Susquehanna Township Board of Commissioners

**Regular Meeting Agenda**

**April 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. March 28, 2024 – Board of Commissioners Workshop Meeting

**G. RECOGNITIONS AND PRESENTATIONS**

1. **KOHN ROAD BRIDGE TEMPORARY CROSSING FEASIBILITY STUDY**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is the Executive Summary from the Kohn Road Bridge Temporary Crossing Feasibility Study commissioned by the Board and assigned to HRG, Inc. The purpose of the study was to identify the plausible options for the construction of a temporary span across Paxton Creek if the Kohn Road Bridge is required to be closed or further weight restrictions are imposed. The bridge has been evaluated on three-month intervals since recent inspections have shown deterioration of the superstructure supporting the span. A weight limit of 11 tons is presently in place. The Township Manager will introduce the item, and Matt Lena, P.E. of HRG will present the conclusions.

[Kohn Road Bridge Temporary Crossing Feasibility Study](https://susquehannatwp-my.sharepoint.com/:b:/p/dpribulka/ES58cFEN7q1Ho3E-7UwNNAEBJtdhc2Ox-fcG-AO3FN4Pjg?e=f29XeN)

*Staff recommendation: That the Board of Commissioners receive the report.*

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.

*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**

* 1. **A PUBLIC HEARING ON AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING CHAPTER 11, HOUSING; PART 3, HOTELS, MOTELS, AND INNS**

*Mike Miller, Township Solicitor*

**Narrative**

The Board of Commissioners authorized advertisement of a public hearing on an amendment to Chapter 11 of the Susquehanna Township Code of Ordinances for this evening. The amendment would establish a licensure and inspection program for hotels, motels, and inns operating in the Township. President Lynch will adjourn the Regular Meeting and call the public hearing to order, which will be presided over by the Township Solicitor. Later this evening, the Board will be asked to consider adoption of the Ordinance as advertised.

*Staff recommendation: That the Township Solicitor conducts the public hearing.*

**J. BIDS AND CONTRACTS**

* 1. **AWARD OF DESIGN AND ARCHITECTURAL SERVICES FOR THE RENOVATION OF THE SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a proposal from By Design Consultants, Inc. of Camp Hill for architectural and design services, as well as mechanical, electrical, and plumbing engineering for the renovation of the Susquehanna Township Police Department. This includes the downstairs office space that has been expanded to accommodate growing staff and storage needs, as well as an area to be designated for future community use. The primary goals of the renovation are to accommodate current and future space needs; paint and install new flooring where needed; and improve facilities to provide better accommodations for male and female Officers. All applicable building and life safety code egress requirements, as well as any additional accessibility (ADA) requirements, will be incorporated into the design. The Township has budgeted for this renovation using the unspent appropriation in the American Rescue Plan Act (ARPA) Fund.

*Recommended motion: That the Board of Commissioners award the contract for design and architectural services for the Police Department Renovation Project to By Design Consultants, Inc. in an amount not to exceed $32,000.*

* 1. **AWARD OF PAVING PROJECT ON FRANCES AND SUMNER DRIVES**

*David Pribulka, Township Manager*

**Narrative**

Lower Paxton Township received bids for its 2024 paving projects and intends to award on April 16th. The presumptive low bidder is New Enterprise Stone & Lime Co., Inc. and includes the streets identified in the attachment provided with the agenda. At Susquehanna Township’s request, Lower Paxton Township bid an alternate for the segments of Frances and Sumner Drives that are in Susquehanna Township. Provided with the agenda is the bid tabulation from New Enterprise for the work associated with Alternate 1. The Township’s share would be for the costs not in red, as the sewer work associated with the alternate would be the responsibility of the Lower Paxton Township Authority. Lower Paxton Township will manage the project. The cost to the Township would come from the Liquid Fuels Fund.

*Recommended motion: That the Board of Commissioners award the contract for paving of Frances and Sumner Drives to New Enterprise Stone & Lime Co., Inc. in an amount of $71,154.75.*

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

**ORDINANCE 2024-03 AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, COMMONWEALTH OF PENNSYLVANIA AMENDING CHAPTER 11, HOUSING OF THE CODE OF THE TOWNSHIP OF SUSQUEHANNA BY ADDING PART 3, ENTITLED HOTELS, MOTELS, AND INNS BY PROVIDING FOR REGULATIONS, INSPECTIONS AND LICENSING PROCEDURES FOR HOTELS, MOTELS, AND INNS WITHIN SUSQUEHANNA TOWNSHIP WITH PENALTIES FOR VIOLATION**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a copy of an ordinance establishing Chapter 11, Housing; Part 3, Hotels, Motels, and Inns of the Susquehanna Township Code of Ordinances. The public hearing on the ordinance amendment was conducted earlier this evening. Staff is recommending adoption of the ordinance as advertised.

*Recommended motion: That the Board of Commissioners adopt the ordinance amending Chapter 11, Housing by adding Part 3, Hotels, Motels, and Inns.*

**THE ESTATES AT MARGARET’S GROVE, PHASE 2 – PLAN MODIFICATION**

*Betsy Logan, Assistant Township Manager*

**Narrative**

Provided with the agenda is the submitted “Site Design Modification Plan for The Estates at Margaret’s Grove, Phase 2”. The purpose of this request is to revise the design of the temporary cul-de-sac on the northern side of Mountain Rise Drive (to be renamed McCallister Drive) from a bulb design to a hammerhead design. Additional wetlands were discovered on site necessitating the redesign of the temporary cul-de-sac, along with other minor changes to the approved plan. This project is located in the R-4 Residential Urban Zoning District and the Second Ward.

The largest revision to the plan is the change from the bulb cul-de-sac to a hammerhead turnaround. While this scenario is not as convenient for vehicular maneuvering, it will still allow vehicles to turn around while avoiding impacts to the wetland areas and minimizing the associated excavation and tree clearing. This turnaround only serves one building lot and is intended to be a temporary condition until Mountain Ridge Drive is extended. This design has been reviewed by the Fire Marshal. Also provided with the agenda is a staff report and review letter from the Township Engineer summarizing all comments and recommended conditions of approval.

*Recommended motion: That the Board of Commissioners approve the Plan Modification for The Estates at Margaret’s Grove Phase 2 subject to the conditions recommended by the Zoning Administrator and Fire Marshal.*

**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 –** None.

**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. Authorization to Hire – Patrol Officers
   3. Authorization to Hire – Fire/Property Maintenance Inspector Intern
2. **REVIEW OF THE DRAFT ZONING ORDINANCE TEXT AND MAP AMENDMENT ESTABLISHING A STATE INSTITUTION OVERLAY DISTRICT**

*Betsy Logan, Assistant Township Manager*

**Narrative**

Provided with the agenda is a copy of a draft ordinance amending Chapter 27, Zoning by establishing a new State Institution Overlay District. The intent of the ordinance is to recognize the public uses germane to the Commonwealth of Pennsylvania and its land holdings in Susquehanna Township. The overlay could be applied to multiple underlying zoning districts as appropriate, and provide for additional uses, provisions, and area regulations to augment the affected districts. At this time, staff is recommending the draft ordinance be referred to the Planning Commission for review and comment. In addition to the text amendment, a Zoning Map amendment is also proposed to establish the overlay on a section of the State Hospital Ground campus. Both the map and text amendments would be presented back to the Commissioners to authorize a public hearing at a future date.

*Recommended motion: That the Board of Commissioners refer the draft State Institution Overlay Ordinance and Zoning Map amendment to the Planning Commission for review and comment.*

1. **APPLICATION FOR ZONING ORDINANCE AMENDMENT TO ESTABLISH A “MULTIPLE FAMILY COMPLEX” USE AND ASSOCIATED REGULATIONS FOR THE MIXED-USE 1 ZONING DISTRICT**

*Betsy Logan, Assistant Township Manager*

**Narrative**

Staff received a request to amend the Susquehanna Township Zoning Ordinance to allow for a new permitted use, entitled Multiple Family Complex. This amendment would provide for a new multi-family use, different from the existing multiple-family dwelling use (§27-2008) currently outlined in the Zoning Ordinance. In addition to the new use, a new definition and parking standards are provided related to the use. The Multiple Family Complex is proposed to be a permitted use in the Mixed-Use 1 zoning district. Design standards are included in the new use as well.

*Recommended motion: That the Board of Commissioners refer the application for Zoning Ordinance amendment to the Planning Commission for review and comment.*

1. **GREASE TRAP VARIANCE – 19 NORTH PROGRESS AVENUE**

*Jill Lovett, Director of Finance*

**Narrative**

Provided with the agenda is a copy of the request for variance submitted by Kapil Khatiwoda, owner of Harrisburg Meat Market, for the grease trap interceptor required for the business. The property is located at 19 North Progress Avenue and will not have any food preparation facilities or cooking onsite. The premises will not be a restaurant, but will sell raw and frozen fish and meat. The Susquehanna Township Authority approved the variance request at its meeting on Tuesday, April 2nd, subject to the property owner entering into a Memorandum of Understanding stipulating the conditions of approval including that the use of the premises will not include any food preparation or cooking activities or facilities.

*Recommended motion: That the Board of Commissioners approve the grease trap variance request for 19 North Progress Avenue subject to the conditions imposed by the Susquehanna Township Authority.*

**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.**