



Susquehanna

TOWNSHIP

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Susquehanna Township Board of Commissioners

Regular Meeting Agenda

January 11, 2024

Pincus Room

6:30 p.m.

- A. CALL TO ORDER
- B. ROLL CALL
- C. EXECUTIVE SESSION
- D. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE
- E. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS
- F. APPROVAL OF MINUTES
 - 1. December 14, 2023 – Board of Commissioners Regular Meeting
 - 2. January 2, 2024 – Board of Commissioners Reorganizational Meeting
- G. RECOGNITIONS AND PRESENTATIONS
 - 1. POLICE DEPARTMENT PROMOTIONS & NEW HIRE
Rob Martin, Director of Public Safety

Narrative

Prior to considering the candidates for Patrol Officer First Class, the Board is asked to approve the 2024 Promotional List submitted by the Chairman of the Civil Service Commission and provided with the agenda. Public Safety Director Rob Martin will introduce the candidates for promotion to the following ranks:

- a. Patrol Officer First Class
- b. Sergeant
- c. Lieutenant

Recommended motion #1: That the Board of Commissioners certify the 2024 Patrol Officer First Class Promotional List.

Recommended motion #2: That the Board of Commissioners promote (name) to (rank) of the Susquehanna Township Police Department.

H. REPORTS OF COMMITTEES

1. Building & Grounds
(Rothrock/Cross)
2. Budget, Finance, Insurance & Pension
(Sanderson/Rebarchak/Faylona)
3. Public Works (Napper/Hisiro)
4. Health & Sanitation (Rebarchak/Hisiro)
5. Administration & Personnel
(Napper/Engle)
6. Police (Engle/Faylona)
7. Fire, EMS, EMA (Hisiro/Sanderson)
8. Planning & Zoning
(Rothrock//Rebarchak)
9. School Board (Faylona/Cross)
10. Authority (Napper/Pribulka)
11. Shade Tree (Cross/Rebarchak)
12. Communications
(Rebarchak/Rothrock)
13. Human Relations (Cross/Faylona)
14. Human Resources (Cross/Faylona)
15. Parks & Recreation (Faylona/Hisiro)

I. PUBLIC HEARINGS

1. A PUBLIC HEARING ON AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING CHAPTER 15, MOTOR VEHICLES; PART 2, TRAFFIC REGULATIONS; SECTION 214, STOP INTERSECTIONS ESTABLISHED BY DESIGNATING A STOP SIGN ON THE NORTHBOUND APPROACH OF WEDGEWOOD ROAD AT ITS INTERSECTION WITH CLOVERFIELD ROAD

Mike Miller, Township Solicitor

Narrative

On December 14, 2023, the Board authorized advertisement of a public hearing on an amendment to Chapter 15 of the Code of Ordinances establishing a new stop intersection on the northbound approach on Wedgewood Road at its intersection with Cloverfield Road. The authorization came after review of a study completed by the Police Department concluding the stop sign placement met warrants. President Lynch will adjourn the Regular Meeting and call the public hearing to order. Solicitor Miller will conduct the public hearing on the amendment as advertised. The Board will be asked to consider adoption of the ordinance after the Regular Meeting is reconvened. Provided with the agenda is a copy of the ordinance as advertisement.

Staff recommendation: That the Township Solicitor conduct the public hearing on the ordinance amendment.

J. BIDS AND CONTRACTS – None.

K. ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS

- 1. ORDINANCE 24-01 AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING CHAPTER 15, MOTOR VEHICLES; PART 2, TRAFFIC REGULATIONS; SECTION 214, STOP INTERSECTIONS ESTABLISHED BY DESIGNATING A STOP SIGN ON THE NORTHBOUND APPROACH OF WEDGEWOOD ROAD AT ITS INTERSECTION WITH CLOVERFIELD ROAD**

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of the ordinance amendment to Chapter 15 of the Code of Ordinances establishing a stop intersection on the northbound approach of Wedgewood Road at its intersection with Cloverfield Road and the warrant study completed by the Police Department. The public hearing was conducted earlier this evening, and staff is recommending adoption of the ordinance amendment as advertised.

Recommended motion: That the Board of Commissioners adopt the ordinance amending Chapter 21, Streets and Sidewalks.

- 2. RESOLUTION 2024-R-01 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

Provided with the agenda is a copy of a resolution authorizing the President and Secretary to execute an agreement with Dauphin County for the Bridge Bundling Program, Municipal Round 2. The purpose of the grant is to replace the Kohn Road Bridge Superstructure to address structural degradation that has been observed before it leads to further weight restrictions or closure. The Board approved an earlier grant agreement on June 23, 2022, but delays in federal funding paused the project timeline.

Since then, the cost estimate has increased from approximately \$1.23 million to \$1.81 million, but an increase in available grant funding has reduced the Township's local share from \$303,000 to \$36,140. The remainder of the project will be funded by County, Commonwealth, and Federal sources.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the President and Secretary to execute an agreement with Dauphin County for the Bridge Bundling Program, Municipal Round 2.

3. RESOLUTION 2024-R-02 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER TO EXECUTE A STREET LIGHT SERVICES AGREEMENT AMENDMENT WITH PPL ELECTRIC UTILITIES CORPORATION

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution authorizing the Manager to execute an amended agreement with PP&L for the installation and maintenance of streetlights on certain Township streets and others to be offered for dedication in the future. These include two new LED "cobra head" style lights on Hickory and Chestnut Avenues, as well associated with Phases 7 & 8 of Stray Winds Farm on Gallant Fox Drive, Antonella Drive, and Citation Drive. The installations on Township streets were previously authorized by the Board but had not yet been included in an amendment to the Street Light Services Agreement. The lights on streets yet to be dedicated are a required to be installed and operational prior to the streets' offer of dedication.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the Township Manager to execute a Street Light Services Agreement Amendment with PPL Electric Utilities Corporation.

4. RESOLUTION 2024-R-03 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE INSTALLATION OF AN ADA ACCESSIBLE PARKING SPACE AT 1 HEMLOCK COURT, 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 1 Hemlock Court. The property owner has submitted an application for review as required by Chapter 15, Section 403A of the Code of Ordinances, 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.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the installation of an ADA accessible parking space at 1 Hemlock Court.

5. RESOLUTION 2024-R-04 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA APPOINTING FIFTH WARD COMMISSIONER SEAN SANDERSON TO SERVE AS ASSISTANT SECRETARY OF THE BOARD OF COMMISSIONERS

Rob Martin, Director of Public Safety

Narrative

Provided with the agenda is a copy of a resolution affirming the appointment of Commissioner Sean Sanderson as Assistant Secretary of the Board of Commissioners. Commissioner Sanderson was nominated at the January 2nd Reorganizational Meeting but his appointment must be ratified by resolution per the First Class Township Code. The resolution further establishes the minimum bonding requirement for the position and that there will be no additional compensation provided for his service as Assistant Secretary. The Assistant Secretary would act in the absence of the Secretary.

Recommended motion: That the Board of Commissioners adopt the resolution appointing Commissioner Sean Sanderson to serve as Secretary of the Board of Commissioners.

6. FINAL MINOR SUBDIVISION PLAN FOR LAUREL HILL (NKA RIVER BEND) LOT ADD-ON FOR LOT 60 - Plan Dated October 10, 2023

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is the staff summary of outstanding conditions and review comments for a lot line adjustment between 1828 Pebble Court and 1836 Ethan Drive. The purpose of this plan is to subdivide Lot A (4,034 s.f.) from Laurel Hill Lot 60 and combine Lot A with 1828 Pebble Court for a total lot area of 45,710 s.f. The project is located in the R-2 Medium Density Residential Zoning District (Ward 9).

A waiver from §24-403. Preliminary Plan Requirements of the Subdivision and Land Development Ordinance is requested by the applicant. On November 27, 2023, the Planning Commission recommended approval of the waiver from Section §24-403 and the plan subject to the following conditions:

1. Address all outstanding comments provided by the Township Engineer in their letter dated November 20, 2023, Dauphin County Planning Commission in their report dated November 27, 2023, and the Township Staff Report dated November 27, 2023.
2. Provide a copy of the revised deeds for Township staff to review [General].

Recommended motion #1: That the Board of Commissioners grant the waiver from §24-403 Preliminary Plan for the Minor Subdivision Plan for Laurel Hill Lot Add-On for Lot 60.

Recommended motion #2: That the Board of Commissioners approve the Minor Subdivision Plan for Laurel Hill Lot Add-On for Lot 60 subject to the conditions recommended by the Planning Commission.

L. STAFF REPORTS

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| <ol style="list-style-type: none"> 1. Township Manager 2. Public Safety/Police 3. Community and Economic Development | <ol style="list-style-type: none"> 4. Public Works 5. Engineering 6. Solicitor 7. Parks and Recreation |
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M. OLD BUSINESS

N. NEW BUSINESS

1. CONSENT AGENDA

- a. Statement of Bills Paid
- b. Financial Security Reduction #6 – Stray Winds Farm Phase 7 (-\$1,485)
- c. Financial Security Reduction #2 – Stray Winds Farm Phase 8 (-\$7,700)
- d. Payment Application #4 – 2023 Susquehanna Township Paving Project (\$6,479.50)
- e. Payment Application #11 – Administrative Offices Renovation (\$50,397.50)
- f. Payment Application #12 - Administrative Offices Renovation (\$2,256.24)
- g. Township Engineer Retainer Agreement – HRG, Inc.
- h. Authorization to advertise the 2007 Johnson Street Sweeper on Public Surplus®
- i. Approval of 2024 Salary/Wage Listing for All Employees
- j. 2024 Appointments to Authorities, Boards, and Commissions

2. AUTHORIZATION OF A PUBLIC HEARING ON AN INTERMUNICIPAL LIQUOR LICENSE TRANSFER APPLICATION FROM 320 CHESTNUT STREET IN THE CITY OF HARRISBURG TO 4351 GARRISON AVENUE IN SUSQUEHANNA TOWNSHIP

David Pribulka, Township Manager

Narrative

An application for an intermunicipal liquor license transfer from the City of Harrisburg to 4351 Garrison Avenue in Susquehanna Township was received on January 3rd. Pursuant to the Pennsylvania Liquor Code, the Board of Commissioners must schedule and conduct a public hearing on the requested transfer within 45 days of receipt of the application. The applicant, Primanti Corporation, intends to open a Primanti Brothers restaurant at the Garrison Avenue location, and is requesting a transfer of the liquor license currently at the premises of Dewberry Restaurant of 320 Chestnut Street in Harrisburg. The applicant has submitted the requisite application fee and supporting documentation per the Township’s Ordinance. Staff is recommending the Board authorize advertisement of a public hearing on the intermunicipal liquor license transfer application pursuant to the requirements of the Liquor Code for Thursday, February 8, 2024. At the conclusion of the public hearing, the Board may consider approving the transfer by resolution. Public Safety Director Martin has reviewed the request and has no objections or concerns about the transfer. Provided with the agenda is a copy of the request and draft resolution submitted by the law firm Flaherty & O’Hara on behalf of the applicant.

Recommended motion: That the Board of Commissioners authorize advertisement of a public hearing pursuant to the Pennsylvania Liquor Code on the requested intermunicipal liquor license transfer from 320 Chestnut Street in the City of Harrisburg to 4351 Garrison Avenue in Susquehanna Township for Thursday, February 8, 2024.

3. AUTHORIZATION TO SUBMIT A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (“RACP”) GRANT APPLICATION FOR THE CONSTRUCTION OF A NEW PROGRESS FIRE STATION

David Pribulka, Township Manager

Narrative

The Commonwealth of Pennsylvania recently opened a grant round for the Redevelopment Assistance Capital Program. Applications require legislator sponsorship and an applicable line item appropriation to qualify for funding. Staff has received authorization from the Dauphin County Department of Community and Economic Development to submit an application utilizing its line item appropriation this round, and Representative Justin Fleming has agreed to submit a letter of support on behalf of the project. Staff is seeking a grant of \$2 million to offset costs of acquisition, site preparation, and construction of a new Progress Fire Company. The total project cost has an estimate of \$8 to \$10 million, and funding is appropriated in the Annual Budget to begin design and preliminary engineering in 2024.

Recommended motion: That the Board of Commissioners authorize the submission of a Redevelopment Assistance Capital Program grant application for a new Progress Fire Station.

O. COMMISSIONER COMMENTS

P. 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.