



# Susquehanna TOWNSHIP

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## Susquehanna Township Board of Commissioners

### Regular Meeting Agenda

May 9, 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. April 25, 2024 – Board of Commissioners Workshop Meeting
- G. RECOGNITIONS AND PRESENTATIONS – None.
- 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** – None.

**J. BIDS AND CONTRACTS** – None.

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

**1. RESOLUTION 2024-R-16 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING A GRANT APPLICATION TO THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT STRATEGIC MANAGEMENT PLANNING PROGRAM**

*David Pribulka, Township Manager*

**Narrative**

Provided with the agenda is a copy of a resolution authorizing the submission of a grant application to the Department of Community and Economic Development Strategic Management Planning Program. The DCED Program is tailored to meet the needs of individual communities by developing a multi-step roadmap for maintaining financial sustainability, enhancing public service delivery, and managing operational and capital needs. The Program may be fully funded or require a small local match, which has been budgeted in the 2024 Annual Budget. Goals of the Program include reducing expenditures, augmenting revenue streams, incorporating best management practices for good governance, and pursuing intergovernmental cost-sharing strategies where advantageous.

*Recommended motion: That the Board of Commissioners adopt the resolution authorizing the Township Manager to submit an application to the DCED Strategic Management Planning Program.*

**L. STAFF REPORTS**

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

**M. OLD BUSINESS**

**1. AUTHORIZATION FOR ADVERTISEMENT OF A PUBLIC HEARING ON THE STATE INSTITUTION OVERLAY DISTRICT ORDINANCE**

*Betsy Logan, Assistant Township Manager*

**Narrative**

Provided with the agenda is a draft of the State Institution Overlay Ordinance proposed by the Commonwealth of Pennsylvania for the state hospital grounds. Both the Township Planning Commission and the Dauphin County Planning Commission have conducted initial reviews of the draft. Comments from the Dauphin County Planning Commission are included with the agenda. The ordinance includes both a text amendment to Chapter 27, Zoning and a Zoning Map Amendment. This evening, the Board is asked to review the comments from the Dauphin County Planning Commission. At the May 23<sup>rd</sup> Workshop, the Board may schedule a public hearing on the ordinance for Thursday, June 13<sup>th</sup>.

*Staff recommendation: That the Board review and comment on the draft ordinance.*

**N. NEW BUSINESS**

**1. CONSENT AGENDA**

- a. Statement of Bills Paid
- b. Authorization to Hire – Seasonal Parks Maintenance Staff
- c. Authorization to Hire – Truck Driver/Laborer
- d. Authorization to Hire – Full Time Clerical Staff (Police)
- e. Authorization to purchase Lafayette Instrument LX6-S Polygraph Machine
- f. Application for Payment #13 – Admin. Office Renovations (\$5,336.00)
- g. Application for Payment #14 – Admin. Office Renovations (\$10,708.50)
- h. Acceptance of the resignation of the Township Manager
- i. Appointment of Civil Service Commission Alternate

**2. APPROVAL OF ENGAGEMENT WITH KEYSTONE MUNICIPAL SOLUTIONS TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE TOWNSHIP MANAGER VACANCY**

*Frank Lynch, President, Board of Commissioners*

**Narrative**

Provided with the agenda is an engagement for Leadership Recruitment Services from Keyston Municipal Solutions, a subsidiary of McNeese Wallace, to conduct an executive search for the next Township Manager. The total cost of the engagement is \$12,000, and includes all advertising, background checks, candidate screening, and additional services.

*Recommended motion: That the Board of Commissioners authorize the President of the Board of Commissioners to execute a Leadership Recruitment Services Agreement with Keystone Municipal Solutions.*

**3. AUTHORIZATION TO ADVERTISE A PUBLIC HEARING ON AN ORDINANCE DIRECTING THE PROPERTY OWNER OF 2000**

**LINGLESTOWN ROAD (TAX PARCEL 62-013-006) TO INSTALL A  
SIDEWALK ON CROOKED HILL ROAD**

*David Pribulka, Township Manager*

**Narrative**

The Public Works Committee discussed a concern that was raised about a missing segment of sidewalk on the eastern side of Crooked Hill Road adjacent to an office complex owned by 2000 Associated, LLC of Chambers Hill Road. The missing segment would connect the existing sidewalk on Linglestown Road with another existing segment north of the intersection. The missing segment measures approximately 280 lineal feet. Pursuant to the First Class Township Code, the Board may, by ordinance, direct the adjacent property owner to install the sidewalk upon serving notice with at least 60 days to comply. The missing segment is a hazard especially during snow and icy conditions. Staff is recommending the Board schedule a public hearing on an ordinance to direct the installation of the notice. The property owner has been notified of this matter, as well.

*Recommended motion: That the Board of Commissioners authorize advertisement of a public hearing on an ordinance directing the property owner of 2000 Linglestown Road to install sidewalk on Crooked Hill Road for Thursday, June 13, 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.**