Susquehanna Township Board of Commissioners

**Regular Meeting Agenda**

**March 14, 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. February 22, 2024 – Board of Commissioners Workshop Meeting

**G. RECOGNITIONS AND PRESENTATIONS**

1. **A PROCLAMATION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA RECOGNIZING THE HONORABLE SERVICE OF CAPTAIN JASON REBER TO SUSQUEHANNA TOWNSHIP FOR MORE THAN 24 YEARS**

*Frank Lynch, President, Board of Commissioners*

**Narrative**

Provided with the agenda is a proclamation recognizing and celebrating the 24-year career of Captain Jason Reber in service to the Police Department and community. Captain Reber retired from the Susquehanna Township Police Department at the end of January.

*Recommended motion: That the Board of Commissioners adopt the proclamation recognizing the honorable service of Captain Jason Reber to Susquehanna Township for more than 24 years.*

1. **PUBLIC SAFETY AWARDS CEREMONY**

*Rob Martin, Director of Public Safety*

**Narrative**

Director Martin will introduce the Officers who are being presented awards.

*Staff Recommendation: That the Borad of Commissioners receive the presentation.*

1. **POLICE DEPARTMENT PROMOTIONS**

*Rob Martin, Director of Public Safety*

**Narrative**

Director Martin will introduce the candidates for promotion in the Susquehanna Township Police Department. Ranks offered for promotion include one Sergeant, two Detectives, and one Patrol Officer who is being elevated from probationary status to permanent employment.

*Recommended motion: That the Board of Commissioners promote \_\_\_\_ to the rank of \_\_\_\_ in 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)

* 1. Police (Engle/Faylona)
  2. Fire, EMS, EMA (Hisiro/Sanderson)
  3. Planning & Zoning (Rothrock//Rebarchak)

**9.** School Board (Faylona/Cross)

1. Authority (Napper/Pribulka)
2. Shade Tree (Cross/Rebarchak)
3. Communications (Rebarchak/Rothrock)
4. Human Relations (Cross/Faylona)
5. Human Resources (Cross/Faylona)
6. Parks & Recreation (Faylona/Hisiro)

**I. PUBLIC HEARINGS –** None.

**J. BIDS AND CONTRACTS**

* 1. **APPROVAL OF CONTRACT WITH EDMUNDS GOVTECH, INC. FOR THE PURCHASE OF ACCOUNTING SOFTWARE**

*Jill Lovett, Director of Finance*

**Narrative**

Staff has concluded its evaluation of proposals received for accounting software to replace the Township’s current solution. In total, six qualified proposals were received, and a small steering committee consisting of Finance Department staff and other stakeholders evaluated each against a weighted rubric to form a recommendation on the best solution within the available budget. After conducting site visits with three of the six respondents, staff is recommending the engagement of Edmunds GovTech. The modules proposed for purchase will be briefly reviewed. Once awarded, implementation is expected within nine to twelve months. The Budget & Finance Committee reviewed the recommendation and supports staff’s recommendation this evening.

*Recommended motion: That the Board of Commissioners authorize the Township Manager to execute a sales order with Edmunds GovTech for the purchase of accounting software.*

* 1. **APPROVAL OF CONTRACT WITH ARNEY BROTHERS, INC. FOR TRAIL REPAIRS ON THE CAPITAL AREA GREENBELT**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a proposal from Arney Brothers, Inc. to complete the trail repair project adjacent to the East Harrisburg Cemetery. The project involves the rebuilding of approximately 310 feet of the Capital Area Greenbelt that has been damaged due to tree root encroachments and erosion. A root barrier will be installed as part of the project to prevent future damage. Staff is recommending the Board award the project to Arney Brothers in an amount of $12,550. The project is budgeted in the Developer’s Recreation Fund.

*Recommended motion: That the Board of Commissioners authorize the Township Manager to execute the proposal provided by Arney Brothers, Inc. for Capital Area Greenbelt Trail Repairs in an amount of $12,550.00.*

* 1. **APPROVAL OF RETAINER AGREEMENT WITH HRG, INC. FOR SURVEYING, DESIGN, BIDDING, AND PROJECT MANAGEMENT OF THE 2024 SUSQUEHANNA TOWNSHIP PAVING PROJECTS**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a proposal from HRG, Inc. for design, surveying, and contract and project administration of the 2024 paving projects. As reviewed by the Public Works Committee, the proposed projects include repaving of Galen Road, Deer Path Road, Fox Hunt Lane, and Mayflower Alley. Additionally, alternate bids will be solicited for North 2nd Street, Pinecrest Drive, and North 6th Street pending available budget. Finally, the project includes stormwater improvements on Fox Hunt Lane and Deer Path Road, for which ten percent of the design fees in this proposal will be assigned to the Susquehanna Township Authority.

*Recommended motion: That the Board of Commissioners authorize the Township Manager to execute a retainer agreement with HRG, Inc. for surveying, design, bidding, and project management of the 2024 paving projects in an amount of $87,450.00.*

* 1. **APPROVAL OF RETAINER AGREEMENT WITH HRG, INC. FOR BIDDING AND CONTRACT ADMINISTRATION OF THE STREET TREE PRUNING CONTRACT**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a proposal from HRG, Inc. for administration and contract management of the street tree pruning contract. This is a new contract for the Township to address some of the street tree canopy that is hazardous or could potentially damage costly fire apparatus and other equipment. Streets that will be the subject of the street tree pruning contract are enumerated in the retainer agreement attached to the agenda.

*Recommended motion: That the Board of Commissioners authorize the Township Manager to execute a retainer agreement with HRG, Inc. for bidding and contract administration of the street tree pruning contract in an amount of $6,975.00.*

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

**RESOLUTION 2024-R-11 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING THE ACT 537 SEWAGE FACILITIES PLANNING SPECIAL STUDY FOR THE FOX RUN TRUNK LINE AND FORCE MAIN PROJECT**

*David Pribulka, Township Manager*

**Narrative**

Provide with the agenda is a copy of a resolution authorizing adopting an Act 537 Plan Special Study for the Fox Run Trunk Line and Force Main Project. The study, prepared by GHD as the engineering consultant for the Susquehanna Township Authority, evaluated various alternatives to resolve capacity issues of the Fox Run Trunk Line. The preferred alternative is to upgrade the diameter of the trunk line and replace the existing cast iron force main from the pump station with a higher capacity conveyance system. The Susquehanna Township Authority has approved the project; however, administration of the Act 537 Plan is the responsibility of the Board of Commissioners.

*Recommended motion: That the Board of Commissioners adopt the resolution adopting the Act 537 Sewage Facilities Planning Special Study for the Fox Run Trunk Line and Force Main Project.*

**RESOLUTION 2024-R-12 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT AND SECRETARY TO EXECUTE A DECLARATION OF UNDERSTANDING WITH PAUL AND LINDA PALANZO OF 3005 NORTH PROGRESS AVENUE FOR THE REPLACEMENT OF AN ON-LOT SEWAGE DISPOSAL SYSTEM**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a copy of a resolution authorizing the President and Secretary to execute a Declaration of Understanding with Paul and Linda Palanzo, owners of record of 3005 North Progress Avenue. The on-lot septic system servicing the property failed last year, and the property owner would typically be required to connect to the sanitary sewer system due to its proximity to an existing main line. To do so, however, would require the owner to bore under Progress Avenue and incur substantial cost to tie in. The owner has petitioned and received authorization from the Susquehanna Township Authority to install an alternative on-lot disposal system to continue to treat the property, subject to the condition that the property owner connect to the sanitary sewer system upon notice to do so if and when the Authority constructs a sewer main within three hundred feet of the eastern side of the subject property on the eastern side of Progress Avenue. While the Authority has approved the waiver, the ordinance is under the jurisdiction of the Board of Commissioners.

*Recommended motion: That the Board of Commissioners adopt the resolution authorizing the President and Secretary to execute a Declaration of Understanding with Paul and Linda Palanzo of 3005 North Progress Avenue for the replacement of an on-lot sewage disposal system.*

**RESOLUTION 2024-R-13** **A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ADOPTING A COMPLIANCE POLICY WITH PENNSYLVANIA ACT 151 OF 2022**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a copy of a resolution adopting a PA Act 151 of 2022 Compliance Policy. The Act requires that municipalities establish a process to report incidences of breach of personal information when discovered to the Pennsylvania Office of the Attorney General and the Dauphin County District Attorney. The policy also provides for some guidelines regarding the care and custody of personal information applicable to staff and contractors of the Township.

*Recommended motion: That the Board of Commissioners adopt the resolution adopting a compliance policy with Pennsylvania Act 151 of 2022.*

**L. STAFF REPORTS**

1. Township Manager
2. Public Safety/Police
3. Community and Economic Development
4. Public Works
5. Engineering
6. Solicitor
7. Parks and Recreation

**M. OLD BUSINESS**

**APPOINTMENTS TO THE SUSQUEHANNA TOWNSHIP REDEVELOPMENT AUTHORITY**

*Frank Lynch, President, Board of Commissioners*

**Narrative**

The Board adopted a resolution on January 25, 2024, establishing a Susquehanna Township Redevelopment Authority in compliance with the requirements Urban Redevelopment Law of the Commonwealth of Pennsylvania. Per Section 5 of the Law, the Redevelopment Authority shall consist of five appointees made by the Board of Commissioners. President Lynch will introduce the item. Appointments are to staggered terms of one, two, three, four, and five years, and, upon completion of the initial terms, are eligible to be reappointed to succeeding five-year terms.

*Staff recommendation: That the Board of Commissioners appoint members to the Susquehanna Township Redevelopment Authority.*

**N.** **NEW BUSINESS**

1. **CIVIL SERVICE LIST CERTIFICATION**

*Rob Martin, Director of Public Safety*

**Narrative**

Provided with the agenda is a copy of the Civil Service List presented for certification this evening by the Board of Commissioners.

*Recommended motion: That the Board of Commissioners certify the Civil Service List.*

1. **CONSENT AGENDA**
   1. Statement of Bills Paid
   2. Letter of Support Request – Capital Area Greenbelt Association
   3. Park Amenities Order Approval – George Ely & Associates
   4. Authorization to Hire – Stormwater Technician
   5. Authorization to Hire – Patrol Officer
   6. Authorization to Hire – Seasonal Park Maintenance Staff
   7. Acceptance of Resignation – Herbert Chappell
   8. Acceptance of Resignation – Alycia Knoll
   9. 3727 North Third Street Tree Removal Authorization
   10. Financial Security Adjustment #4 – Solid Rock Missionary Baptist Church ($10,021)
   11. Financial Security Adjustment #3 – Susquehanna Union Green Phases 3A & 3B ($12,738)
2. **HUMANE SOCIETY AGREEMENT AMENDMENT**

*David Pribulka, Township Manager*

**Narrative**

The Humane Society of Harrisburg Area has completed an evaluation of its policies with regard to breed labeling and profiling. The result of the assessment has concluded that it is ineffective and often inaccurate to label dog breeds and charge accordingly for their services. The Executive Director is requesting that the Township approve an amendment to the 2024 Municipal Domestic Animal Protective Services Agreement to remove the restrictions on animal intake based on pit bull breeds. Presently, the charge for these services is $158.60 for non-pit bull breeds and $345.40 for pit bull breeds. The new uniform fee is proposed to be set at $250.00. Staff has no objections to this proposed change and is recommending the Board authorize the amendment this evening. Provided with the agenda is a copy of the proposed amendment and a communication from Adam Lamb, Executive Director of the Humane Society of Harrisburg Area.

*Recommended motion: That the Board of Commissioners authorize the Township Manager to execute an amendment to the 2024 Municipal Domestic Animal Protective Services Agreement with the Humane Society of Harrisburg Area.*

1. **HOTEL, MOTEL, AND INN REGULATORY ORDINANCE – AUTHORIZATION FOR PUBLIC HEARING**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a draft ordinance imposing regulations and licensure requirements for hotels, motels, and inns operating in the Township. Recent property maintenance, nuisance, and criminal complaints relating to several of these establishments operating in the Township have necessitated the imposition of a licensing and inspection program to protect the public health, safety, and welfare.

*Recommended motion: That the Board of Commissioners authorize advertisement of a public hearing on an ordinance implementing regulations and licensure requirements for hotels, motels, and inns for Thursday, April 11, 2024.*

**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.**