



Susquehanna TOWNSHIP

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Susquehanna Township Board of Commissioners

Regular Meeting Agenda

August 11, 2022

Pincus Room

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. July 28, 2022 – Board of Commissioners Workshop
- F. RECOGNITIONS AND PRESENTATIONS
 - 1. SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT PROMOTIONS

Rob Martin, Director of Public Safety

Narrative

Public Safety Director Rob Martin will present a list of candidates to the Board of Commissioners for promotions to the ranks of Patrol Officer First Class, Corporal, and Sergeant. At the conclusion of the promotions, staff is requesting a brief recess for photographs with the Board of Commissioners. The recommended promotions are as follows:

- 1) Officers Angela Codero, Tyler Parrey, Mike D’Arcy, and Jamie Sitler to Patrol Officer First Class;
- 2) PFC Julian Gomez to Corporal; and
- 3) Corporals Rich Wilson and Alex Wagner to Sergeant.

Staff recommendation: That the Board of Commissioners approve the promotions of Officers Angela Codero, Tyler Parrey, Mike D’Arcy, and Jamie Sitler to Patrol Officer First Class; PFC Julian Gomez to Corporal; and Corporals Rich Wilson and Alex Wagner to Sergeant.

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 22-5 AN ORDINANCE OF THE TOWNSHIP OF SUSQUEHANNA, COUNTY OF DAUPHIN, PENNSYLVANIA AMENDING THE SUSQUEHANNA TOWNSHIP ZONING ORDINANCE TO DELETE THE DEFINITION “MUNICIPAL, COUNTY, STATE AND FEDERAL BUILDINGS AND FACILITIES,” TO AMEND THE DEFINITION “WHOLESALE TRADE,” AND TO ADD A NEW DEFINITION OF “VEHICLE SALVAGE/RECYCLING FACILITY”; TO AMEND PERMITTED USES IN ALL DISTRICTS IN ACCORDANCE WITH THE DELETED, AMENDED AND ADDED DEFINITIONS; TO PERMIT A VEHICLE SALVAGE/RECYCLING FACILITY IN THE GENERAL INDUSTRIAL DISTRICT AS A SPECIAL EXPECTATION USE, AND TO PROVIDE SPECIFIC STANDARDS FOR A VEHICLE SALVAGE/RECYCLING FACILITY; AND TO EXEMPT THE USES, LAND, AND STRUCTURES OF THE TOWNSHIP AND ITS MUNICIPAL AUTHORITIES FROM THE ORDINANCE.**

Betsy Logan, Assistant Township Manager

Narrative

On July 14th, the Board authorized advertisement of a public hearing and consideration of an ordinance amending Chapter 27, Zoning. The amendment affects several provisions of the Zoning Ordinance by a) amending the permitted use tables to remove “Municipal, county, state, and federal buildings and facilities in accordance with §27-2038”; b) amend the regulations pertaining to Salvage/Recycling Facilities; c) amend definitions; and d) exempt the Township from the regulations provided in the Zoning Ordinance. This evening, the Board is asked to conduct the public hearing and, once closed, to consider action on the ordinance as advertised.

Staff recommendation: That the Board of Commissioners adopt the ordinance amending Chapter 27, Zoning as advertised.

2. **RESOLUTION 22-R-22 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE PRESIDENT AND SECRETARY TO EXECUTE AN EASEMENT AGREEMENT WITH HAWTHORNE SPE, LLC AND TERRACES AT MAPLEWOOD, LLC.**

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a resolution authorizing the Board President and Secretary to execute an easement agreement with Hawthorne and Terraces at Maplewood (TAM) to 1) provide access to its property through the Susquehanna Union Green Traditional Neighborhood Development (North Access Road); 2) provide for the construction of the North Access Road and Traffic Signal including assignment of responsibility and cost share; and 3) establish the future conveyance of an access easement from TAM to the Hawthorne property upon completion of the South Access Road. The agreement also provides for the stormwater improvements associated with a Memorandum of Understanding (MOU) entered into by Hawthorne and Thea Drive Associates, LLC on December 12, 2018. The Township is a party of interest in the easement agreement as it pertains to the installation of public improvements by the parties thereto. Also provided with the agenda is a copy of the Fifth Addendum to the original Access Agreement and the MOU pertaining to the requisite stormwater improvements.

Staff recommendation: That the Board of Commissioners adopt the resolution authorizing the President and Secretary to execute an easement agreement with Hawthorne SPE, LLC and Terraces at Maplewood, LLC.

3. **HOUSES AT OAKHURST CONDOMINIUMS REQUEST FOR WAIVER AND FINAL SUBDIVISION PLAN (WARD 2) CURRENT DEADLINE: OCTOBER 14, 2022**

Mack Breech, Community Planner

Narrative

Houses at Oakhurst Condominiums Final Subdivision Plan has been submitted for the purpose of subdividing off all “withdrawable” land from the Houses at Oakhurst Condominiums. The new lot will contain 9.33 acres and is in the R-4, Residential Urban District, and the BOR, Business-Office-Residential District. OM Real Estate Ventures is proposing a subdivision of the Oakhurst Condominium site, located at the northwest corner of Blue Ridge and Oakhurst Boulevard. The property is 11.5011 acres in area and utilizes public water and sewer.

Lot 1 will be approximately 2.4 acres in area and has 6 existing residential condominiums buildings, each containing four dwellings, for a total of 24 units. This development was approved in 1998, and is known as Houses at Oakhurst. Lot 2 is proposed to be approximately 9.1 acres and is vacant. No proposed use for the subdivided land has been provided or reviewed. The Planning Commission reviewed the plan at their meeting on July 28, 2022, and their recommendations are summarized below. A waiver has been requested from §22-501.7 requiring two separate points of ingress/egress for Lot 1.

Recommended conditions of approval of the subdivision plan have been summarized in the attachment provided with the agenda.

Staff recommendation #1: That the Board of Commissioners grant the waiver from §22-501.7 conditional on the applicant providing an emergency access easement to Lot 2.

Staff recommendation #2: That the Board of Commissioners approve the Houses at Oakhurst Condominium Final Subdivision Plan subject to the conditions recommended by the Planning Commission.

4. 5213 & 5215 NORTH FRONT STREET REQUEST FOR WAIVERS AND FINAL SUBDIVISION/LOT CONSOLIDATION PLAN (WARD 1) CURRENT DEADLINE: SEPTEMBER 25, 2022

Mack Breech, Community Planner

Narrative

This plan is for the purpose of consolidating two properties into one property and constructing a 1,865 square foot driveway. The properties are in the MU-2, Mixed Use Corridor-Special Purpose District. Jeffrey K. Henshaw owns 5213 (.1012 acres) and 5215 North Front Street (.1992 acres). 5213 North Front Street is currently occupied by a single-family dwelling. 5215 North Front Street is currently occupied by a concrete pad and a gravel driveway. 5215 was occupied by a single-family dwelling, however, it was demolished in 2020. The applicant seeks to combine both lots into an approximately .30-acre lot to construct a 1,865 square foot paved driveway located entirely on the existing lot of 5215 North Front Street. The Planning Commissioner reviewed the plan at their meeting on June 27, 2022, and their recommendations are provided below.

The applicant is requesting waivers from §22-404, Preliminary Plan Procedures; §22-1102, Monuments and Markers; and §22-1106, Curbs.

Staff recommendation #1: That the Board of Commissioners grant the waivers from §22-404, Preliminary Plan Procedures; §22-1102, Monuments and Markers; and §22-1106, Curbs.

Staff recommendation #2: That the Board of Commissioners approve the 5213 & 5215 Front Street Subdivision/Lot Consolidation Plan subject to the satisfaction of all outstanding comments from Township staff; HRG, Inc.; and the Dauphin County Planning Commission.

5. SUSQUEHANNA UNION GREEN PHASE 3C REQUEST FOR WAIVER AND FINAL LAND DEVELOPMENT PLAN (WARD 9) CURRENT PLAN DEADLINE: SEPTEMBER 25, 2022

Mack Breech, Community Planner

Narrative

This is a Final Land Development Plan for the purpose of constructing a childcare center with related site improvements. The property is in the TND-1, Traditional Neighborhood Development 1.

The Vartan Group, Inc is proposing the development of a 9,892 square-foot childcare facility as a part of Phase IIIC of the ongoing Susquehanna Union Green project. The site includes the primary building along with a 6,353 square-foot outdoor play area. The site is located adjacent to Progress Avenue and can be accessed by Garrison Avenue. Additionally, sidewalks will be provided on both sides of Garrison Avenue for pedestrian access. There are 41 proposed parking spaces located on the east side of the proposed building.

The Planning Commissioner reviewed the request at their meeting on July 28, 2022, and their recommended conditions are summarized as follows:

- a. Address all remaining comments provided in correspondence from Township Staff, Dauphin County Planning Commission, and consultants including HRG, Inc. TCA, Inc, and GHD.
- b. Prior to building permit submittal in addition to the building elevations, the following conditions include the submission of:
 - i. Enhanced Phase 1 landscaping and foundational planting
 - ii. Provide elevation details from Progress Ave showing the difference in grade, the landscaping, and how any roof-mounted equipment will be hidden from view.
 - iii. Lighting plan
 - iv. Include pedestrian light detail on the plan for the building packet.
 - v. Include details for building lights and pedestrian lights.
 - vi. Submit a picture or colored graphic of the retaining as part of the materials board.
- c. No permits will be released until the DRC (or Township Planning Consultant, TCA) has verified all the plans meet the Design Guidelines. All fees from TCA's review are required to be paid by the applicant.

Staff recommendation #1: That the Board of Commissioners grant the waiver from §22-501.7.

Staff recommendation #2: That the Board of Commissioners approve the Susquehanna Union Green Phase 3C Final Land Development Plan subject to the conditions recommended by the Planning Commission.

J. REPORTS

1. Township Manager
2. Public Safety/Police
3. Community and Economic Development
4. Public Works

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| 5. Engineering | 10. Communications
(Pyne/Rebarchak/Faylona) |
| 6. Solicitor | 11. Human Relations
(Hisiro/Faylona) |
| 7. School Board (Pyne/Fleming) | 12. Parks & Recreation |
| 8. Authority – (Napper/Pribulka) | |
| 9. Shade Tree (Pyne/Rebarchak) | |

K. OLD BUSINESS

1. AUTHORIZATION OF A PUBLIC HEARING ON AN ORDINANCE AMENDING THE SUSQUEHANNA TOWNSHIP WARD MAP

David Pribulka, Township Manager

Narrative

Provided with the agenda is a draft ordinance amending the Susquehanna Township Ward Map as discussed at the July 28th Board of Commissioners Workshop Meeting. The ward amendments proposed will bring the Township into compliance with all statutory regulations pertaining to reapportionment and acceptable population variance. Also provided with the agenda is a map contrasting the existing and proposed ward boundaries to illustrate the changes. The Board is asked to review the draft and authorize the ordinance for public hearing and adoption at the Workshop meeting on Thursday, August 25th.

Staff recommendation: That the Board of Commissioners authorize a public hearing on an ordinance amending the Susquehanna Township Ward Map for Thursday, August 25th.

L. NEW BUSINESS

1. CONSENT AGENDA

- a. Statement of Bills Paid

2. REVIEW OF A DRAFT MEMORANDUM OF UNDERSTANDING WITH THE CAPITAL AREA GREENBELT ASSOCIATION

Doug Knauss, Director of Parks & Recreation

Narrative

Provided with the agenda is a copy of a DRAFT Memorandum of Understanding between the Township and the Capital Area Greenbelt Association (CAGA) establishing parameters concerning the maintenance and capital improvements to the Greenbelt. The CAGA is a non-profit organization comprised of volunteers tasked with overseeing the development and maintenance of the Greenbelt, a multi-municipal greenspace primarily situated in Susquehanna Township. Dick Norford, the Township's Bicycle/Pedestrian Coordinator, and Doug Knauss, Parks & Recreation Director will introduce the item and be available to respond to any questions. No action is being requested of the Board this evening.

Staff recommendation: That the Board of Commissioners review and comment on the Draft Memorandum of Understanding with the Capital Area Greenbelt Association.

3. PUBLIC HEARING AND REVIEW OF THE DRAFT 2023 – 2027 CAPITAL IMPROVEMENT PROGRAM BUDGET

David Pribulka, Township Manager

Narrative

The Capital Improvement Program Budget (CIP) is a five-year projection of largescale expenditures across the Township’s departments. A capital expenditure is defined in the CIP as any item with a unit cost of \$2,500 or more with an estimated useful life of *at least* one year. New staffing requests are also included as personnel represents a significant component of the Township budget. The CIP is not a formal authorization to spend money, nor is it a commitment to fund any or all of the expenditures in the projected year. It is recognized and expected that priorities change within the horizon of the CIP, as well as the Township’s overall financial position. Actual expenditures are not authorized until approved in the annual operating budget. David Pribulka, Township Manager, will introduce the item and provide a brief presentation on the components of the CIP. This evening, the Board is asked to conduct a public hearing on the Draft CIP, and authorize adoption of the Final CIP for the Board of Commissioners Workshop on August 25th reflective of any comments or changes incorporated during this evening’s discussion.

Staff recommendation: That the Board of Commissioners conduct the public hearing and review the Draft 2023 – 2027 Capital Improvement Program Budget.

4. BOYD PARK EAGLE SCOUT PROJECT PROPOSAL

Doug Knauss, Director of Parks & Recreation

Narrative

The Recreation Advisory Committee (RAC) is recommending that the Board of Commissioners authorize an Eagle Scout project at Boyd Park. The project would involve the installation of six Blue Bird Boxes by Hunter Knauss. If approved, the Township would assist in the purchase of materials in an amount not to exceed \$400, and the Public Works Department would provide assistance by digging the holes to set the posts.

Staff recommendation: That the Board of Commissioners approve the Eagle Scout project proposal for the installation of Blue Bird Boxes at Boyd Park and authorize staff to provide assistance with the acquisition of materials and installation.

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.