

## MINUTES

### NON-LEGISLATIVE MEETING – APRIL 7, 2021

The April 7, 2021 Non-Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by President Jon G. Wilt.

Roll call was taken with the following officials in attendance:

- Jon G. Wilt, President
- Todd F. Truntz, Vice President
- Ronald J. Paul, Assistant Secretary
- Michael J. Davies, Commissioner
- Christopher DeHart, Commissioner
- Betsy McBride, Township Manager
- Jean R. Arroyo, Township Secretary (Zoom)
- Peter R. Henninger, Solicitor (Zoom)
- Shawn Fabian, HRG (Zoom)
- Don Fure, Director of Codes and Planning (Zoom)
- Scott Washinger, Public Works Superintendent
- Dominic Visconti, Police Chief

Residents and visitors in attendance (sign-in sheet attached)

Residents and visitors participating through Zoom: Kathy McCool

President Wilt announced that the Board had met in executive session on March 30 to discuss personnel and legal matters. He then welcomed everyone to the meeting, and opened the floor for public comments.

#### PUBLIC COMMENTS:

Duane Black, 2051 Mountain View Road, expressed concern with the work being done by the contractor of the Rosedale Manor stormwater project, including safety concerns relative to electrical lines, street lights, and wood being put down over the trenches. He also questioned the proximity of the work to the new water line and the placement of the storm sewers. Mr. Black added that the contractor appears to be all over the place, instead of staying on one street to finish the work. Mr. Fabian explained that the contractor, Doli, has put in a work order with PPL

to discuss the reconnection of the street lights. The service line that feeds those lights on Mountain View was an unmarked utility that was hit during trench work. The line was not de-energized immediately, but was addressed as soon as it was brought to their attention. Mr. Fabian agreed that it was concerning to hear the line was energized. He added that PPL typically prioritizes its work, and unfortunately repair of street lights and maintenance items are sometimes further down on their schedule. The issue will be pushed at tomorrow morning's meeting. Mr. Fabian referenced Mr. Black's comments about placement of inlets, and explained that there are a lot of existing utilities out there that made the ideal location of inlets difficult. Adjustments had to be made. Any issues with water service installed can be addressed with Suez, as there is constant communication with them. Mr. Fabian added it is good to hear concerns from the residents who live in the area so that they can be addressed. Commissioner Paul agreed that as expected, this work has been a huge inconvenience to the residents in the area. He thanked everyone for their continued patience.

#### JOB DESCRIPTIONS – KATHY MCCOOL, HUMAN RESOURCES CONSULTANT:

Kathy McCool reported that her typical process in preparing job descriptions is to first meet with employees and their supervisors to develop the job descriptions. Due to covid, this was not possible. Ms. McCool explained that she developed draft job descriptions and asked employees to send her any duties they felt should be in their job descriptions. These were then added, and revised job descriptions were compiled and sent to the supervisors and employees, and they were able to make corrections or ask questions. Updates were again made. Ms. McCool noted that she had spoken to a police officer representative and had communications with the Chief and Directors to make sure the job descriptions are reflective of what the employees truly do. She stated that she feels they are pretty accurate; she has not received any push-back on them. Ms. McCool explained that it is very important when these are developed that everyone is engaged -- supervisors and employees -- because in the end they will have to sign the job descriptions stating that they understand these are indeed their duties. Job descriptions are also important when interviewing to insure the right candidate is chosen, and can be helpful in guiding the interview questions. They are helpful during performance evaluations, and they also set the employees' expectations.



Commissioner Paul observed the draft job descriptions seemed to be structured to the employees who are presently on board. It might be good to make sure what the actual duties are for that particular title. Commissioner Davies stated he was impressed with the thoroughness and details of the job descriptions.

#### APPROVAL OF MINUTES:

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to approve the Minutes of the March 17, 2021 Legislative Meeting. The motion was unanimously approved.

#### DEPARTMENT REPORTS:

##### Planning & Zoning/Codes Department

Don Fure, Director of Codes and Planning, updated the Board on projects. There is another house under construction in Buddy's Run, and the developer would like to turn the road over to the Township in late summer 2021. Work on the Campus Heights III project is nearing completion and should be ready for the students for the summer classes. The UPS and Wilsbach projects are progressing. Wilsbach Distribution Facility is setting wall panels right now and is still on schedule for a mid-October finish date. Building construction continues for the addition at Hershey Creamery, and the sanitary sewer plant will be a fall completion. This project will be completed in its entirety towards the end of this year. Work also continues for the D&H Warehouse Project. There is a new owner of the Fiddler's Elbow Warehouse (2070 N. Union), so the new plans will need to be re-recorded. Reviews are still being done on the 250 Fulling Mill Road (warehouse). Ms. Hursh continues to receive calls from numerous individuals regarding the Fulling Mill Retirement Plan (The Pond, Phase 1), and what is required to change type of units from the approved plan.

There were two Zoning Hearing Boards held last month. One was for the height of a garage at 35 Davis Drive. The contactor and owner have now decided to withdraw the variance request and will build to height, lowering the building walls and roof height to 13.9'. The second variance request, which was granted, was for 2702 Fulling Mill Road. The variance is to exceed the maximum allowable height of two accessory structures.

The Planning Commission met on March 25 and reviewed the Preliminary/Final Land Development Plan for RLIF Fulling Mill Holdings, LLC, FedEx Fulling Mill Road. This plan is for additional parking/relocation of existing parking with modifications to utility and stormwater infrastructure. The Planning Commission recommended approval of a waiver and conditional approval. Also reviewed that evening was the Kinsley Residential Development for DHK Residential, LLC; the plan was tabled in order to address comments. The Planning Commission discussed Triple Crown Corporation's petition to amend the Zoning Ordinance. It recommended approval, and is sending the amendment to the Board of Commissioners.

Mr. Fure reported that there was an issue with denial of a zoning permit to the Bubble Club, 2285 W. Harrisburg Pike, due to lack of information. The Bubble Club withdrew the application and has now vacated the property.

The Codes Department is also busy with small projects including fences, sheds, decks, pools, etc. Bruce Henry, Construction Code Official, has obtained his plumbing inspector and plan review certifications this past month. Tonya Condran, the department's Administrative Assistant, has passed the PA Notary training.

Mr. Fure updated the Board on the road work occurring in the Township. There are actually four projects on North Union Street. Hempt Brothers is doing the portion for the state, which is at the interchange of Route 283 and North Union Street. Along with that is work by Dauphin County on the bridge. The bridge is closed now, with substantial completion expected August 2. There is currently a detour for heading on North Union Street to go onto Route 283 to Vine Street and exit off Vine Street onto Middletown Road. Kinsley Construction is performing the other two projects, one of which is extension of the water line from 80<sup>th</sup> Street near the pump station at Longview Drive and North Union Street. They will also be performing the upgrades to North Union Street for the UPS project, and have run into some constraints with the project mainly due to rock. There will be a portion of North Union Street, around the pump station, that will potentially need to be shut down for six weeks. As previously discussed with the Board, the road will be shut down in order to blast and expedite that process. They plan to start work around April 28. Signs for the detour will be posted on April 12. About two weeks after that work starts, 80<sup>th</sup> Street will need to be shut down for about nine days to do a bore of the water line. Information and detour plans will be posted on the Township website and Facebook page



in the near future. Mr. Fure added that roadwork on Rosedale Avenue has been going well, and is on schedule.

Commissioner DeHart asked if residents had been advised about the 80<sup>th</sup> Street closure. Mr. Fure noted a meeting was held between staff, HRG, Kinsley and some of the adjoining business owners. Arrangements will be made with the two quarries and Kreider Farms to use a stone access during daylight hours. Homeowners were advised either in writing or verbally that they will need to use a detour. The road will be closed during the bore. There will be no work done in the portion from 80<sup>th</sup> Street up to Longview Drive during that time, so they will be able to backtrack to Longview and up to Strites Road to go around. In response to a question from Commissioner DeHart, Mr. Fure explained that plans for the traffic detour have not been submitted yet relative to the 80<sup>th</sup> Street shutdown. Mr. Fabian noted they would like to do it in concurrence with the bridge work since that work is already routing a lot of the traffic coming down from Hummelstown and Derry Street around Vine Street. They would like to tackle the bore project early on, since this is the only road closure. For the rest of the work, they will be able to keep one lane open as they go up 80<sup>th</sup> Street. Mr. Fabian reported that for the rest of the phases on North Union Street, they have submitted a temporary signaling plan which will have to be submitted to PennDOT for review and approval.

Commissioner Paul asked if it was safe to assume the water line on 80<sup>th</sup> Street will be completed before they do the middle portion, or at least that people can drive up and down the road in some fashion. Mr. Fure explained that it should – there is an anticipated six weeks' work for the portion between Longview Drive and Byler's Quarry, and nine days for the water line boring.

Commissioner DeHart referenced the water line being run down 80<sup>th</sup> Street to North Union Street, and asked if there will be a special top coating put down on North Union Street near the stone wall. Mr. Fabian stated he is not aware of this, but is sure HRG's traffic division is.

Commissioner Davies questioned a document provided by Kinsley Construction regarding the North Union Street roadwork and traffic planning coordination. Page 4, clarification 9 states "If a full temporary closure is accepted for the boring location on Fiddlers Elbow Road, Kinsley would be willing to work with Lower Swatara Township to address any repairs to or around the box culvert at the same time while our equipment is readily available

onsite.” Mr. Fabian explained that a few months back, he and Commissioner Paul were discussing the rock that was in the wing wall on the outflow side of that box culvert.

The former Director of Public Works had questioned that if Kinsley was going to be in there with the equipment needed to pull that rock off of that wing wall and move it further back so it was no longer a concern, would they be willing to do it. Kinsley mentioned that they were working with that landowner already for some potential stockpile locations, and they would be happy to accommodate but they would be unable to get in there and do that if the road itself was not closed. Mr. Fabian stated it seemed a good idea to take them up on this offer.

Commissioner Davies added there is a culvert that goes under North Union Street, near Byler’s Quarry. He asked how this culvert’s condition would be addressed during the road improvement project. Mr. Fabian stated that from the plans, it looks like there will be some grading coming out of the wing wall on the southwestern side to help reestablish that slope in there, but no modification is proposed for the box culvert itself. Commissioner Davies asked Mr. Fabian if he felt this would be adequate. Mr. Fabian stated he does not foresee any issues.

Commissioner Paul asked if the other culverts had been checked and are in good shape and do not need to be replaced with this road work. Mr. Fabian stated that all but the one near the interchange with the Hempt work. There is a marker on the plan that they should do some photo documentation of the last two storm runs on the southern end of the project.

Vice President Truntz asked if any of the road work on North Union Street would involve night work and would take place near residential areas. Mr. Fure explained the 6 PM to 6 AM shift will be down in the area of Byler Quarries. Any blasting will be done prior to sunset. There are two homes in the 2000 block, across from the old Sears warehouse, that will be impacted. Mr. Fure added they were in contact with the School District and will notify the County, Fire Department, etc. He also spoke with the President of the Stoverdale HOA on Monday in regards to this as well as some other issues with the UPS project, so they are also aware. Vice President Truntz addressed the work on Rosedale, and expressed his appreciation to Mr. Black and the residents down there for their patience. He also expressed his thanks to Ms. McBride, Mr. Fabian, and staff for addressing the issue of open cuts that were slated to remain open over the Easter holiday weekend. Thanks to their efforts, they were filled.



Vice President Truntz asked that the contractor be urged to coordinate with neighbors through ways such as door hangers. He noted the complaints he receives seem to focus on the fact that the neighbors were not aware of the schedule of some of this work.

#### Public Works Department

Scott Washinger, Public Works Manager, referenced his written report. All baseball fields and soccer fields have been aerated and slit seeded for the upcoming season. Approximately 75 ton of Diamond Tex was purchased to convert the diamond square footage area at Woodridge. Everything is coming together for the April 17 season opener. This weekend is the opening of the soccer fields.

A steel plate was placed on the sinkhole area on Spring Garden Drive and the cones were removed. The sweeper began its normal route for the season. Paving jobs for this year consist of the following roads: Market Street Extended, Hanover Street, Mountain View Drive, Lexington Avenue and Brentwood Drive. Two of the three 30 cubic yard containers were emptied while the third one was removed to allow for more space at the salt shed area. Bathroom floors are being cleaned as time permits in the administration and police buildings. Possible crack sealing areas considered are Powderhorn Road, roads in Greenplains and Industrial Road. Mr. Washinger explained that this was budgeted to be outsourced. He asked if the Board would prefer it to be insourced. President Wilt asked if the crew had time to do this. Mr. Washinger responded that later in the summer there should be time. The crew is open to this idea, and the Township does have the necessary equipment. Mr. Washinger agreed to look into the details of doing the work internally. Commissioner Paul added that unfortunately, Powderhorn Road will be used pretty heavily during the North Union Street road work.

Mr. Washinger reported that he and Mr. Fabian will be meeting to discuss the proposed signage for Longview Drive relative to the previously discussed safety concerns. He added that he also needs to get some quotes for damaged guardrail that needs to be replaced in several areas.

Vice President Truntz noted that this is the busy season for the Athletic Association, and he understands that Mr. Washinger, being new here, is very busy. He asked if Mr. Washinger or Ms. McBride have any issues with employee Ed Finsterbush being the liaison with Jason Wagner of the Athletic Association as far as some of the grounds work. Ms. McBride stated that this could be a union issue; she agreed to make contact with Mr. Wagner.

## MANAGER'S REPORT:

### *Letters of support for Londonderry & Derry Township's pursuit of grant funds*

Ms. McBride reported that she had received a request from Steve Letavic, Manager of Londonderry Township, to provide a letter of support for a joint venture by Londonderry Township and Derry Township for pursuit of grant funds from the Economic Development Agency Nuclear Closure Communities funding. These funds will be used for a wastewater infrastructure upgrade. The closure of Three Mile Island and the loss of 600 jobs has been a struggle on these communities. Several developers are committed to constructing 4,400,000 square feet of new logistics, warehousing and commercial development with 2,000 permanent, full-time jobs along the PA Route 230 central commercial corridor. However, this economic development cannot take place unless the Derry Township Municipal Authority and Londonderry Township can update the Southwest Water Treatment Plant, which does not have the capacity to serve this economic growth. Londonderry Township/Derry Township is requesting \$5,700,000 in Economic Development Agency Nuclear Closure Communities Funding, to be matched with \$5,700,000 by the co-applicants.

A motion was made by Vice President Truntz, seconded by Commissioner Davies, to approve providing a letter of support for Londonderry Township and Derry Township's pursuit of grant funds from the Economic Development Agency Nuclear Closure Communities Funding. The motion was unanimously approved.

### *Policies & Procedures Manual*

Ms. McBride reported that a Policies & Procedures Manual had been discussed last year. There are options as far as cost. A top-notch manual will cost about \$40,000. A scaled down, less expensive manual, could also be an option. Ms. McBride asked the Board which version she should pursue. She added she will also look into what grant funding is available. President Wilt asked if the Board can be provided a comparison of what each version would offer. He also asked if Cares Funding could be used for this. Commissioner Paul stated covid certainly has changed procedures. Ms. McBride agreed to look into this.

### *UGI use of Fire Department's parking lot for training*

Ms. McBride reported that the Fire Department would like to allow UGI use of its parking lots for training, provided the appropriate liability waivers and agreements to repair any damage they may have caused are provided. President Wilt asked how often this training will occur.



Ms. McBride stated it will be 7 or 8 trainings. Commissioner Davies asked the scope of this training. Commissioner DeHart explained that it is similar to driver's training where drivers will be tasked with driving between cones and similar exercises. A motion was made by Commissioner DeHart to approve permission for UGI to use the Fire Department parking lots for training, provided the appropriate liability waivers and agreements to repair any damage they may have caused are provided. Vice President Truntz asked to amend the motion to include indemnification from UGI. Solicitor Henninger agreed that he had spoken to the Fire Department about the need for that indemnification language to be added. There will be a certificate of insurance issued that will name the Township and the Fire Department both as additional insured. Commissioner DeHart amended his motion to provide that permission be granted for UGI to use the Fire Department's parking lots for training, provided the appropriate liability waivers and agreements to repair any damage as well as indemnification is provided, in addition to naming the Township and Fire Department as additional insured. Commissioner Davies seconded the motion, and the motion was unanimously approved.

#### *Audio visual equipment for Board Room*

Ms. McBride reported that there had been previous discussion about the need to upgrade audio visual equipment for the Board Room. She has obtained a quote in the amount of \$20,000. In response to a question from Commissioner DeHart, she confirmed it is a Costars quote. Commissioner Davies asked if the quote includes more than one camera. Ms. McBride stated it does. Commissioner Paul asked if money from covid funding can be used for this. Ms. McBride agreed that she had asked that question, and it can be. Vice President Truntz expressed hopes that the new system works consistently with no audio or visual issues. A motion was made by Commissioner DeHart, seconded by Commissioner Davies, to approve the upgrade to the audio visual equipment for the Board Room, including a dedicated laptop, at a price not to exceed \$21,000. The motion was unanimously approved.

#### ENGINEER'S REPORT:

Mr. Fabian noted there were already some updates provided tonight on the Rosedale Manor Stormwater project. Jetson Construction started pouring the slip form curbing this week and is making good progress. The notifications that the residents will receive are being refined to inform them of the exact interruptions during the curb install process. As mentioned, PPL does

have work orders for a few relocations needed on Mountain View Road and Market Street Extended, and also repair of the street lights. An update will be provided after the meeting with them tomorrow. A comment letter was received from the Dauphin County Conservation District. Most of their concerns were addressed on the site visit, and follow up questions are being taken care of.

There was some coordination on the boat launch facility. Permit submissions were finalized and are in review. In looking into the access road, there were attempts to see if there are any records on the Township-end of any highway occupancy permit for that access road, since the Township is building a driveway there. There is a meeting to see if it can be grandfathered-in, since it is an existing access point, or if they do expect to see some type of exhibit from the Township since it will be a parking area now.

As the Board is aware, a request had been made to PADEP to shift leftover funds from the Greenfield Park Basin Retrofit and Riparian Buffer project to use for PRP BMP-6 fieldwork for the stream restoration near this site. Several requests for updates were made to DEP, but no response has been received yet. This is most likely due to a retirement of a key employee there, as well as covid. Mr. Fabian will continue to pursue this item.

Commissioner DeHart asked if there had been contact made with the Middletown & Hummelstown Railroad regarding the boat launch facility. Mr. Fabian responded that an on-site meeting was held with Middletown & Hummelstown Railroad representative John Pullman. Their biggest concern is trespassing from the parking lot to the stream, and they have asked if the Township would be willing to consider fencing or no trespassing signs. Mr. Fabian explained that since this area does flood, he would recommend no trespassing signage as opposed to a fence in this location. In response to a question from Commissioner DeHart about timing, Mr. Fabian explained that a lot of DEP permit turn-arounds are greatly increased due to covid, so it is difficult to estimate this. He noted he is still hopeful that there is the opportunity to construct it this season, but a lot of that will depend on the department's response time.

Commissioner Davies asked if the Middletown & Hummelstown Railroad feels the signage at the at-grade crossing is presently adequate. Mr. Fabian responded they do. The railroad crossing cross itself is a yield sign and then there is an additional stop sign. They commented that they do not usually see this additional step of a stop sign. Because there is an offset from the road coming to where the old covered bridge used to be, the Railroad does not feel there is the risk of anyone



cascading through the at-grade crossing. Since there is a turnaround at the top of the boat launch, it was suggested that it might behoove the Township to put a couple bollards, which could be removable, at the top. This would prevent commuter vehicles from driving down the sleeper slope area. Another option would be to place jersey barriers that could be picked up and removed. Mr. Fabian added he would definitely recommend a removable option.

#### SOLICITOR'S REPORT:

Solicitor Henninger reminded the Board of the April 21 Public Hearing at 6:30 P.M. on the proposed text amendment to the zoning ordinance. This pertains to the possible townhouse development across from the High School. The Board has been provided with the County Planning Commission's comments to this proposed amendment. The County feels it may be too restriction, but that was actually the intention. Solicitor Henninger explained the County is still recommending approval with some comments, none of which gave him any real concern.

#### GOOD AND WELFARE:

Commissioner DeHart thanked everyone for coming out.

Commissioner Davies stated he is pleased to see the aesthetic improvements on Spring Garden Drive where the steel plate was placed. He thanked the residents in the Rosedale area for keeping the Board abreast of their concerns.

Commissioner Paul noted he still has a few questions about the proposed text amendment, but will speak to Solicitor Henninger about them.

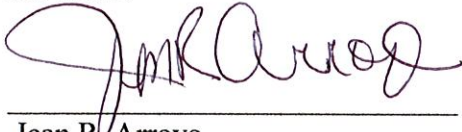
Vice President Truntz asked Chief Visconti how the officers like the new uniforms. Chief Visconti stated they have been well received. Vice President Truntz thanked Mr. Black and the residents in Rosedale for expressing their concerns. He also requested an executive session immediately upon conclusion of this evening's meeting for personnel reasons.

President Wilt thanked everyone for their participation this evening, and thanked Mr. Washinger for all his efforts. He also extended his prayers to the individual who was recently hit on Eisenhower Boulevard.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

Hearing no other comments, a motion was made by Vice President Truntz, seconded by Commissioner Davies, to adjourn the meeting and convene into executive session to discuss personnel and legal matters. The motion was unanimously approved, and the meeting adjourned at 8:17 P.M.

ATTEST:

A handwritten signature in dark ink, appearing to read 'Jean R. Arroyo', written over a horizontal line.

Jean R. Arroyo  
Township Secretary



**APRIL 7, 2021 WORKSHOP MEETING -- 7:00 P.M.**

[illegible]