042 (the “Maturity Date”). In no event shall the rate of interest on this Note exceed 3.75%.

The interest rate referenced in this Note shall be computed on the basis of a three hundred sixty (360) day year comprised of twelve (12) thirty (30) day months.

Proceeds from this Note shall be available to the Township on a draw down basis through and including June 1, 2025, as follows:

(a) On the date hereof, a portion of the proceeds of the Note in the amount of \$ \_\_\_\_\_ (the “Initial Advance”) shall be advanced to the Paying Agent and shall be deposited by the Paying Agent in the Project Fund created under the terms of the Ordinance of the Township duly enacted on May 25, 2022 (the “Ordinance”) (all capitalized terms used herein and not otherwise defined shall have the meanings given such terms in the Ordinance), and the Paying Agent shall make the payments and deposits as set forth in the Closing Receipt pursuant to Section 12 of the Ordinance.

(b) After the date hereof, at any time and from time to time through and including June 1, 2025, upon requisition of the Authority, the Bank shall make advances to the Paying Agent for deposit in the Project Fund to be applied to pay costs of the Capital Project. The principal or redemption price of this Note shall be payable upon surrender thereof when due in lawful money of the United States of America at the designated office of the Bank, or the designated office of any additional or appointed alternate or successor paying agent or agents (in such capacity, the “Paying Agent”). If the Paying Agent shall be the holder of this Note, payment of any part of the principal of and interest on this Note by or on behalf of the Township shall be valid and effective to satisfy and discharge fully the obligations of the Township or its paying agent, with respect to such payments of principal and interest. Surrender of this Note shall not be required in order for the holder of this Note to receive payment of principal of and interest on this Note, except final payment thereof on the final maturity shall be made only upon complete surrender hereof to the Paying Agent.

If the date for payment of the principal of or interest on this Note shall be a Saturday, Sunday, legal holiday or on a day on which banking institutions in the Commonwealth of Pennsylvania are authorized or required by law to close, then the date for payment of such principal or interest shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which banking institutions are authorized or required to close, and payment on such date shall have the same force and effect as if made on the nominal date established for such payment.

The principal amount of the Note shall be subject to prepayment prior to maturity, at the option of the Township, as a whole or, from time to time, in part, on any date, upon payment of the principal amount to be redeemed together with accrued interest thereon to the date fixed for prepayment and without any premium or penalty. Any partial prepayment of principal may be credited against such stated installments of principal on this Note as the Township may designate in writing to the Bank at the time of prepayment; otherwise, a partial prepayment shall be applied against the principal installments last, by date, due and payable.

The appropriate officer of the Township shall deposit money sufficient for the payment of the principal of and interest on this Note into a sinking fund before the date of each such payment of principal or interest. Such sinking fund, known as the “Sinking Fund – Township of Susquehanna – Series of 2022,” has been established at the office of the Paying Agent at which this Note is payable.

This Note, immediately upon execution and delivery hereof by the Township, shall be registered, both as to principal and interest, in the name of the owner, on records of the Township to be kept for that purpose by the Paying Agent, as paying agent, such registration to

be noted hereon by a duly authorized representative of the paying agent on the attached Certificate of Registration. After such registration, no transfer hereof shall be valid unless made by the holder hereof in person, or by a duly authorized attorney, and similarly noted upon the attached Certificate of Registration. Rights of any holder hereof, subsequent to the initial holder hereof, shall not exceed rights of the predecessor holder hereof.

This Note is issued in accordance with the provisions of the Act and by virtue of the Ordinance, and the sworn statement of the duly authorized officers of the Township as appears on record in the office of the Pennsylvania Department of Community and Economic Development, Harrisburg, Pennsylvania. It is hereby certified and recited that all conditions, acts, and things required to exist, to have been performed and to have happened precedent to and in connection with the issuance of this Note do exist, have been performed and have happened and that this Note is within every debt and other limitation prescribed by law.

It is covenanted with the holder this Note that the Township shall (i) include the amount of the debt service for each fiscal year in which the sums are payable in its budget for that year, (ii) appropriate those amounts from its general revenues for the payment of debt service, and (iii) duly and punctually pay or cause to be paid from its sinking fund or any other of its revenues or funds the principal hereof and the interest on this Note at the dates and places and in the manner stated in this Note, according to the true intent and meaning thereof. For such budgeting, appropriation and payment, the Township pledges its full faith, credit and taxing power. As provided in the Act, this covenant shall be specifically enforceable; subject, however, as to the enforceability of remedies to any applicable bankruptcy, insolvency, moratorium or other laws or equitable principles affecting the enforcement of creditors' rights generally.

The obligation of the Township to make payments of principal of and interest on the Note shall be absolute and unconditional, not subject to off-set or defense for any reason.

This Note may be transferred only in accordance with the provisions of the Ordinance.

No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this Note or the Ordinance shall constitute a consent or waiver to or of any other breach or default in the performance of the same or any other obligation.

This Note is designated as a "qualified tax-exempt obligation," as defined in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

IN WITNESS WHEREOF, the Township has caused this Note to be executed in the Township's name and on its behalf by the manual or facsimile signature of its President or Vice President and its corporate seal (or a facsimile thereof) to be affixed, imprinted, engraved or otherwise reproduced hereon, and attested by the manual or facsimile signature of its Secretary-Manager, all as of the Date of Issuance.

Attest:

TOWNSHIP OF SUSQUEHANNA  
Dauphin County, Pennsylvania

\_\_\_\_\_  
Secretary-Manager

By: \_\_\_\_\_  
(Vice) President

(Township Seal)

**SCHEDULE A**  
(Debt Service Schedule)

**CERTIFICATE OF REGISTRATION**  
**NOTICE: NO WRITING HEREON EXCEPT**  
**BY PAYING AGENT ON BEHALF OF THE TOWNSHIP**

It is hereby certified that the foregoing Note is registered as to principal and interest as follows:

<u>Name of Registered Owner</u>	<u>Address of Registered Owner</u>	<u>Date of Registration</u>	<u>Paying Agent's Authorized Signature</u>



**ASSIGNMENT**

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto

PLEASE INSERT SOCIAL SECURITY OR EMPLOYER  
IDENTIFICATION NUMBER OF ASSIGNEE

\_\_\_\_\_

\_\_\_\_\_ the  
within Note and all rights thereunder, and hereby irrevocably constitutes and appoints

\_\_\_\_\_ attorney to  
transfer said Note on the books of the within named Paying Agent, with full power of  
substitution in the premises.

Dated: \_\_\_\_\_

Notice: This signature on this Assignment must correspond with the name as it appears on the  
Paying Agent's Certificate of Registration in every particular, without alteration or any change  
whatsoever.

**EXHIBIT B**

**PRINCIPAL PAYMENT SCHEDULE**

<b>Maturity Date</b>	<b>Principal Amount</b>
October 1, 2024	
October 1, 2025	
October 1, 2026	
October 1, 2027	
October 1, 2028	
October 1, 2029	
October 1, 2030	
October 1, 2031	
October 1, 2032	
October 1, 2033	
October 1, 2034	
October 1, 2035	
October 1, 2036	
October 1, 2037	
October 1, 2038	
October 1, 2039	
October 1, 2040	
October 1, 2041	
October 1, 2042	

**EXHIBIT C**

**ANNUAL AMOUNTS APPROPRIATED TO SINKING FUND**

<u>Year</u>	<u>Amount</u>
2023	
2024	
2025	
2026	
2027	
2028	
2029	
2030	
2031	
2032	
2033	
2034	
2035	
2036	
2037	
2038	
2039	
2040	
2041	
2042	

**EXHIBIT D**

**FORM OF REQUISITION**

Township of Susquehanna  
1900 Linglestown Road  
Harrisburg, Pennsylvania

RE: Requisition No. \_\_

On behalf of the Susquehanna Township Authority (the “Authority”), I, the undersigned duly authorized officer of the Authority, hereby request that you advance funds from the Township of Susquehanna – 2022 Capital Project Fund of the Township of Susquehanna (the “Township”) established pursuant to and in accordance with the Ordinance of the Township duly enacted on May 25, 2022, as delivered in connection with the issuance by the Township of its General Obligation Note, Series of 2022, in the following amounts to the following named persons:

<u>Payee</u>	<u>Amount</u>
[Complete]	[Complete]

TOTAL: \$ \_\_\_\_\_

I hereby certify as follows:

1. The nature of the property and amount of the costs of the Capital Project, as such term is defined in the Ordinance, covered by this Requisition are described herein.
2. The amounts requisitioned hereunder (a) are for costs of Capital Project which have not been the basis of a prior or contemporaneous requisition; and (b) are for equipment or other property actually supplied for the Capital Project.
3. The equipment or other property covered by this Requisition have been delivered to the Authority and are in accordance in all material respects with all applicable rules and regulations, all applicable grant, reimbursement and insurance requirements; and all permits, licenses and approvals required for the items covered by this Requisition have been obtained.

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

SUSQUEHANNA TOWNSHIP AUTHORITY,  
DAUPHIN COUNTY, PENNSYLVANIA

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

**RESOLUTION NO. 2022-R-12**

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 230 SHELL STREET, HARRISBURG, PENNSYLVANIA 17109.**

**WHEREAS**, the Board of Commissioners of Susquehanna Township intends to establish a reserved ADA accessible parking space located at 230 Shell Street, Harrisburg, PA 17109; and

**WHEREAS**, Chapter 15, Motor Vehicles; Part 4, General Parking Regulations; Section 15-403A, Establishment of Restricted Parking for Handicapped Persons or Severely Disabled Veterans requires that any individual requesting the installation of a reserved on-street ADA accessible parking space pursuant to 75 Pa. C.S.A. § 3354(d) to make application to Susquehanna Township on an official application form provided by the Township; and

**WHEREAS**, an application for a reserved on-street ADA accessible parking space has been submitted by a resident of Susquehanna Township; and

**WHEREAS**, within ninety (90) days of the date of submission of an application pursuant to Chapter 15, Part 4, Section 403A of the Code of Ordinances, the Chief of Police and Township Manager have investigated the request and submitted a recommendation to the Board of Commissioners; and

**WHEREAS**, a traffic study conducted by the Township has demonstrated that the installation of an on-street ADA accessible parking space located at 230 Shell Street is appropriate and warranted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Susquehanna Township, as follows:

1. An on-street ADA accessible parking space is established in accordance with Section 15-403A of the Susquehanna Township Code of Ordinances at property located at 230 Shell Street, Harrisburg, PA 17109; and
2. The Township shall erect or place such signage or other markings as shall be necessary to establish the reserved parking zone; and
3. The reserved parking zone shall be established upon adoption of this Resolution.

**BE IT, AND THE SAME IS HEREBY RESOLVED**, this 25<sup>th</sup> day of May 2022.

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

---

Frank Lynch, President

**ATTEST:**

---

David Pribulka, Secretary



## **SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT**

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

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

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

**SUBJECT: Handicapped Parking Spot at 230 Shell Street**

**DATE: 16 May 2022**

Attached is a traffic study for a handicapped parking space at 230 Shell Street.

The recommendation is to place a handicapped parking spot at that location. I concur.

**To: Captain Jason Reber**

**From: Sgt Rich Adams**

**Reference: Shell Street handicapped parking space study**

**Date: May 10, 2022**

Timothy Shelley from 230 Shell Street applied for a handicapped person/disabled veteran parking space in front of his residence. Shelley advised he is 100% service-connected disabled and attached a Department of Veterans Affairs which confirmed his disability. Shelley was already issued a Pennsylvania Department of Transportation person with disability placard for his vehicle. There is no question as to his disability status.

Shelley's residence is the lone residence on that block of Shell Street which runs in an east/west direction. The residence sits on the north side of the street and is directly across from Kauffman Little League baseball field. The speed limit on the street is 25 mph and I found no crashes pertinent to the location. The front of Shelley's driveway (and 15 feet on both sides of its entrance) is already posted as a no parking zone. Any handicapped parking space would have to be placed adjacent to the no parking zone.

I checked the sight distance looking east towards Rustic Drive and found that there is 140 feet of unobstructed view to the intersection. There are no other residences, driveways or other landmarks that impede the sight distance. It does not appear that there is anything to prohibit the safe placement a handicapped parking space in front of the residence.

It is my recommendation that a handicapped parking space be placed in front of 230 Shell Street. This space should be attached to the east side of the above mentioned no parking zone. The handicapped space will require sign placement and line painting by the township highway department. I attached four pictures of the residence and street for reference.

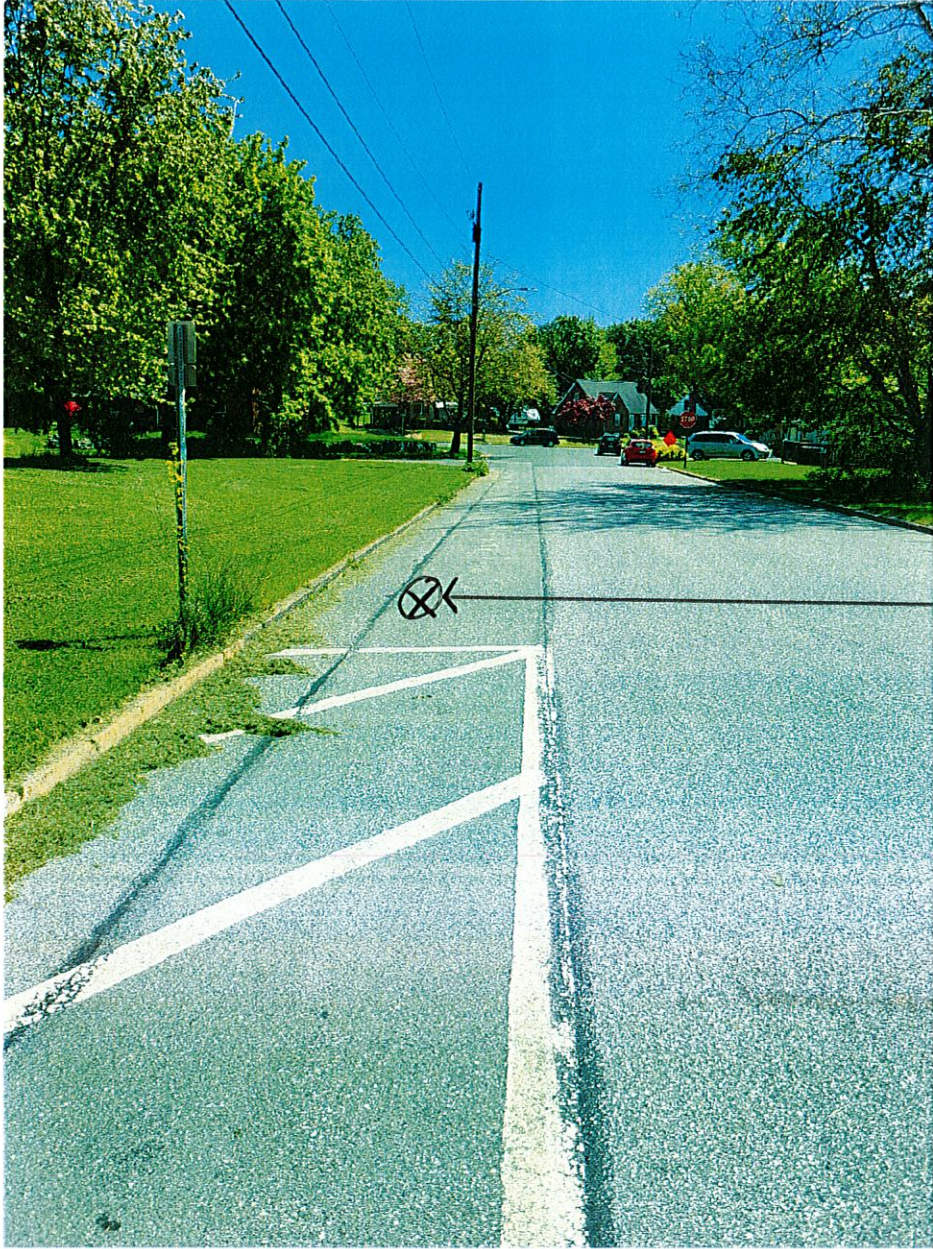
A handwritten signature in black ink, appearing to read "RA" with "502" written below it.





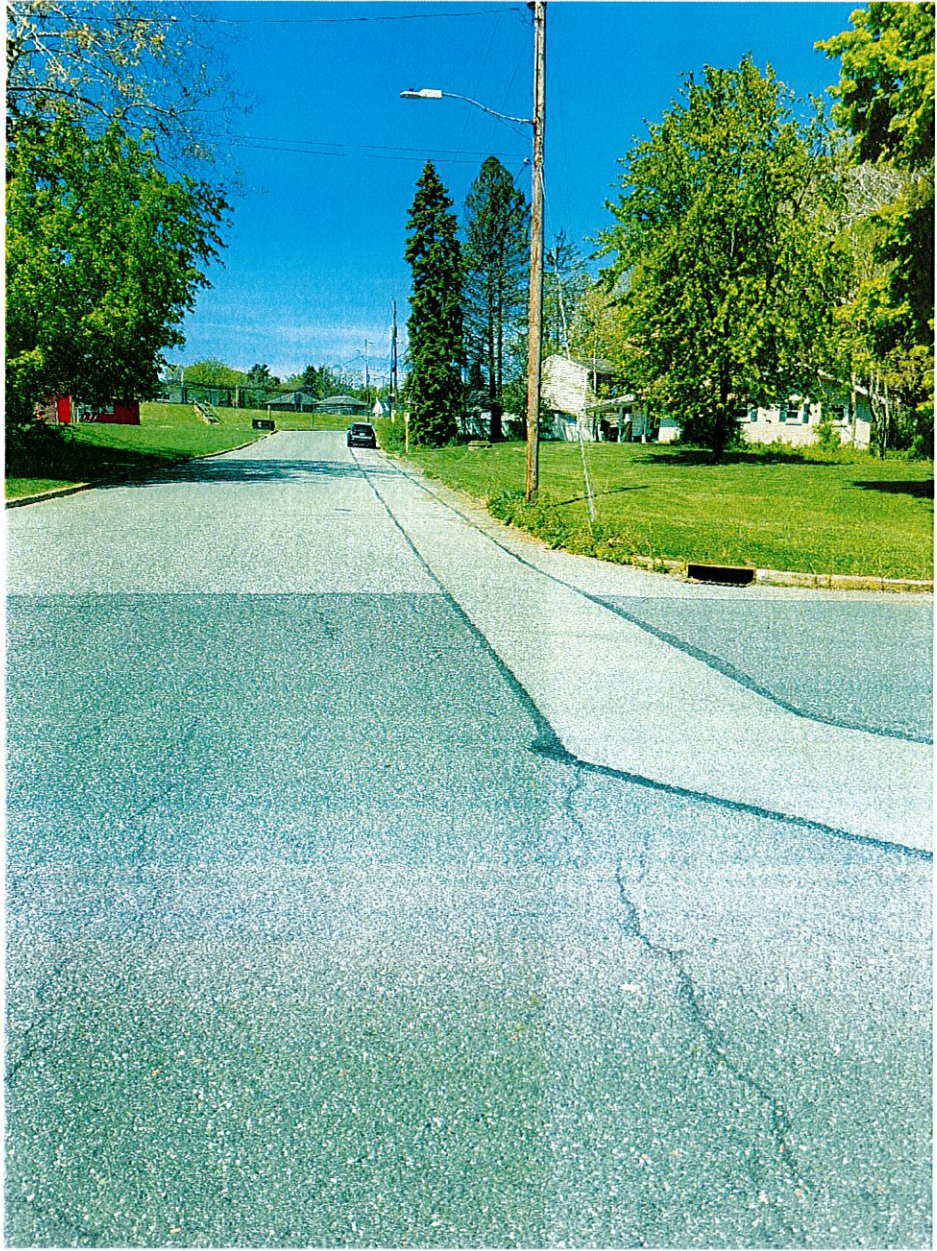






PARKING SPACE  
PLACEMENT







SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT

1900 Linglestown Road

Harrisburg, PA 17110

(717) 652-8265 -- fax (717) 652-5628

Application for Restricted Parking for Handicap Persons or Severely Disabled Vets

List Person with Disability Name and Address

Last Name Shelley First Timothy Middle Allan  
Address 230 Shell St City Harrisburg State PA Zip 17109  
Telephone Number 717-329-5213

Where you request sign to be erected

Near Entrance TO Driveway

Handicap Placard Number or Handicap License Plate Number D47542P\* License Plate Ordered

Disability Applicant suffers Mobility-100% VA Service-Connected Disabled

Family Doctor's Name and Phone number I've included copy of VA 100% Letter

Eligibility Requirements

1. The applicant must possess a valid handicap person license plate under the regulations issued by the Pennsylvania Department of Transportation.
2. No more than one handicapped parking space shall be provided to any one individual within the corporate limits of Susquehanna Township.
3. No more than one handicapped parking space shall be provided per dwelling unit within the corporate limits of Susquehanna Township.
4. No handicapped parking space shall be provided for a location if there exists a reasonable accessible and practicable off-street parking to serve such location, or if providing such a handicapped parking space would create an unsafe condition. *Note: From APRIL through October, due to Baseball Soccer seasons, Street Parking is PACKED! Often making Exiting my Driveway Difficult and sometimes IMPOSSIBLE.*
5. The applicant must have a physical impairment or other condition, which restricts ambulation to a degree, which makes it unreasonably hazardous or unreasonably difficult for the applicant to travel between the residence of the applicant and a vehicle parked at any location other than, that which is closest to the residence of the applicant.
6. The applicant must establish that the physical impairment or other condition, which restricts ambulation, will continue for a period of not fewer than six (6) consecutive months.
7. The applicant must reside in a residential district.
8. Any reserved parking space established pursuant to this ordinance shall be eliminated in the event that changed circumstances cause any one of the criteria to no longer be satisfied.

Applicant shall pay a non-refundable fee of Ten Dollars (\$10.00) at time of application. Prior to erection or placement of sign or other markings that shall be necessary to establish the reserved parking zone, the applicant shall pay Ninety Dollars (\$90.00) to Susquehanna Township reimbursement for the cost of investigating the application and for the cost of providing materials and labor or erect or place such sign or other markings.

Please complete form and return to the Police Department at the above address.

## FACILITY RESERVATION INFORMATION

1. **Full payment of Fees & Deposit must be received with this application in order for the Rental Request to be considered. ALL RENTALS ARE FIRST COME, FIRST SERVED.**
2. Phone reservations are not accepted.
3. Checks may be made payable to "Susquehanna Township Parks & Recreation."
4. **Two separate checks are required to rent a facility.** One is for the rental fee. The other is for a \$50.00 Deposit to ensure that the facility is kept in good condition and the rules are followed. Payment for Deposit must be by check, money order, or cash. Fee Payment(s) may be made by check, money order, cash, or credit card. Credit card payments are subject to a 3% transaction fee.
5. The \$50.00 Deposit will be returned after the rental as long as no damages are incurred and the Park Rules & Regulations are followed. Violation of the rules will result in forfeiture of the deposit.
6. NO ALCOHOL is permitted in our parks, regardless of the age of the individual drinking it.
7. ***If request is received within 5 business days of the event date, the Deposit and Rental fees must be paid in cash.*** Applicants are encouraged to submit their requests at least 2 weeks prior to the desired rental date.
8. **Facility rental is NOT guaranteed until you receive a signed Rental Permit.**
9. An Approved Rental Permit guarantees the **use of that space only** and shall not affect the use of the adjacent park facilities by the general public. There is no guarantee you will have use of all park facilities.
10. All recreation facility users come directly under the jurisdiction of the Susquehanna Township Police Department. The Township Commissioners reserve the right to disapprove an application that they feel will unreasonably interfere with other activities or with the general good of the Township, and/or any affected citizen, including the normal conduct and use of Township parks and facilities.
11. **Park Hours** in all parks are Dawn to Dusk. All rentals must be finished before dusk. Parks are open between April and October yearly, depending upon weather.
12. Use of fields may be subject to special conditions.
13. All concessions must have the written permission of the Township Manager. Any temporary additions to the park such as pony rides, tents, etc are not permitted due to possible damage incurred to park facilities.
14. Catering is allowed if approved by Recreation Director. Lessee must provide a copy of the caterer's food license. If special equipment (i.e. cookers, gas grills, pig roasters, etc) is to be used onsite, lessee must provide proof of the caterer's liability insurance with Susquehanna Township listed as co-insured. The wording on the insurance certificate should be "Susquehanna Township is listed as an additional insured with respect to General Liability." ***Proof must be provided in advance of the rental.***
15. **Cancellations made less than 2 weeks before rental are not eligible for refund,** unless weather is a definite factor. Refunds *may* be granted in cases of inclement weather, at the discretion of the Recreation Director.
16. **The Parks and Recreation Department must be notified in advance of any cancellations, for whatever reason. Refunds will not be granted if the rental has already begun.** The Department office (717-909-9228) is open Monday through Friday from 8:30am to 5:00pm. We are not open on the weekends. Outside of these office hours, please contact the Park Ranger as indicated on the bottom of the Rental Permit.

**RESOLUTION NO. 2022-R-13**

**A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA  
ADOPTING RULES AND REGULATIONS FOR SUSQUEHANNA TOWNSHIP PARKS**

**BE IT RESOLVED** that the Susquehanna Township Board of Commissioners does hereby establish rules and regulations for Susquehanna Township Parks, attached hereto as Exhibit "A" and made part of this Resolution.

**BE IT, AND THE SAME IS HEREBY RESOLVED**, this 25<sup>th</sup> day of May 2022.

**SUSQUEHANNA TOWNSHIP  
BOARD OF COMMISSIONERS**

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Frank Lynch, President

**ATTEST:**

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David Pribulka, Secretary

## **PARK RULES AND REGULATIONS/FACILITY RENTAL INFORMATION**

- 1. Full payment of Fees & Deposit must be received with this application in order for the Rental Request to be considered. ALL RENTALS ARE FIRST COME, FIRST SERVED.**
- Reservations can be made over the phone or online at [susquehannatwp.com](http://susquehannatwp.com). If a reservation is made over the phone a credit card must be used for the entire payment and deposit.
- The \$50.00 Deposit will be returned after the rental as long as no damages are incurred, and the Park Rules & Regulations are followed. Violation of the rules will result in forfeiture of the deposit.
- NO ALCOHOL is permitted in our parks, regardless of the age of the individual drinking it.
- If request is received within 5 business days of the event date, the Deposit and Rental fees must be paid in cash or with credit card.***
- Facility rental is NOT guaranteed until you receive a Rental Permit.**
- An Approved Rental Permit guarantees the **use of that space only** and shall not affect the use of the adjacent park facilities by the general public. There is no guarantee you will have use of all park facilities.
- All recreation facility users come directly under the jurisdiction of the Susquehanna Township Police Department. The Township Commissioners reserve the right to disapprove an application that they feel will unreasonably interfere with other activities or with the general good of the Township, and/or any affected citizen, including the normal conduct and use of Township parks and facilities.
- Park Hours** in all parks are Dawn to Dusk. All rentals must be finished before dusk. Park pavilions are open between April and October yearly, depending upon weather.
- Use of fields may be subject to special conditions.
- All concessions must have the written permission of the Parks and Recreation Director. Any temporary additions to the park such as pony rides, tents, inflatable moon bounces, rides, carnival type games, and slides, etc. are not permitted due to possible damage incurred to park facilities and liability.
- Catering is allowed if approved by Recreation Director. Lessee must provide a copy of the caterer's food license. If special equipment (i.e. cookers, gas grills, pig roasters, etc) is to be used onsite, lessee must provide proof of the caterer's liability insurance with Susquehanna Township listed as co-insured. The wording on the insurance certificate should be "Susquehanna Township is listed as an additional insured with respect to General Liability." ***Proof must be provided in advance of the rental.***
- Cancellations made less than 5 Business days before rental are not eligible for refund unless** weather is a definite factor. Refunds *may* be granted in cases of inclement weather, at the discretion of the Recreation Director.
- The Parks and Recreation Department must be notified in advance of any cancellations, for whatever reason. Refunds will not be granted if the rental has already begun.** The Department office phone is 717-909-9278 and email [stprinfo@susquehannatwp.com](mailto:stprinfo@susquehannatwp.com). The office is open Monday through Friday from 8:30am to 5:00pm. We are not open on the weekends.

May 20, 2022

To: David Pribulka, Township Manager

From: Douglas W. Knauss, Parks and Recreation Director

RE: Playground Recommendations

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The Township has received a grant in the amount of \$150,000 from DCED as part of the Local Share Grant program, \$120,000 of that grant was allocated for the installation of two new playgrounds at Donald Stabler Memorial Park and Edgemont Community Park.

The Stabler Park 5–12-year-old playground was installed in 1998 and the 2–5-year-old structure was installed in 2001. These structures have now reached the end of their life expectancy and are showing significant wear from use. The Edgemont 5–12-year-old playground structure was installed in 1998 and has also reached its useful life expectancy showing major wear from use.

The Recreation Advisory Committee has looked at two designs and are recommending structures from Playworld to be installed at both parks. The RAC also received quotes from Little Tykes and due to manufacturing delays, they are not expected to be able to ship and product until November of 2022 and the cost of the product was more expensive.

Below is the price comparison of each of the playgrounds including installation, the only remaining items is the Township would pay for the installation of the wood carpet at both playground sites, and at Edgemont Park the township will need to ensure ADA access to the park, and we have asked HRG for a proposal to do the design ADA access to the playground from the parking lot.

**Little Tykes**

**Playworld**

Stabler Equipment and Install				Stabler Equipment and Install				
\$136,150.41				\$89,762				
Edgemont Equipment and Install				Edgemont Equipment and Install				
\$ 67,829.20				\$70,522				
\$ 203,979.61	Total			\$160,284	Total			
\$120,000	Grant			\$120,000	Grant			
	From Developers Recreation fund				From Developers Recreation fund			
\$ 83,979.61				\$40,284				

Attached are renderings of the new playground designs, note that the color pallets for the playgrounds are still being selected. The Recreation Advisory Committee and staff are recommending the purchase and installation of the playgrounds through Playworld.









 **PLAYWORLD**<sup>®</sup>  
The world needs play.<sup>®</sup>



George  
**Ely**  
**ASSOCIATES** INC.  
Athletic, Park, & Playground Equipment



# Susquehanna Shade Tree Removal Assistance Program Guidelines - DRAFT

## **PROGRAM DESCRIPTION**

As the Township ages, so do the shade trees that line the neighborhoods of Susquehanna Township. Many of these trees are dying and have falling limbs. Their root systems have expanded past the sidewalk, causing lifting or disrepair of the concrete sidewalks. However, removing these large trees can be expensive to the property owner, and the Township recognizes that requiring their removal can place a significant strain on household income. Damage from the dying trees impacts their neighbors and the Township streets' safety, leaving the Public Works Department responsible for cleanup of the streets. The Susquehanna Township Shade Tree Assistance Program is hereby established to ensure that all dead or hazard trees requiring removal are promptly removed by providing financial assistance to certain qualified property owners.

## **INCOME ELIGIBILITY**

Assistance is available to low-income residential property owners at or below 150% of the Federal Income Poverty Guideline. To determine eligibility, please reference the current guidelines published by the United States Department of Health and Human Services.

To verify income eligibility, Susquehanna Township will accept any of the following documents as part of the application packet confirming enrollment in *at least one* of the following programs:

1. Low-Income Home Energy Assistance Program (LIHEAP)
2. Supplemental Nutrition Assistance Program (SNAP)
3. UGI Assistance Program
4. PPL Electric Assistance Program
5. Free and Reduced Lunch Program
6. Other forms of documentation may be accepted at the sole discretion of the Township Manager.

## **FUNDING OPTIONS**

1. The Public Works Department may remove hazardous tree(s) once a resident qualifies for assistance. It shall be the responsibility of the Public Works Director to determine whether a tree can be removed using in-house staff and equipment. The determination will be made based on his or her assessment of the capacity, expertise, and equipment availability needed to remove the tree.
2. The Township shall contract with a certified tree removal contractor to complete the work. If a

property owner qualifies for assistance, the contractor to remove the hazardous tree(s). The Township reserves exclusive right to hire a contractor or multiple contractors to perform the service(s) in accordance with all applicable procurement guidelines and statutes.

### **GENERAL CRITERIA**

In addition to meeting income eligibility criteria as described above, the following guidelines shall also apply to property owners seeking assistance through this program:

1. Applications will be reviewed on a “first come, first served” basis. Each year, the Board of Commissioners will consider an appropriation into the Shade Tree Assistance Program to fund expenses associated with qualified tree removal per the provisions specified herein. Once the amount of allocated funding is utilized, no additional assistance to property owners will be available in the applicable fiscal year. Funds available for the program shall not accrue year to year, and must be reauthorized in each budget cycle. The Board of Commissioners retains the sole right to determine whether and how much funding is made available for this program in each fiscal year. Refusal of the Board to appropriate funding for this Program in a fiscal year does not necessarily mean the Program will not be funded in future years.
2. Only Susquehanna Township owner-occupied property owners who qualify are eligible to participate.
3. Property owners may only apply for one grant for one property in a calendar year.
4. Shade Tree Applications must be received and approved by the Township before the work begins.
5. Grant funds can cover the cost of replacement shade trees if:
  - a. A Shade Tree Permit is obtained in advance of removing a shade tree,
  - b. the removal is approved by the Township Shade Tree Commission,
  - c. or if the shade tree was destroyed by events not in the property owner's control.

### **APPLICATION PROCESS**

1. Property owners must obtain an Assistance Request form and a Shade Tree Application from the Community & Economic Department of Susquehanna Township located at 1900 Linglestown Road and submit their completed application to the Township for review.
2. Upon verification of income eligibility, the Shade Tree Application will be forwarded to the Shade Tree Commission for review and approval. Staff will provide a recommendation to the Shade Tree Commission based solely on the qualifications established by this Program.
3. If approved, the Public Works Director is notified, and the tree removal will be scheduled.

4. Applicants shall allow 20 business days for application review.

#### **MISCELLANEOUS PROVISIONS**

1. Appeals. Due to the objective qualification parameters established by this Program, decisions of the Shade Tree Commission are to be considered binding and not subject to appeal. However, if the Shade Tree Commission is alleged to have denied an application despite it being qualified per this Program, and there are sufficient funds available to complete the work based on the order in which the application was received, an appeal may be filed with the Board of Commissioners by submitting a letter of appeal to the Township Manager within fifteen (15) calendar days of the denial of the application by the Shade Tree Commission. Refusal to accept an income eligibility document for cause shall not be eligible for appeal.
2. Applicants to agree to indemnify, or hold harmless, Susquehanna Township from any liability incurred as a result of the implementation and administration of this Program. The Township shall ensure that all contractors performing tree removal services in accordance with this Program are properly insured and provide evidence of adequate coverage to the Township.
3. Only shade trees located within the public right-of-way, whose condition has been assessed by the Township to necessitate their removal, shall qualify for consideration under this Program. A property owner who believes his or her street tree(s) may be hazardous to the public health, safety, and welfare may submit an assessment conducted by a qualified arborist at their expense to the Township for consideration. If the Township concurs with the assessment, despite not having notified the property owner of the requirement to remove a tree, it may be acceptable for consideration under this Program.
4. It is the exclusive right of Susquehanna Township to obligate a property owner to remove a tree that has been determined to be a public hazard. Failure to be accepted into this Program for financial assistance shall not absolve a property owner of the requirement to remove a tree. If an application is denied, pending appeal, the property owner shall be solely responsible for the removal of the tree(s), and subject to all relevant penalties and enforcement action allowable by law.
5. The Susquehanna Township Board of Commissioners reserves the right to amend the guidelines established by this Program based on its assessment of the best interests of the Township. The Board shall make every effort to consult with the Shade Tree Commission prior to enacting any amendments to the Program or the eligibility guidelines described herein.

# Susquehanna Shade Tree Removal Assistance Program Guidelines - DRAFT

## PROGRAM DESCRIPTION

As the Township ages, so do the shade trees that line the neighborhoods of Susquehanna Township. Many of these trees are dying and have falling limbs. Their root systems have expanded past the sidewalk, causing lifting or disrepair of the concrete sidewalks. However, removing these large trees ~~is-can be~~ expensive to the ~~homeowner~~ property owner, and ~~many-the~~ Township recognizes that requiring their removal can place a significant strain on household income. cannot afford to have them removed. Damage from the dying trees impacts their neighbors and the Township streets' safety, leaving the Public Works Department responsible for cleanup of the streets. ~~The Shade Tree Commission proposes a program to assist low-income property owners remove the dead/dying trees from the tree lawn area.~~ The Susquehanna Township Shade Tree Assistance Program is hereby established to ensure that all dead or hazard trees requiring removal are promptly removed by providing financial assistance to certain qualified property owners.

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## INCOME ELIGIBILITY

Assistance is available to low-income residential ~~customers~~ property owners at or below 150% of the Federal Income Poverty Guideline. To determine eligibility, please reference the current guidelines published by the United States Department of Health and Human Services.

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### Household Size Income Limit

1		\$19,140
2		\$25,860
3		\$32,580
4		\$39,300
5		\$46,020
6		\$52,740
7		\$59,460
8		\$66,180

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*For every additional person, add \$6,720.*

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To verify income eligibility, Susquehanna Township will accept any-one of the following documents as part of the application packet confirming enrollment should be attached to the application in at least one of the following programs:



# Susquehanna Shade Tree Removal Assistance Program Guidelines - DRAFT

1. Low-Income Home Energy Assistance Program (LIHEAP) Award Letter
2. Supplemental Nutrition Assistance Program (SNAP) Award Letter
3. UGI Assistance Program Confirmation
4. PPL Electric Assistance Program Confirmation
5. Free and Reduced Lunch Program
6. ~~Other forms of documentation may be accepted. Contact the Township for more information. at the sole discretion of the Township Manager.~~

## FUNDING OPTIONS

~~1. The Township can shall hire contract with a certified tree removal contractor to complete tree removalthe work. If a resident property owner qualifies for assistance, the Township would utilize the contractor to remove the hazardous tree(s). The Township reserves exclusive right to hire a contractor or multiple contractors to perform the service(s) in accordance with all applicable procurement guidelines and statutes. This setup would be similar to how we utilize a contractor for sewer repairs or residential high grass/weeds lawn care. The Township would have set pricing for tree removal and stump grinding. If desired, the program could be expanded to moderate income residents who would share in the cost of tree removal, up to a 50/50 cost split.~~

~~1. The Public Works Department can may remove the hazardous tree(s) once a resident qualifies for assistance. Additional equipment is needed to be able to perform this task efficiently. It shall be the responsibility of the Public Works Director to determine whether a tree can be removed using in-house staff and equipment. The determination will be made based on his or her assessment of the capacity, expertise, and equipment availability needed to remove the tree. Director Spriggs estimates approximately \$525,000 would be needed to pay for a woodchipper (\$75,000), a forestry truck — 75' range (\$165,000), a crane truck (\$215,000), and a stump grinder (\$70,000). This estimate is for brand new equipment. Used equipment may be available for purchase at a lower price. The equipment could be used for other projects throughout the Township, not just the tree removal program.~~

~~2.~~

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# Susquehanna Shade Tree Removal Assistance Program Guidelines - DRAFT

## GENERAL CRITERIA

In addition to meeting income eligibility criteria as described above, the following guidelines shall also apply to property owners seeking assistance through this program;

1. Applications will be reviewed on a "first come, first served" basis. Each year, the Board of Commissioners will consider an appropriation into the Shade Tree Assistance Program to fund expenses associated with qualified tree removal per the provisions specified herein. Once the amount of allocated funding is utilized, no additional assistance to property owners will be available in the applicable fiscal year. Funds available for the program shall not accrue year to year, and must be reauthorized in each budget cycle. The Board of Commissioners retains the sole right to determine whether and how much funding is made available for this program in each fiscal year. Refusal of the Board to appropriate funding for this Program in a fiscal year does not necessarily mean the Program will not be funded in future years.

2. Only Susquehanna Township owner-occupied property owners who qualify are eligible to participate.

3. Property owners may only apply for one grant for one property in a calendar year.

4. Shade Tree Applications must be received and approved by the Township before the work begins.

5. Grant funds can cover the cost of replacement shade trees if:

- a. A Shade Tree Permit is obtained in advance of removing a shade tree,
- b. the removal is approved by the Township Shade Tree Commission,
- c. or if the shade tree was destroyed by events not in the property owner's control.

## APPLICATION PROCESS

1. Property owners must obtain an Assistance Request form and a Shade Tree Application from the Community & Economic Department of Susquehanna Township located at 1900 Linglestown Road and submit their completed application to the Township for review.
2. Upon verification of income eligibility, the Shade Tree Application will be forwarded to the Shade Tree Commission for review and approval. Staff will provide a recommendation to the Shade Tree Commission based solely on the qualifications established by this Program.
3. If approved, the Public Works Director is notified, and the work can begin. tree removal will

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## Susquehanna Shade Tree Removal Assistance Program Guidelines - DRAFT

be scheduled.

4. Applicants shall allow 20 business days for application review.

### MISCELLANEOUS PROVISIONS

1. Appeals. Due to the objective qualification parameters established by this Program, decisions of the Shade Tree Commission are to be considered binding and not subject to appeal. However, if the Shade Tree Commission is alleged to have denied an application despite it being qualified per this Program, and there are sufficient funds available to complete the work based on the order in which the application was received, an appeal may be filed with the Board of Commissioners by submitting a letter of appeal to the Township Manager within fifteen (15) calendar days of the denial of the application by the Shade Tree Commission. Refusal to accept an income eligibility document for cause shall not be eligible for appeal.
2. Applicants to agree to indemnify, or hold harmless, Susquehanna Township from any liability incurred as a result of the implementation and administration of this Program. The Township shall ensure that all contractors performing tree removal services in accordance with this Program are properly insured and provide evidence of adequate coverage to the Township.
3. Only shade trees located within the public right-of-way, whose condition has been assessed by the Township to necessitate their removal, shall qualify for consideration under this Program. A property owner who believes his or her street tree(s) may be hazardous to the public health, safety, and welfare may submit an assessment conducted by a qualified arborist at their expense to the Township for consideration. If the Township concurs with the assessment, despite not having notified the property owner of the requirement to remove a tree, it may be acceptable for consideration under this Program.
4. It is the exclusive right of Susquehanna Township to obligate a property owner to remove a tree that has been determined to be a public hazard. Failure to be accepted into this Program for financial assistance shall not absolve a property owner of the requirement to remove a tree. If an application is denied, pending appeal, the property owner shall be solely responsible for the removal of the tree(s), and subject to all relevant penalties and enforcement action allowable by law.
- 4-5. The Susquehanna Township Board of Commissioners reserves the right to amend the guidelines established by this Program based on its assessment of the best interests of the

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Susquehanna Shade Tree Removal Assistance Program Guidelines -  
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Township. The Board shall make every effort to consult with the Shade Tree Commission prior to enacting any amendments to the Program or the eligibility guidelines described herein.

DRAFT

**Shana J. Paige**

4800 - B Lancer St.  
Harrisburg, PA 17109  
H# (717) 635-9854 | C# (717) 497-3104  
[Spaige1@verizon.net](mailto:Spaige1@verizon.net)

Date: May 3, 2022

Re: Front Desk Administrative Assistant

To: Jill Lovett,

I am an experienced administrative and customer service professional, interested in the possibility of employment with Susquehanna Township, for the Front Desk Administrative Assistant position. I am a college graduate with a Bachelor's degree in Communications and an Associate's degree in Business from the University of Phoenix. I have over 32 years of customer service experience and 23 years of administrative experience. I am seeking a position in which I may utilize my skills, education and knowledge gained through my participation in the workforce. I am able to contribute a strong focus on quality and professionalism that utilizes my administrative, customer service, and business knowledge. I have the capability of working in a fast paced environment with the public as well as all levels of staff within an organization. I strive to maintain positive and progressive work ethics, and I enjoy helping people. I am confident that my experience would best serve the needs of the public and staff. Gaps and short-term employment within the past two years are due to the Covid-19 pandemic. I would welcome the opportunity for an interview. Thank you for your consideration.

Best Regards,

Shana J. Paige

# Shana J. Paige

4800 – B Lancer St.

Harrisburg, PA 17109

H# (717) 635-9854 | C# (717) 497-3104

[Spaige1@verizon.net](mailto:Spaige1@verizon.net)

[www.linkedin.com/in/shana-paige](http://www.linkedin.com/in/shana-paige)

## Education

### University of Phoenix: 2007-2011

- Bachelor's of Science in Communications with a Concentration in Culture and Communications
- Associate's of Arts in Business
- GPA: 3.64

## Computer Skills

- Microsoft Word
- Excel
- PowerPoint
- Outlook
- SharePoint

## Administrative Skills

- Administrative
- Receptionist
- Customer Service
- Telecommunications
- Data Entry
- Supply Ordering
- Filing
- Mailings
- Confidentiality
- Utilizing and Maintaining Office Equipment
- Multi-tasking
- Scheduling
- Receiving payments
- Sales
- Incoming/Outgoing Mail
- Preparing & Shipping Packages
- Typing Correspondence
- Meeting Minutes
- Communication
- Organizational

## Professional Experience

Dauphin County Library System – 02/2021-Present (As a substitute)  
**(Public Services Assistant – East Shore Area Library)**

- Checking in/out library materials
- Creating new library memberships
- Working in member's accounts
- Pulling library materials for member holds
- Researching materials and information for members
- Restocking shelves
- Creating displays
- Performing (PIC) Person in Charge responsibilities in absence of Management
- Performing closing duties; balancing of cash drawer, etc.
- General customer service

Chico's FAS, Inc. – 03/2022 - Present

**(Retail Sales Associate)**

- Fashion and accessory sales
- Processing Sales
- Stocking/restocking merchandise
- Creating a presentable boutique and merchandise
- Assisting customers with fashion needs
- General customer service

Norman's Hallmark – 11/2020-07/2021

**(Retail Sales Associate)**

- Processing Sales
- Stocking/restocking merchandise
- Creating a presentable store and merchandise
- General customer service
- Store Cleanliness

JFC Staffing – 06/2020 – 07/2020

**(Receptionist – County Commissioner's Association of PA)**

- Answered and transferred calls
- Gave exceptional customer service
- Assisted staff with various projects
- Assisted guests/delivery people

Sysco of Central PA – 06/2018 – 03/2020

**(Receptionist/Human Resources Department)**

- Answered and transferred calls
- Gave exceptional customer service by assisting and directing guests
- Prepared guest name badges
- Various administrative tasks as needed
- General Customer Service

Chico's FAS, Inc. - 08/2016-09/2018

**(Retail Sales Associate)**

- Fashion and accessory sales
- Processing Sales
- Stocking/restocking merchandise
- Creating a presentable boutique and merchandise
- Assisting customers with fashion needs
- General customer service

AAA Central Penn - 02/2015-07/2016

**(Administrative Assistant-Discoveries Group Travel)**

- Performing administrative and customer service office duties for the Discoveries-Group Travel department
- Answering phones
- Fulfilling brochure requests
- Data Entry
- Preparing travel itineraries
- Preparing meeting minutes
- Supporting Travel Agents with various tasks as needed
- Preparing materials for trip briefings, such as boarding passes, etc.
- Customer service with members
- Ordering supplies
- Operating office equipment
- Sorting and distributing incoming mail/posting outgoing mail
- Filing

NHS Human Services of PA (Merakey) - 06/2002-06/2014

**(Receptionist/Administrative Assistant)**

- Performed administrative and customer service office duties in an agency that provides mental health services and assistance with adoption, foster care and juvenile justice cases
- Answered multi-line phones
- Organized and scheduled meetings/ conference calls
- Conference room and Go-To-Meeting scheduling
- Video equipment scheduling and set-up
- Ordering lunches
- Event RSVP's
- Prepared schedule for company fleet vehicles
- Executed special projects as assigned by senior management such as mailings, spreadsheets, etc.
- Supported hierarchy and all staff by providing administrative support
- Data entry in maintaining corporate visa card tracking, using an excel spreadsheet
- Ordered supplies
- Prepared FedEx mailings
- Arranged equipment maintenance
- Provided assistance to the public by directing them to the appropriate departments / office staff required for issues such as billing, employment inquiries, meetings, etc.
- Posting outgoing mail by operation of postage machine, sorting and distributing incoming mail
- Data entry updating company employee directories

All about Faces/Community Dermatology - 08/2002-05/2004

**(Receptionist)**

- Performed administrative and customer service office duties in a dermatology office
- Assisted Estheticians and owner by confirming appointments, answering phones, balancing cash drawer, and filing /preparing charts
- Provided customer service to patients through check in/out procedures, first point of contact assistance and scheduling follow-up appointments
- Processed co-payments
- Kept wait area tidy



Riegler, Shienvold & Associates – 04/1999-12/2001

**(Receptionist)**

- Performed administrative and customer service office duties in a psychological therapy practice
- Assisted Therapists and owner by confirming appointments, answering phones, filing/preparing charts
- Provided customer service to clients and patients through check in/out procedures, first point of contact assistance and scheduling follow-up appointments
- Prepared new patient intakes
- Processed co-payments
- Kept wait area tidy

Attorneys Milspaw & Beshore – 09/1998-04/1999

**(Receptionist/Administrative Assistant)**

- Answering phones
- Interoffice mail
- Transcribing memos & letters
- Running errands
- Preparing documents
- Various other administrative tasks as needed

Widener University – 03/1998-09/1998

**(Receptionist)**

- Answering phones
- Data Entry
- Mail sorting and distribution
- Classroom scheduling
- Various administrative tasks as needed

Nathan Bragunier  
Public Works Director  
Susquehanna Township

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**DEAR MR. BRAGUNIER,**

I would like to take this opportunity to express my interest in the open position of Maintenance Mechanic.

I believe I would be a good addition to the Sewer Department because I have been given basic instruction on their daily responsibilities, including checking meters at pumping stations, running the flusher truck, and operating the vacuum truck. In addition, I was trained by the software company and manufacturer of our TV van, WinCan.

Thank you for taking the time to review my resume.

Sincerely,

John Haste  
Enclosure

# JOHN HASTE

3141 Brookfield Rd Harrisburg, PA · 717-433-8496

[JHaste@susquehannatwp.com](mailto:JHaste@susquehannatwp.com)

My experiences and education should show that I am able to perform many of the functions needed and prove that I am willing to learn any new information that may be required.

## EXPERIENCE

**SEPTEMBER 2019 – PRESENT**

**SIGN TECHNICIAN, SUSQUEHANNA TOWNSHIP**

My basic responsibilities were to replace, repair, and install signs and street painting markers on township roadways.

During this time, I spent time learning how to report a needed PA 1 Call as an excavator, as well as complete a PA 1 Call as a facility owner.

**AUGUST 2016 – SEPTEMBER 2019**

**TRADESMAN, SUSQUEHANNA TOWNSHIP**

My basic responsibilities were to repair and rebuild storm inlets. Another function of my job was to mix and pour various concrete slabs, sidewalks, and curbs. I assisted in replacing storm pipes and prefabricated storm inlets, too.

During my time in this position, I was the Highway Department employee that ran the TV van for the televising of storm water pipes and inlets.

**JULY 2014 – AUGUST 2016**

**TRUCK DRIVER, SUSQUEHANNA TOWNSHIP**

My basic responsibilities were to assist other job categories in their daily functions. A main function I would do is repairing roadways with blacktop.

**AUGUST 2013 – JULY 2014**

**ASSOCIATE IT BUSSINESS ANALYST, HIGHMARK**

My basic responsibilities were to assist clients in updating their websites and checking the functionality of web applications and programs. I assisted in revamping the Department of Defense's dental insurance tracking system.

## EDUCATION

**JULY 2007**

**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION, CENTRAL PENNSYLVANIA COLLEGE**

I received honors marks in every semester during my years in this college. During my schooling, I took multiple computer classes, as well as engineering and architectural courses.



## **SKILLS**

- I was trained by WinCan to be able to operate the Township’s TV van.
- As an analyst I had to be able to think outside of the box to solve issues.
- I was trained by a Sewer Authority employee to assist with running the Township’s flusher and vacuum trucks.
- I have been to multiple trainings on the PA 1 Call system.
- I was shown how to check the Township’s pumping station meters for issues.

## **ACTIVITIES**

Outside of work, I am the Den Leader for my son’s Cub Scout Den. I have been a coach for multiple little league baseball and soccer teams. I, currently, am on an adult soccer team. I dabble in the occasional wood working project, as well.



# CODY P. ZAREFOSS

15 DORCHESTER ROAD HUMMELSTOWN, PA 17036  
717-315-2360 ZAREFOSSCP@GMAIL.COM

## OBJECTIVE

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Motivated professional with 3+ years of experience as a gas utility worker. Primary focused as lead foreman scheduling and completing jobs and mapframe sketches. Frequently called to respond to emergency gas leaks and hit lines with focus on safety and repairs. I also have 10+ years as a prior landscape business owner. High level of knowledge related to small business operation. Maintained customer service, employee payroll management, employee safety, and equipment maintenance and safety. I have managed the operation of several crews with 6-10 employees for both large and small commercial properties, residential settings, and home owner associations. Experienced in developing quality landscaping and hardscaping plans, implementing the plans for customer satisfaction, flow processes, estimates,

## EXPERIENCE

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### CONSTRUCTION AND MAINTENANCE LEAD FOREMAN • UGI UTILITIES • 9/28/2020 TO CURRENT

- Lead foreman responsible for scheduling and preparing jobs, setting up PA One call, execution of jobs, and customer satisfaction.
- Experienced in construction tasks including: excavation, emergency response, basic backhoe/trencher operations, dump truck operations, and gas main and service installation/repair.
- CDL Class A driver
- Upgraded to Mech II foreman for capital construction group project, Harrisburg

### CONSTRUCTION AND MAINTENANCE • UGI HVAC • 3/2019 TO 9/28/2020

- Experienced in pipefitting and construction tasks including: excavation, basic backhoe/trencher operations, dump truck operations, and gas main and service installation/repair.
- CDL Class A driver

### OWNER • CZ LANDSCAPES INC. • 3/2008 TO 3/2019

#### OWNED AND OPERATED MY LANDSCAPING BUSINESS PROVIDING LAWN MAINTENANCE SERVICES, SPRING AND FALL CLEAN-UPS, HARDSCAPING, AND SNOW REMOVAL TO OVER 60 RESIDENTIAL AND COMMERCIAL CUSTOMERS.

- Producing and executing landscaping plans and services based on outlined proposals.
- Works collaboratively with customers to ensure timely dependable completion of proposed projects.



scheduling, and staffing projects. Possessing a strong work ethic, loyalty, and dependability with time management as a priority from execution to completion of services.

- Conducts monthly review of business plans with customers, providing customer work change orders, and estimated billing changes to ensure customer satisfaction.
- Directs multiple employee teams initiating guidelines to guarantee a seamless operation.

## **SKILLS**

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- Mapframe knowledge for job sketches and underground utilities.
- Highly dependable focusing on complete customer satisfaction.
- Expert knowledge and mechanical skills for equipment maintenance and repairs.
- Generated sales and built relationships to ensure returning business.
- Versatile, self-motivated, fast learner, with exceptional work ethics.

## **EDUCATION**

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### **BACHELOR OF SCIENCE CRIMINAL JUSTICE**

- JUNE 2007 • DELAWARE VALLEY UNIVERSITY

### **HIGH SCHOOL DIPLOMA**

- JUNE 2003 • LOWER DAUPHIN HIGH SCHOOL

# **Ryan A. Malone**

625 Linn Don Dr. #8

Halifax, PA 17032

717.409.4659

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## **SUMMARY**

Extremely familiar with the maintenance of township roads and equipment operation. Excellent interpersonal skills.

- Skilled in all aspects of truck and equipment repair
- CDL Class B certified with air brake endorsement
- Equipment operation
  - Backhoe (John Deere 310SJ)
  - Wheel Loader (Doosan)
  - Road mow/boom mow/batwing mower, street sweep (John Deere 6400)
  - Finish mower (Zero-turn Mower/Kubota)
  - Grader (1970s John Deere)
  - Dump trucks, snow plow (Sterling 8000 and 9000)
- Excellent communication skills
- Jumping jack and compactor operation
- Certified forklift operator
- Flagging and traffic control experience
- Responding to township emergencies
- Proficient in use of mechanical tools
- Computer literate in warehouse system
- Initiative to work as a team player
- Dependable and reliable employee

## **EXPERIENCE**

2019-Present

### **Halifax Township – Halifax, PA**

Member of road crew. Maintenance of township roads and equipment, including mowing, repairing equipment, snow plow, dump truck, and various other duties associated with the maintenance and repair of township roads.

2018-2019

### **SuperValu – Harrisburg, PA**

Warehousing/picking orders with forklift duties.

2014 – 2017

### **MI Profiles – Millersburg, PA**

Loading/packing product in preparation for shipment. Worked as a grinder in the recycling area of the facility, using forklift operations. Working alongside of the machine operators and helped other workers on an as-needed basis. Managed work with little supervision.

2013 – 2014

**MI Windows and Doors – Gratz, PA**

Worked on assembly line in a window manufacturing facility. Adhered to company policy regarding safety and quality compliance. Inspected product to conform to company standards.

2012 – 2013

**Lowe's – Harrisburg, PA**

Unloaded trucks, checked in merchandise, operate machinery such as forklift to move materials and items from receiving into retail store.

**EDUCATION**

2005 - **HACC** – Harrisburg, PA

Electrical Technology

2004-2005 - **Pennsylvania College of Technology** – Williamsport, PA

Computer Networking

2004 – **Graduate of Halifax Area High School** – Halifax, PA

General Studies

**REFERENCES**

Tim Belk, Halifax Township Roadmaster – 717.303.4207

David Walsh, Sr., Halifax Borough – 717.554.1233

James Bainbridge, Retired PennDOT Manager – 717.215.9117