



Susquehanna TOWNSHIP

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Susquehanna Township Board of Commissioners
Regular Meeting Agenda
July 14, 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 23, 2022 – Board of Commissioners Workshop
- F. RECOGNITIONS AND PRESENTATIONS
 - 1. **2022 DAUPHIN COUNTY LOCAL SHARE GRANT PROGRAM - CO-SPONSORSHIP REQUEST PRESENTATIONS**

David Pribulka

Narrative

Provided with the agenda are copies of material submitted by applicants seeking co-sponsorship from the Board of Commissioners for a Dauphin County Local Share Grant. Per the program guidelines, non-municipal applicants may seek sponsorship by an eligible non-contiguous municipality for certain qualifying projects. As in the prior cycles, the Board has requested narratives from applicants demonstrating the subject projects' compliance with the established program guidelines. Also provided with the agenda is a copy of a memorandum distributed to applicants seeking co-sponsorship summarizing the guidelines for consideration. These requests may be moved by the Board individually or as a slate.

Staff recommendation: That the Board of Commissioners approve the requests for co-sponsor from non-municipal applicants for the 2022 Dauphin County Local Share Grant Program.

G. REPORTS OF COMMITTEES

1. Building & Grounds (Rothrock/Pyne)
2. Budget, Finance, Insurance & Pension (Fleming/Pyne/Rebarchak)
3. Public Works (Napper/Hisiro)
4. Health & Sanitation (Rebarchak/ Hisiro)
5. Administration & Personnel (Napper/Fleming/Engle)
6. Police (Engle/Faylona)
7. Fire, EMS, EMA (Hisiro/Fleming)
8. Recreation (Faylona/Hisiro)
9. Planning & Zoning (Rothrock/Pyne/Rebarchak)

H. BIDS AND AGREEMENTS

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

1. **ORDINANCE 22-3 AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING CHAPTER 5, CODE ENFORCEMENT; PART 3, INTERNATIONAL PROPERTY MAINTENANCE CODE; SECTION 5-301, ADOPTION OF INTERNATIONAL PROPERTY MAINTENANCE CODE; AND SECTION 5-303, ADOPTION OF FUTURE EDITIONS**

David Pribulka, Township Manager

Narrative

The Board of Commissioners conducted a public hearing on an ordinance amendment adopting the 2021 International Property Maintenance Code (IPMC) and replacing the provision automatically adopting the latest edition with authorization for the Board of Commissioners to adopt subsequent editions via resolution. The public hearing and discussion concluded with no amendments, and adoption of the ordinance is presented for consideration by the Board this evening. Provided with the agenda is the ordinance presented for adoption as advertised for public hearing during the June 9th Regular Meeting.

Staff recommendation: That the Board of Commissioners adopt the ordinance amending Chapter 5, Code Enforcement; Part 3, International Property Maintenance Code; Section 5-301, Adoption of International Property Maintenance Code; and Section 5-303, Adoption of Future Editions.

2. **RUSSEL DRIVE LOT 2 – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN REQUEST FOR WAIVERS AND CONDITIONAL APPROVAL**

Betsy Logan, Assistant Township Manager

Narrative

Russel Drive – Lot 2 is a vacant lot located at the northeast terminus of Russell Drive, north of Commerce Drive. The property is approximately 6.639 acres. The applicant is proposing to build two age-restricted apartment buildings, totaling 78 units. Access to the site is through one driveway located on Russell Drive. Parking is provided in various areas throughout the property. A total of 158 parking spaces are provided, and 156 spaces are required. Public water and sewer are proposed for the project.

The applicant is requesting waivers from the Preliminary Plan Submission, two forms of access to the site, and sidewalks. The Planning Commission discussed the waivers for access and sidewalk at length. After working with the Fire Marshal, a boulevard entrance was proposed to allow vehicular access if one of the lanes were to be blocked by emergency apparatus. In response to the sidewalk waiver discussion, the applicant is now providing a 20' trail easement for a future connective trail on the northern end of the property near the waterway. In addition, an internal walkway was added between the buildings to the rear of the northern building where amenities are planned for the community. The applicant's justification for the sidewalk waiver is provided in the packet material. While not a condition of the approval of the sidewalk waiver, the Planning Commission discussed the consideration of payment of a sidewalk fee-in-lieu from the applicant for the portion of sidewalk required along Russell Drive as the internal sidewalk connection is for the private residents' use.

The Planning Commission reviewed the plans at their meetings on April 25, 2022, and May 23, 2022. The Planning Commission recommends approval of the following waivers:

1. §22-404 – Preliminary Plan Submission.
2. §22-1107 Sidewalks as discussed in the narrative.
3. §22-502.5.D - Two forms of access to the parking lot with a modified boulevard entrance that would allow vehicular access if one of the lanes were to be blocked by emergency apparatus.

The Planning Commissioner recommends approval of the Preliminary/Final Land Development Plan for Russell Drive, Lot #2 with the following conditions:

1. Address all outstanding comments provided in the comments from Township Staff, the Township Engineer, and Dauphin County Planning Commission.
2. Provide copies of required agency approvals for the Erosion and Sedimentation Control Plan, the NPDES permit, and the Sewage Planning Module.
3. Provide ability to serve letters for utilities.
4. Provide a signed and executed Operations and Maintenance Agreement, Easement Agreement, and Developer's Agreement.
5. Provide financial security for the construction of all applicable improvements.
6. Provide a recreation fee prior to plan signatures and recording.

A site plan has been provided with the agenda and a copy of the full submission can be found online at the link below.

[Russel Drive Lot #2 Preliminary/Final Land Development Plan](#)

Staff recommendation #1: That the Board of Commissioners grant the waivers requested subject to the conditions recommended by the Planning Commission.

Staff recommendation #2: That the Board of Commissioners approve the Preliminary/Final Land Development Plan for Russel Drive, Lot #2 subject to the conditions recommended by the Planning Commission.

J. REPORTS

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|---------------------------------------|---|
| 1. Township Manager | 8. Authority – (Napper/Pribulka) |
| 2. Public Safety/Police | 9. Shade Tree (Pyne/Rebarchak) |
| 3. Community and Economic Development | 10. Communications (Pyne/Rebarchak/Faylona) |
| 4. Public Works | 11. Human Relations (Hisiro/Faylona) |
| 5. Engineering | 12. Parks & Recreation |
| 6. Solicitor | |
| 7. School Board (Pyne/Fleming) | |

K. OLD BUSINESS

1. REVIEW OF DRAFT ZONING ORDINANCE AMENDMENT DELETING AND AMENDING CERTAIN DEFINITIONS AND PERMITTED USES; AND TO EXEMPT THE USES, LAND, AND STRUCTURES OF THE TOWNSHIP AND ITS MUNICIPAL AUTHORITIES FROM THE ZONING ORDINANCE

Betsy Logan, Assistant Township Manager

Narrative

At the Workshop Meeting on June 23rd, the Board of Commissioners authorized advertisement of a public hearing on a zoning ordinance amendment for Thursday, August 11th. The draft amendment is presented for review by the Board this evening and is provided with the agenda. The draft amends definitions of “Vehicle Salvage/Recycling Facility” and “Wholesale Trade,” as well as removes “Municipal, county, state and federal buildings and facilities” from the permitted use tables in various zoning districts. Additionally, the amendment would establish new regulations for Vehicle Salvage/Recycling Facilities in Part 20, Use Regulations and associated parking standards. Finally, the ordinance introduces an exemption for Township and Authority uses, lands, and structures from the Zoning Ordinance. This item is presented for discussion only and no action is required this evening.

Staff recommendation: That the Board of Commissioners discuss the draft zoning ordinance amendment.

2. 3500 BLOCK OF SCHOOLHOUSE LANE - TRAFFIC STUDY RESULTS

Rob Martin, Director of Public Safety

Narrative

Provided with the agenda is a memorandum from Public Safety Director Rob Martin summarizing the results and recommendations from a traffic study conducted in the 3500 block of Schoolhouse Lane. The recommendations are to install appropriate signage and a speed hump approximately 165 feet south of Nottingham Way. This is identified as Location #4 in the summary of a similar traffic study conducted in 2017. A copy of the 2017 traffic study report is also provided with the agenda for reference. If approved by the Board, staff can include these items in the work plan, but it is uncertain when the signage and speed hump will be installed due to current workload.

Staff recommendation: That the Board of Commissioners authorize the installation of signage and an additional speed hump as recommended in the Director of Public Safety Memorandum dated June 14, 2022.

3. SUSQUEHANNA TOWNSHIP ADMINISTRATIVE OFFICE RENOVATIONS – CHANGE ORDER #5, GENERATOR ACQUISITION/INSTALLATION

David Pribulka, Township Manager

Narrative

Provided with the agenda is a Change Order Request (COR) from eciConstruction, the general contractor for the administrative building renovation project. Earlier this year, the Board authorized the architect to complete the design and permitting for a 35 KW generator to provide backup power to the administrative space. The current generator is beyond its useful life and is currently bypassed due to a faulty relay. The total cost of the requested COR is \$100,795.00, and the pricing is good until July 20th. The contractor obtained several quotes for the generator and the recommendation is to install a pad-mounted, Kohler Model 36CCL 35 KW Generator. Alternatively, the Board could consider bidding the project separately, but the bids may be difficult to predict given the instability of pricing in this construction climate. Also, bidding the project separately would add to the time the Township administrative space would operate without an emergency backup generator. Also provided with the agenda is an updated budget-to-actual report for the building renovation project.

Staff recommendation: That the Board of Commissioners approve the Change Order Request for the acquisition and installation of an emergency backup generator in an amount of \$97,552.00.

L. NEW BUSINESS

1. CONSENT AGENDA

- a. Statement of Bills Paid
- b. Building Renovation Project – Pay Application #6 (\$97,009.06)
- c. Appointment of Jace Hilton to the Susquehanna Township Highway Department
- d. Veteran’s Park – Tennis Court Repair & Resurface (\$43,085.00)
- e. Fit Court Concrete Pad Installation (\$17,400.00)
- f. Edgemont Park ADA Accessibility Improvements - Design (\$10,700.00)
- g. Susquehanna Marketplace Hotels/Restaurants – Updated Phasing Schedule

2. WEDGEWOOD HILLS PARK MASTER PLAN – REQUEST FOR PROPOSALS

Doug Knauss, Director of Parks & Recreation

Narrative

Provided with the agenda is a draft Request for Proposals (RFP) for consulting services to develop a Master Plan for Wedgewood Hills Park. The RFP has been reviewed by the Recreation Advisory Committee at their July 13th meeting, and any amendments offered by the Committee will be reviewed this evening with the Board. The RFP has a defined scope of work for the project including a public participation component; development of background data and a site analysis; assessment of existing structures and facilities; and a design element including recommendations and cost estimates. The purpose of the RFP is to solicit proposals from qualified consultants who can develop a Master Plan for the site that will enable the Township to be competitive in future rounds of Community Conservations Partnerships Program grant funding from the Department of Conservation and Natural Resources (DCNR). Staff is recommending the Board authorize the issuance of the RFP, and the results and a recommendation for award will be presented to the Board for consideration at a future meeting.

Staff recommendation: That the Board of Commissioners authorize the issuance of a Request for Proposals for consulting services to develop a Master Plan for Wedgewood Hills Park.

3. 2022 DAUPHIN COUNTY LOCAL SHARE GRANT PROGRAM – MUNICIPAL SPONSORSHIP REQUESTS

David Pribulka, Township Manager

Narrative

As discussed earlier in the agenda, Dauphin County has announced the 2022 application period for the Local Share Grant Program. The grant program is funded by proceeds from casino gaming revenue, and is typically earmarked for the county, host municipality, and contiguous municipalities. Dauphin County has developed their program to include non-contiguous municipalities to be eligible for a portion of the funds provided they are sponsored by an eligible applicant. Historically, the County, itself, has been the co-sponsor of projects for non-contiguous municipalities.

Staff has developed a list of requests for consideration to be considered by the Board for inclusion in the 2022 application cycle. They include a) \$75,000 for debt service on the 2015 Dauphin County Infrastructure Bank Loan; b) \$30,000 for Crown Point Playground equipment replacement; and c) \$45,000 for a metal pole building at the Public Works Maintenance Building. Provided with the agenda is a memorandum from David Pribulka, Township Manager, further summarizing these requests. These costs are preliminary estimates and would need to be refined prior to the application deadline. It is likely that some local match would be required to complete the requested projects. If authorized, the Manager will prepare a sponsorship request letter for Dauphin County in advance of the August 1st deadline.

Staff recommendation: That the Board of Commissioners direct the Township Manager to submit a sponsorship request letter to Dauphin County for the projects outlined in the Township Manager's memorandum dated July 14, 2022.

M. COMMISSIONER COMMENTS

N. 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.