

**MINUTES**  
**LEGISLATIVE MEETING – NOVEMBER 20, 2018**

The November 20, 2018 Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by President Jon G. Wilt.

The following officials were in attendance:

- Jon G. Wilt, President
- Todd F. Truntz, Vice President
- Michael J. Davies, Commissioner
- Ronald J. Paul, Assistant Secretary
- Christopher DeHart, Commissioner
- Elizabeth McBride, Manager
- Jean R. Arroyo, Secretary
- Peter R. Henninger, Solicitor
- Andrew Kenworthy, HRG
- Ann Hursh, Planning & Zoning Coordinator

Residents and visitors in attendance: (PLEASE SEE ATTACHED SIGN-IN SHEET)

President Wilt welcomed everyone to the meeting.

**SOFTWARE PRESENTATION: DALLAS DATA SYSTEMS**

Jim Arms, Vice President of Dallas Data Systems, stated that the Township staff has been looking at computer software in order to upgrade its current system. He noted that he is pleased to be here tonight to discuss what his firm has to offer. Dallas Data Systems is located in Pottstown, PA and has been in business for 21 years. The company only deals with municipal software. Mr. Arms highlighted some of the advantage of using this integrated system which will allow the various Township departments – Finance, Codes, Public Works, Municipal Authority – to use the same program and communicate better. For example, employees will be able to do time sheets through a portal, and have the ability to request time off and see their leave time. The software will vastly improve the Township's reporting, and increase the efficiency and work flow through all departments.

In response to a question from Commissioner DeHart, Mr. Arms explained that the staff agreed it would like to see the data, which would be encrypted, hosted here on the Township server. Commissioner DeHart asked how many times the software has been infected and locked up. Mr. Arms responded that he has never know this to occur, at least not in Pennsylvania. He added that the Lower Swatara Township staff has been excellent through the process; they know what they are doing and what they prefer to see in the new system. He anticipated it will take about six months from start to finish to have things up and running. Commissioner DeHart asked if the Codes Department will be able to access and input information while out in the field. Mr. Arms confirmed that staff will be able to access the system from tablets/laptops; information will be uploaded automatically. Commissioner Davies asked what other local municipalities use this software. Mr. Arms stated that both Upper Allen Township and Lemoyne Borough are customers. Commissioner Davies also questioned the methodology in terms of employees inputting their hours into the system. Mr. Arms explained that this would be web enabled and could be done through a cell phone, terminal, etc. It would be tailored to the specific type of employee classification and employee contract. He also confirmed that the large development plans could be stored in digital format, and that this software is able to interface with the Township's GIS database.

Vice President Truntz asked if there is a test period and an out should the staff not like the new system. Mr. Arms confirmed there is a relatively simple out clause in the contract, but it has never been used. Dallas Data Systems is a very good steward at working with the municipality and keeping the anxiety out of the process. He explained that they always have someone on-site to sit with the employee during any of the big "firsts" as far as major transitions. Vice President Truntz questioned support hours. Mr. Arms explained that a labor number is assigned to the project, and support hours have not been an issue. Vice President Truntz asked how the staff feels about this proposal. Ms. McBride explained that staff has looked at several software vendors, and is zeroing in on Dallas Data Systems. Commissioner DeHart asked the price. Mr. Arms responded the total cost is \$111,000. Ms. McBride added that a new server will also be necessary, as well as a few other pieces of hardware. Vice President Truntz stated that he sees the value in this software, since it will take the institutional knowledge out of the heads of people and move it into a software system where it can be easily shared. Also, the standard use of physical files often results in difficulty finding things, especially when staff changes.

Commissioner DeHart agreed that this software integration will increase accuracy and efficiency, saving employee hours and freeing them up for other work. Ms. McBride clarified that this will not decrease the employee head-count, but rather allow the current employees to focus on other important tasks.

#### BUILDING SECURITY SYSTEM PRESENTATION: STANLEY SECURITY

Keith Schneider, Stanley Security, presented a proposal for an access control security system and video surveillance for the Township Building. Two options were put together for staff, both using Sonitrol systems. One is a central station control managed system; data would be stored at their central station and managed from there. It is a web-based system. The other option is a cloud-based system which is stored on a cloud and managed through the web or computer. Staff is leaning towards the central station managed access control system, which would include 23 doors throughout the building. Hardware will be required for these doors. The system will allow control of the doors by access levels, people, etc. It will also allow doors to be opened and closed automatically, at scheduled times. The system will have key fobs for the staff, and keypads at certain requested doors. It will be managed through the web and via a mobile application. Mr. Schneider added that the system can also be expanded to other buildings. Although not included in this proposal, the system can be expanded to monitor the fire system, provide panic monitoring at the reception area, etc. Also proposed are eight cameras which can be viewed through a mobile application, tablet, etc.

Commissioner Davies expressed concern with the cloning of fobs. Mr. Schneider explained the fobs cannot be easily cloned, as they have specific chips inside that are coded for this particular building and programed for this system. Commissioner Davies asked if the system data would be logged for future reference. Mr. Schneider agreed it would be. Vice President Truntz asked if there would be a camera at the entrance of the door. Mr. Schneider confirmed there would be. Mr. Schneider added that another component is the electric door hardware for the system. A quote from Hershocks was obtained and forwarded to Ms. McBride for this hardware. Mr. Schneider reported that the cost for the preferred managed access option is \$29,763 versus the cloud option of \$36,396. The Hershocks' hardware portion would be \$10,100. President Wilt asked about the monthly fees involved. Mr. Schneider explained that

the managed system option would be a \$60/month fee, frozen for the first three years, with no more than a 3% per year increase thereafter.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES:

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve the Minutes of the October 30, 2018 Special Joint Meeting of the Board of Commissioner and Municipal Authority. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the Minutes of the November 7, 2018 Special Budget Meeting. The motion was unanimously approved.

A motion was made by Vice President Truntz, seconded by Commissioner DeHart, to approve the Minutes of the November 7, 2018 Workshop Meeting. The motion was unanimously approved.

APPROVAL OF BILLS:

A motion was made by Commissioner DeHart, seconded by Commissioner Davies, to approve the payment of bills as presented on Warrant No. 2018-010. The motion was unanimously approved.

APPROVAL OF TREASURER'S REPORT:

A motion was made by Commissioner Paul, seconded by Commissioner Davies, to approve the Treasurer's Report for October 2018. The motion was unanimously approved.

ENGINEER'S REPORT:

Mr. Kenworthy stated he had nothing major to report, other than the fact that the Township is waiting to meet with DEP to confirm the scope of the Mariner East II grant project.

Vice President Truntz referenced an email inquiry from Representative Mehaffie regarding the status of the dam in Old Reliance, by the park. He asked if someone could respond back to Representative Mehaffie. Solicitor Henninger stated his understanding is that the

documentation was forwarded to DEP. The Public Works Department did the clean-out work and HRG inspected it. The Township is now awaiting approval from DEP so it can move forward with the transfer of responsibility. Mr. Kenworthy agreed to follow up with DEP and provide Ms. McBride, who will be the point of contact, with this information.

#### SOLICITOR'S REPORT:

Solicitor Henninger requested a brief executive session immediately upon conclusion of this evening's meeting to discuss an ongoing litigation matter as well as an intermunicipal government agreement. He announced that the Board had also met in executive session on November 12, at 6:00 P.M., for interviews and personnel issues.

#### Execution of Contract w/Mid-State Paving and Excavating

As the Board is aware, the original contract with Mid-State Paving for the remaining BMP projects at the Old Reliance and Shope Gardens playground had a mobilization date on or before August 27, 2018 with completion by September 26, 2108. The contract was extended and documents have been revised to reflect a March 2019 mobility and April 2019 completion. Mr. Kenworthy added that the change in dates is a result of the weather and the desire to make this a successful project. A motion was made by Vice President Truntz, seconded by Commissioner DeHart, to approve the contract documents with Mid-State Paving and Excavating LLC for installation of rain gardens and pervious asphalt walkways for the Old Reliance and Shope Gardens parks. The motion was unanimously approved.

#### MANAGER'S REPORT:

#### Resignation of Chad Huggins

Ms. McBride reported that the Township has received notification from Municipal Authority employee Chad Higgins that he will be resigning at the end of the month. A motion was made by Vice President Truntz, seconded by Commissioner Davies, to accept with regret the resignation of Chad Huggins effective November 30, 2018. The motion was unanimously approved.



President Wilt read aloud the future meetings/events:

Future Meetings/Events:

November 22 – 23      Thanksgiving Holiday – Township offices closed for business  
December 5    7 PM    Board of Commissioners' Workshop Mtg.  
December 17   7 PM    Municipal Authority Mtg.  
December 19   7 PM    Board of Commissioners' Legislative Mtg.  
December 20   7 PM    Planning Commission Mtg.

Solicitor Henninger added that the Municipal Authority and Planning Commission meetings were moved up one week due to the Christmas holiday.

COMMITTEE REPORTS:

Public Safety Committee: Commissioner Paul referenced an email from Ms. McBride regarding moving forward with the MS4 items, and stated the Board needs to get together as soon as possible to make sure everyone is on the same page before it moves this project forward. Ms. McBride had provided some tentative dates, and he suggested everyone respond back if they haven't already done so. Ms. McBride agreed that she would appreciate some guidance as to the timing.

Budget and Finance Committee: Commissioner Davies reported that the Board is looking at finalizing the budget in December. Questions have arisen about what type of expenses were expected to be incurred as a result of MS4, and where the revenue sources were coming from. This is being worked on, and hopefully there will be a few options.

Public Works Committee: Vice President Truntz reported that it has been an eventful period for the Public Works Department. Leaf collection had to be temporarily halted in order to convert these same trucks for snow removal. Unfortunately, changing over the trucks is not a quick process. He assured the residents that leaf collection will recommence. As far as the snow on Thursday, the decision was made not to plow right away based on the forecast that it would be more of an ice event than a snow event. The intent was to leave more of a crusty surface on the roadways. Unfortunately, the snow kept accumulating more rapidly than expected. Vice President Truntz added that other municipalities experienced similar problems.

Community Development: Commissioner DeHart reported that he will be attending a meeting next week of MARA and the Olmsted Regional Recreation Board, as the new MARA is slowly picking up and the Olmsted Regional Recreation Board is closing out. He noted that a Director has been hired for MARA.

Personnel Committee: President Wilt requested some additional time during this evening's executive session to discuss personnel issues.

### UNFINISHED BUSINESS:

#### Preliminary/Final Land Development Plan for Hershey Creamery

The Board addressed the Preliminary/Final Land Development Plan for Hershey Creamery, File #PC2018-06. The property is located at 1200 AIP Drive, zoned Industrial Park, Industrial Park Limited and Residential Agriculture. It is 106.27 acres, with a proposed 183,302 sf of building expansion involving a sanitary sewer pretreatment plant and associated site improvements. It is owned by Hershey Creamery Corporation, submitted by Rettew Associates, Inc. The Planning Commission recommended approval of the two waiver requests and approval of the plan subject to all staff and engineering comments.

Ms. Hursh reviewed her list of comments, and noted that there are sanitary sewer issues that are still being worked out with the Municipal Authority. She added that there was a request for them to provide a buffer for the two residential units along North Union Street; Hershey Creamery asked to do this at a later time since the construction is so far back.

Ms. Hursh stated that it is probably better to put in a screening now. David Wilson, Rettew Associates, briefly reviewed the highlights of the proposed plan. Ms. McBride asked if all parts would be easily accessible for Fire Department or emergency responders. Mr. Wilson confirmed this was addressed in the resubmitted plan, which includes widening of driveways.

Commissioner DeHart referenced the traffic impact study, and expressed concern with the 877 additional daily trips projected in this study. Mr. Wilson stated he would have to talk to the traffic engineer and review the report, as their position was that it would not provide any adverse impact. Charles Creswell, Webber/Smith Associates, explained that this phase of construction is estimated to result in a total of 100 employees over three shifts. The maximum shift would be in the order of 40 – 45 employees. Mr. Creswell reported that they really do not anticipate any significant changes, either up or down, in terms of number of trucks due to the fact that this

expansion will replace some of the contract drivers so the number of in-bound trucks will go down, while the number of outbound trucks will stay the same. He surmised that there may be a typo somewhere in that traffic study report. He agreed to have it reviewed and obtain corrected information. Commissioner DeHart asked if they thought about taking the driveway all the way out to North Union Street. George Holder, Hershey Creamery, stated that they would certainly be willing to look onto this. Commissioner Paul addressed Mr. Holder, and stated that Hershey Creamery has always been a very good neighbor to Lower Swatara Township. If the Township should come to them at some point in time and say that it is trying to get property owners to cut grass and weeds along the rights of way, he would hope they would be receptive to that. Also, if the Township observes their trucks using Route 441, he would hope that they would be cooperative in discouraging this route.

Solicitor Henninger stated that the sewer comments are not finalized yet. The Board agreed to table the plan, but to take action on the two waiver requests. A motion was made by Commissioner DeHart, seconded by Commissioner Davies to approve the waiver of §22-404 Preliminary Plan and §22-606 Curbs, for the Preliminary/Final Land Development Plan for Hershey Creamery. The motion was unanimously approved.

Ms. Hursh noted she had an item to address under other Unfinished Business. At its September 19 legislative meeting, the Board approved a maintenance guarantee reduction for Stoneridge Lot #3, releasing \$3,671.90 to a zero balance. That number was incorrect, and should have been \$1,858.35. With interest, the amount would be \$2,332.64. Solicitor Henninger explained the Board will need to correct this accounting error. A motion was made by Vice President Truntz, seconded by Commissioner Paul, to correct the motion from September 19, 2018 by approving the reduction of the financial security for Stoneridge Lot #3 from \$2,332.64 to a zero balance. The motion was unanimously approved.

#### NEW BUSINESS:

##### Time Extension of Preliminary/Final Land Development Plan for Hershey Creamery

A motion was made by President Wilt, seconded by Commissioner Paul, to approve a time extension for the Preliminary/Final Land Development Plan for Hershey Creamery Facility Expansion, File #PC2018-06 with a time deadline of November 21, 2018. The time extension



dated November 20, 2018 grants a time extension through February 18, 2019. The motion was unanimously approved.

#### Improvement Guarantee Releases

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve the Improvement Guarantee release for Soccer Shots, File #PC2017-01 in the amount of \$37,234.50 leaving a balance of \$0. A Maintenance Guarantee of \$9,611.25 is required for a period of 18 months. The motion was unanimously approved. Commissioner Paul stated he is a bit concerned with the amount of signs that Soccer Shots has all over the Township, in the rights of way. Ms. Hursh agreed to contact them about this.

A motion was made by President Wilt, seconded by Commissioner Davies, to approve the Improvement Guarantee release for Select Medical HIA Hanger, File PC#2016-06 in the amount of \$30,461.00 leaving a balance of \$0. A maintenance guarantee of \$17,097.25 is required for a period of 18 months. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve Improvement Guarantee reduction #1 for Penn State Walkway to Church Hall, File SW2018-01 in the amount of \$87,918.00 from the current amount of \$108,388.00 leaving a balance of \$20,470.00. The motion was unanimously approved.

A motion was made by President Wilt, seconded by Commissioner Davies, to approve Improvement Guarantee reduction #1 for Enterprise Holding, File PC2017-03 in the amount of \$80,968.00 from the current amount of \$130,636.00 leaving a balance of \$49,688.00. The motion was unanimously approved.

#### 2019 Agreement with Humane Society

Solicitor Henninger reported that he had reviewed the 2019 Municipal Domestic Animal Protective Services Agreement with the Humane Society of the Harrisburg Area. The big change is that last year, the Township was required to pay the estimated fee of \$2,220.23 upfront. This year, only half of the estimated fee needs to be paid upfront. Once this amount -- \$1,104.98 -- is reached, the Township will be billed accordingly. A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to approve the 2019 Municipal Domestic Animal Protective Services Agreement with the Humane Society of the Harrisburg Area. The motion was unanimously approved.

Resolution 2018-R-14 Appointing Alternate Open Records Officers

A motion was made by President Wilt, seconded by Commissioner Davies, to approve Resolution No. 2018-R-14 appointing Elizabeth McBride as the Township's Alternate Open Records Officer and Sergeant Daniel Tingle and Sergeant David Frantz as the Police Department's Alternate Open Records Officers. The motion was unanimously approved.

Resolution No. 2018-15 Adopting the Dauphin Co. Emergency Operations Plan

A motion was made by Commissioner Davies, seconded by President Wilt, to approve Resolution No. 2018-R-15, adopting the Dauphin County Emergency Operations Plan as the Emergency Operations Plan for Lower Swatara Township. The motion was unanimously approved.

Repository Bid

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve a repository property offer of \$500.00 by Jimmy Leger for property at 29 Michael Drive, parcel 36-004-057-029-0084. The motion was unanimously approved.

Request for Funding to the Dauphin County Infrastructure Bank

A motion was made by Commissioner DeHart, seconded by President Wilt, to approve Request for Funding #6 in the amount of \$6,251.74 to the Dauphin County Infrastructure Bank for the Highland Street Bridge Replacement Project. The motion was unanimously approved.

A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to approve Request for Funding (DCIB 2015 loan) in the amount of \$2,645.85 to the Dauphin County Infrastructure Bank for the Lumber Street Culvert Replacement Project. The motion was unanimously approved. Commissioner Paul noted that this agenda item had confused him, so he had contacted staff for clarification. He explained that the DCIB 2015 loan was for the Richardson Road Bridge Replacement project. There was \$56,000 left over from that project which will be going towards the Lumber Street Culvert Replacement project.

FINAL COMMENTS:

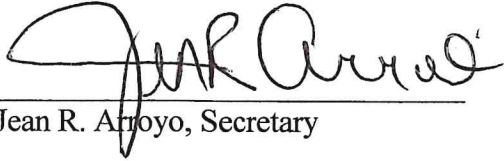
Commissioner Paul commended Ms. Arroyo for her thorough job in transcribing the minutes, especially with regards to MS4. The minutes are a good source for the public to see what is being done with the MS4 program.

The Commissioners wished everyone a Happy Thanksgiving.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

Hearing no other comments, a motion was made by Commissioner DeHart, seconded by Commissioner Davies, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 8:38 P.M.

ATTEST:

A handwritten signature in black ink, appearing to read "Jean R. Arroyo", is written over a horizontal line.

Jean R. Arroyo, Secretary

**PLEASE PRINT NAME CLEARLY**  
**NOVEMBER 20, 2018 LEGISLATIVE MEETING**

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