



Susquehanna TOWNSHIP

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Susquehanna Township Board of Commissioners

Regular Meeting Agenda

March 10, 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. February 24, 2022 – Board of Commissioners Workshop
- F. RECOGNITIONS AND PRESENTATIONS—None**
- G. REPORTS OF COMMITTEES**
 - 1. Building & Grounds
(Rothrock/Pyne)
 - 2. Budget, Finance, Insurance & Pension
(Fleming/Pyne/Rebarchak)
 - 3. Health & Sanitation
(Rebarchak/Hisiro)
 - 4. Public Works (Napper/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)
 - 10. Human Resource Committee
(Pyne/Faylona)
 - 11. Authority Liaison (Napper/Pribulka)
 - 12. School Board Liaison (Pyne/Fleming)
 - 13. Indian Wheels Liaison (Hisiro/Faylona)
 - 14. Shade Tree Commission
(Pyne/Rebarchak)
 - 15. EMS Liaison
 - 16. COG Delegate (Pyne/Pribulka)
 - 17. PSATC Liaison ((Fleming/Faylona)
 - 18. Human Relations Commission
(Hisiro/Faylona)
 - 19. Communications
(Pyne/Rothrock/Faylona)
- H. BIDS AND AGREEMENTS**

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

1. Resolution 22-R-04 - Application for State Local Share Grant for Recreation Master Plan Funding

Doug Knauss, Director of Parks and Recreation

Narrative

Provided with the agenda is a copy of the resolution authorizing the Township to submit a grant application to the Pennsylvania Department of Community and Economic Development for its Statewide Local Share Grant Program. The grant application is for the development of park master plans for five Township parks including Margaret's Grove Park, Apple Creek Park, Shutt Mill Park, Plum Alley Park, and Donald B. Stabler Park. These parks are either open parcels of land or aging parks that need to be updated to better serve the needs of the residents. The grant application is for \$300,000.00 and there is no local match required. A \$100 grant processing fee is charged at the time of submittal. Also provided with the agenda is a memorandum from the Director of Parks and Recreation and a copy of the grant guidelines. Staff is recommending that the Board adopt the resolution.

Recommended motion: That the Board of Commissioners adopt the resolution authorizing the submission of a grant application to the DCED Local Share Grant Program for an amount of \$300,000.00.

J. REPORTS

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|---------------------------------------|-----------------------------------|
| 1. Township Manager | 7. School Board |
| 2. Public Safety/Police | 8. Susquehanna Township Authority |
| 3. Community and Economic Development | 9. Indian Wheels |
| 4. Public Works | 10. Shade Tree Commission |
| 5. Engineering | 11. Communications |
| 6. Solicitor/Legal | 12. Human Relations Commission |
| | 13. Parks and Recreation |

K. OLD BUSINESS

1. Approval of Equipment Purchase from B. Moyer Radio for Susquehanna Township Emergency Management

Robert Martin, Director of Public Safety

Narrative

Provided with the agenda is a copy of the equipment proposal from B. Moyer Radio authorizing the purchase of new radios and communication equipment for Susquehanna Township Emergency Management. The proposal has been reviewed by the Board of Commissioners and staff is recommending that the Board formally approve the requisition this evening. The equipment will be purchased on state contract through COSTARS for a total cost of \$38,829.80.

Recommended motion: That the Board of Commissioners approve the purchase of radio equipment as described in the attached quote from B. Moyer Radio.

L. NEW BUSINESS

1. Boards and Commissions—Appointments/Reappointments

- a.** Human Relations Commission
 - i.** Dr. Judith Samkoff
- b.** Health Board
 - i.** Justin Bordell

2. Request for Modifications/Waivers/Variances

- a.** Grease Trap Variance – Alvaro Pastry and Bread Shoppe (4715 North Front St.)
David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of the Declaration of Understanding/Acceptance of Conditions for property located at 4715 North Front Street (DBA Alvaro Pastry and Bread Shoppe). The property owner has requested a variance from Chapter 10, Section 202 of the Code of Ordinances pertaining to the minimum size requirements for grease traps installed at food establishments operating in the Township. The regulations require a minimum size of 1,000 gallons, and the applicant has requested a variance to be permitted to install a 40-gallon trap. The property owner intends to make all baked goods offered for sale at the establishment off-premises. Staff is recommending that the Board of Commissioners approve the variance subject to the conditions described in the attached Declaration of Understanding.

Recommended motion: That the Board of Commissioners approve the grease trap variance for Alvaro Pastry and Bread Shoppe located at 4715 North Front Street subject to the conditions outlined in the Declaration of Understanding.

3. Administration Building Renovation Project – Pay Application #2 (\$211,717.85)

David Pribulka, Township Manager

Narrative

Provided with the agenda is a copy of a Pay Application for the Administration Building Renovation Project. The application is for a payment of \$211,711.85. To date, the Board has approved payment of \$92,567.07 of the original contracted amount of \$935,300.00, leaving a balance to finish of \$631,015.08 net of this application. This amount assumes no change orders associated with the project scope. The Pay Application has been reviewed by the Architect and is recommended for approval.

Recommended motion: That the Board of Commissioners approve Pay Application #2 in an amount of \$211,717.85 for the Township Office Renovation Project.

M. COMMISSIONER COMMENTS

N. APPROVAL OF REPORT OF PAID BILLS

O. 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.