



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; AWARDING 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 20th 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 19th. 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.