



# Susquehanna TOWNSHIP

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**Susquehanna Township Board of Commissioners**  
**Workshop Agenda**  
**June 23, 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. June 9, 2022 Board of Commissioners Regular Meeting
- F. RECOGNITIONS AND PRESENTATIONS
  - 1. PROCLAMATION – PARKS AND RECREATION MONTH AND PARKS AND RECREATION PROFESSIONALS DAY  
*Doug Knauss, Director of Parks & Recreation*

**Narrative**

Provided with the agenda is a copy of a proclamation designating the month of July as Parks and Recreation Month and Friday, July 15<sup>th</sup> as Parks and Recreation Professionals Day. This year's theme is "We Rise Up for Parks and Recreation!" and emphasizes how communities are made stronger, more vibrant, and resilient because of parks and recreation. Additionally, the proclamation designates July 15<sup>th</sup> as Parks and Recreation Professionals Day, expressing appreciation to the staff and volunteers who dedicate their time and energy to making parks and recreation programs a success.

*Staff recommendation: That the Board of Commissioners adopt the proclamation designating the month of July as Parks and Recreation Month, and July 15<sup>th</sup> as Parks and Recreation Professionals Day.*

**G. TRAFFIC STUDY REQUESTS**

**1. TRAFFIC STUDY RESULTS – 25<sup>TH</sup> AND GEORGE STREETS**

*Rob Martin, Director of Public Safety*

**Narrative**

Provided with the agenda is a memorandum from Public Safety Director Martin summarizing his recommendation from the traffic study conducted in the vicinity of 25<sup>th</sup> and George Streets. The recommendation is to install “25 MPH” speed limit signage between Locust Lane and Clayton Avenue. This item is for information only and no action is requested of the Board at this time.

*Staff Recommendation: That the Board of Commissioners receive the traffic study results.*

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

**1. ORDINANCE 22-4 A PUBLIC HEARING AND ACTION ON AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING TRUCK TRAFFIC RESTRICTIONS ON MONTROSE STREET.**

*Rob Martin, Director of Public Safety*

**Narrative**

Provided with the agenda is a copy of the ordinance advertised for public hearing establishing a prohibition on trucks with three or more axles on Montrose Street, excepting local deliveries. The street was studied by the Township Engineer and determined to meet warrants based on conditions observed in the field, including a narrow cartway and limited turning radii. Also provided with the agenda is a summary of the study completed by HRG, Inc. at the request of the Township. Staff is recommending adoption of the ordinance replacing the “Weight Limit 5 Tons” restriction with a prohibition on three or more axle trucks on Montrose Street.

*Staff Recommendation: That the Board of Commissioners adopt the ordinance establishing truck traffic restrictions on Montrose Street.*

**2. RESOLUTION 2022-R-16 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT AND SECRETARY TO EXECUTE AN INTERGOVERNMENTAL COOPERATION AGREEMENT FOR THE PREPARATION OF AN INTERMUNICIPAL AGREEMENT WITH CAPITAL REGION WATER.**

*David Pribulka, Township Manager*

### **Narrative**

Provided with the agenda is a copy of a resolution authorizing the Township Secretary and Board President to execute an intergovernmental cooperation agreement to develop an intergovernmental agreement with Capital Region Water (CRW) for the acceptance and treatment of sanitary sewer. The agreement includes the Townships and Authorities of Lower Paxton, Susquehanna, and Swatara; as well as the Boroughs of Paxtang, Steelton, and Penbrook. The purpose of the agreement would be to authorize a rate study and negotiate a revised agreement with CRW. Appended to the resolution is the agreement language, as well as the proportional cost share. The Authority has approved its participation at its June 7<sup>th</sup> meeting. The Township would not have any cost obligation for the study, as it solely pertains to the conveyance and treatment of sanitary sewer.

*Staff recommendation: That the Board of Commissioners adopt the resolution authorizing the President and Secretary to execute an intergovernmental cooperation agreement for the preparation of an intermunicipal agreement with Capital Region Water.*

3. **RESOLUTON 2022-R-17 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER TO SUBMIT A TRAFFIC SIGNAL MAINTENANCE AGREEMENT TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION.**

*Nathan Bragunier, Director of Public Works*

### **Narrative**

Provided with the agenda is a copy of a resolution authorizing the Township Manager to execute a Traffic Signal Maintenance Agreement (TSMA) with PennDOT. It is the responsibility of the municipality to maintain all traffic signals within its jurisdiction, regardless of whether the signals are on local or state roads. Recently, PennDOT has required municipal partners to enter into a TSMA to establish proper maintenance and timing standards for signalized intersections. A TSMA is also a prerequisite of eligibility for financial assistance from the Motor License Fund to replace, synchronize, time, operate, maintain traffic signals.

*Staff recommendation: That the Board of Commissioners adopt the resolution authorizing the Township Manager to submit a Traffic Signal Maintenance Agreement to the Pennsylvania Department of Transportation.*

4. **RESOLUTION 2022-R-18 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA CLOSING THE “INDIAN WHEELS” PROGRAM AND EXPRESSING APPRECIATION TO THE NUMEROUS VOLUNTEERS AND DONORS WHO MADE THE PROGRAM A SUCCESS.**

*Jill Lovett, Director of Finance*

**Narrative**

The Indian Wheels Program was established in 1987, with the sole purpose of transporting residents aged sixty and older to medical appointments, grocery stores, hair salons, nursing home visits, community centers, shopping malls, and other destinations. Over the decades, the program has been supported by countless volunteers and donors, devoting their time and money to fund the transportation needs of the program and ensure its success. Regrettably, a reduced demand and staffing problems have made the program unsustainable, and the Board of Commissioners has made the difficult decision to close the program after more than 35 years of service to the community. The resolution provided with the agenda will shutter the program and authorize the Township Manager and Finance Director to close the account. Staff will work with the Indian Wheels volunteers still involved with the program to develop a recommendation for the Board to consider on the disposition of the funds.

*Staff recommendation: That the Board of Commissioners adopt the resolution closing the “Indian Wheels” Program and expressing appreciation to the numerous volunteers and donors who made the program a success.*

5. **RESOLUTION 2022-R-19 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT AND SECRETARY TO EXECUTE AN INTERMUNICIPAL COST SHARING AGREEMENT WITH DAUPHIN COUNTY FOR THE DAUPHIN COUNTY BRIDGE BUNDLING PROGRAM, MUNICIPAL ROUND 2 TO REPLACE THE SUPERSTRUCTURE OF THE KOHN ROAD BRIDGE (T-431)**

*David Pribulka, Township Manager*

**Narrative**

During the Regular Meeting on June 9th, the Board of Commissioners discussed the announcement of the Dauphin County Bridge Bundling Program, Municipal Round 2. As the Board may recall, HRG, Inc. completed an inspection of municipal bridges within Dauphin County’s jurisdiction and found one bridge to be in poor condition in Susquehanna Township: The Kohn Road Bridge over Paxton Creek. Provided with the agenda is a resolution authorizing the President and Manager to execute a cost-sharing agreement with Dauphin County for the Kohn Road Bridge Superstructure Replacement Project. If approved, the Township’s local share would be \$303,000, and presented as match for county (\$455,000) and federal (\$472,000) funding to finance the \$1,230,000 cost of the superstructure replacement. The Township’s local match would need to be appropriated in the 2025 Operating Budget. Also provided with the agenda is a memorandum from Dan Long, P.E. of HRG, Inc. summarizing the inspection report and recommended course of action.

*Staff recommendation: That the Board of Commissioners adopt the resolution authorizing the President and Secretary to execute an intermunicipal cost sharing agreement for the Dauphin County Bridge Bundling Program, Municipal Round 2 to replace the superstructure of the Kohn Road Bridge.*

**6. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING A COMMITTEE OF THE BOARD OF COMMISSIONERS TO CARRY OUT THE REAPPORTIONMENT OF THE MUNICIPAL WARDS IN ACCORDANCE WITH TITLE 53 PA.C.S. CH. 9 OF THE CONSOLIDATED STATUES OF THE COMMONWEALTH OF PENNSYLVANIA.**

*Frank Lynch, President, Board of Commissioners*

**Narrative**

With the conclusion of the 2020 United States Census and the final reporting of population data, the Board of Commissioners is obligated under Title 53, Municipalities Generally of the Consolidated Statues of the Commonwealth of Pennsylvania to reapportion the voting wards of Susquehanna Township. In doing so, it is stipulated that “Districts shall be composed of compact and contiguous territory as nearly equal in population as practicable as officially and finally reported in the most recent Federal census, decennial or special.” To carry out this duty, the Board is desirous of appointing a Committee composed of three Commissioners and the Township Manager to develop a draft Ward Reapportionment Map for public inspection and Board review. Provided with the agenda is a copy of a resolution appointing Commissioners Lynch, Fleming, and Pyne, as well as the Township Manager to carry out this assignment in concert with Dauphin County GIS staff. It is recommended that the Board discuss the reapportionment process and adopt the resolution this evening.

*Staff recommendation: That the Board of Commissioners adopt the resolution establishing a committee of three Commissioners and the Township Manager to develop a draft Ward Reapportionment Map of Susquehanna Township.*

**7. AUTHORIZATION TO ADVERTISE AN ORDINANCE FOR PUBLIC HEARING TO AMEND DEFINITIONS FOR MUNICIPAL, COUNTY, AND STATE USES AND WHOLESALE TRADE, TO ADD A NEW DEFINITION OF VEHICLE SALVAGE/RECYCLING FACILITY; TO AMEND PERMITTED USES IN ALL DISTRICTS IN ACCORDANCE WITH THE AMENDED DEFINITIONS; TO PERMIT A VEHICLE SALVAGE/RECYCLING FACILITY IN THE GENERAL INDUSTRIAL DISTRICT AS A SPECIAL**

**EXPECTATION USE; AND TO PROVIDE SPECIFIC STANDARDS FOR A VEHICLE SALVAGE/RECYCLING FACILITY.**

*Betsy Logan, Assistant Township Manager*

**Narrative**

Provided with the agenda is a proposed amendment to the Susquehanna Township Zoning Ordinance to modify the definition of the municipal, county, state, and federal buildings and facilities. The permitted uses in each district are amended according to the new definition, which only allows for municipal services. In addition, a new definition for vehicle salvage/recycling facilities is proposed, and the definition of wholesale trade is being amended to reflect only the sale of new products and to remove references to other codes or regulations. Specific standards for siting a vehicle salvage/recycling facility are included in this amendment. Vehicle salvage/recycling facilities will be allowed by Special Exception in the Industrial-General Zoning District.

*Staff recommendation: That the Board of Commissioners forward the draft amendment to the Susquehanna Township Planning Commission and the Dauphin County Planning Commission for review and comment; and schedule a public hearing on the proposed amendment for Thursday, August 11<sup>th</sup>.*

**8. PATROL OFFICER FIRST CLASS CIVIL SERVICE LIST**

*Rob Martin, Director of Public Safety*

*Staff recommendation: That the Board of Commissioners approve the Patrol Officer First Class Civil Service List.*

**I. APPOINTMENTS**

1. Appointment of Todd Zwigart to the Susquehanna Township Highway Department

**J. COMMISSIONER COMMENTS**

**K. ADJOURNMENT**

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

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

**NOTE: THE TOWNSHIP MEETINGS ARE RECORDED.**