

MINUTES

LEGISLATIVE MEETING – MARCH 21, 2018

The March 21, 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. President Wilt asked that everyone keep the family of Rick Fox, former Public Works Department employee, in their thoughts.

The following officials were in attendance:

- Jon G. Wilt, President
- Todd F. Truntz, Vice President
- Ronald J. Paul, Assistant Secretary
- Michael J. Davies, Commissioner
- Christopher DeHart, Commissioner
- Frank Lynch, Interim Manager
- Peter R. Henninger, Solicitor
- Erin Letavic, Engineer
- Scott A. Young, Officer in Charge

Absent: Jean R. Arroyo, Secretary
Ann Hursh, Planning & Zoning Coordinator

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

President Wilt opened the floor for public comments.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES:

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to approve the Minutes of the March 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. 2018-02. The motion was unanimously approved.

APPROVAL OF TREASURER'S REPORT:

A motion was made by Vice President Truntz, seconded by Commissioner Paul, to approve the Treasurer's Report for February 2018. The motion was unanimously approved.

PUBLIC SAFETY REPORT:

Acting Chief Young read aloud the statistics for the Police, Fire, and EMS for the month of February and year-to-date, and compared them to stats from last year.

The new server for the Police Department has been installed, and the records management system has been mitigated into it. The outside access point has been put up for the car cameras. Cameras will be installed and training scheduled. All plate carriers are in and have been outfitted and placed in the cars. Another meeting was held last night regarding National Night Out. The account is being set up, and letters will go out to Borough and Township businesses seeking donations and/or volunteers.

One of the Department's sergeants is out on a work-related injury. AC Young will keep the Board updated on his status.

AC Young updated the Board on the two candidates for police officer. The background check for one is done, and the other should be completed within a week. The next step in the process will be interviews with the Board.

Commissioner Davies asked about donations that occasionally come in for the Police Department. He asked if perhaps the Township should maintain a separate account to hold the donations that are specifically for police/public safety use. Mr. Lynch agreed to discuss with the accounting department the possibility of adding a line item to earmark these funds for police purposes.

ENGINEER'S REPORT:

Ms. Letavic reported on ongoing discussion on the Highland Street and Lumber/Greenwood projects. Staff continues to review the requirements for the Highland Street project to determine if a project swap can happen with the stream crossing at Lumber Street with the DCIB loan proceeds. The Greenwood/Lumber stream crossing is anticipated to exceed the construction budget of the DCIB loan allocation for the Highland Street project. However, Lumber Street sees about 2,000 trips per day, compared to Richardson Road which sees about

400 and Highland which is currently zero in terms of Lower Swatara Township traffic since there is only resident there, and the road has been closed for about two years. In terms of potential risk to public safety, the recommendation is to authorize HRG to put together information for the County's review requesting that proceeds from the second DCIB loan be invested in the Greenwood/Lumber culvert. Vice President Truntz agreed that a meeting was held with the Public Works Committee and staff, and the bottom line is that addressing the Greenwood/Lumber culvert is an urgent matter. A motion was made by Vice President Truntz, seconded by Commissioner Davies, to authorize HRG to put together information for Dauphin County's review to reassign the proceeds from the second DCIB loan for investment in the Greenwood/Lumber culvert. The motion was unanimously approved. With that action taken, the Board then tabled action on the scope of work to replace the Highland Street bridge, funded through the Dauphin County Infrastructure Bank, pending the answer from Dauphin County.

Ms. Letavic called the Board's attention to an item on this evening's agenda regarding a scope of work to continue engineering and related services for the Rosedale Manor stormwater replacement project, anticipated to be funded by PennVest. The scope before the Board this evening is to complete the PennVest application, closing, and engineering work to be completed to see the project through construction. The intent is that this is the last supplement to complete the project to the end of 2019 including financing, easement acquisition assistance, bidding, award, construction contract administration, and construction observation. Ms. Letavic explained that she is seeking Board authorization to approve this scope and provide notice to proceed on preparing the PennVest application. The application is due on May 2. No further work will be done until a decision is made by the PennVest board in July. A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve Stormwater Supplement #2 Scope of Work for Professional Engineering Services, and provided notice to proceed on preparing the PennVest application. The motion was unanimously approved.

A progress meeting on the UPS Land Development Plan was to be held today with Township staff and the development team to discuss the status of the project. Due to the snow, it was cancelled and will be rescheduled, hopefully for the first week of April.

An update was provided on the MS4 Program. DCNR funding will be applied for at the County level through the Conservation District for riparian buffer installation (tree plantings). Lower Swatara's PRP projects are recommended for inclusion in the funding application

(i.e., the Shireman tract). There is a local match component of \$1,200 should the project be awarded by DCNR. Should the grant come through, there are also dollars in the grant for maintenance (water, weeding, mowing) of the planting area for a four year period. The project on the Shireman tract involves a 700-foot long by 50-foot wide area, approximately 1 acre of new riparian buffer. This area is basically undevelopable because of slope and wetness, so it would not conflict with any recreational construction on the property. Ms. Letavic stated that Board action is being sought to approve the project to be included in the application, approve the Interim Manager signing a letter of intent to cooperate, and give a verbal commitment to provide a cash match should the application be approved. A map of the anticipated project area was provided, and the Board discussed the location and future maintenance. A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the project to be included in the application, and authorize the Interim Manager to sign the letter of intent to cooperate. The motion was unanimously approved.

Ms. Letavic updated the Board on the Old Reliance/Shope Gardens Park. Approval was received this morning from DCNR to proceed with bidding that project. Most of the recreational items (playground equipment, rubber matting) were done last year, and what remains to be done this year is several stormwater BMPS and an impervious pavement path to connect the parking lot to the new amenities. The project will be advertised sometime in April, but construction may be delayed until after summer is over in order for the parks to be open during the season.

The Board has been discussing the possibility of reapplying for a DCNR C2P2 Planning Grant application for the Township parks and the Richard L. Shireman Park. This application proposes an \$80,000 project (a 50/50 match) to draft a comprehensive recreation, park, and open space plan and deliver a master plan for the Richard L. Shireman Park. The deadline for the submittal is April. Ms. Letavic noted that she had provided Ann Hursh with the information to complete and resubmit the grant application, if the Board so desires. Mr. Lynch explained that HRG prepared the initial grant application last year, so it will be relatively easy for staff to reapply. Ms. Letavic added that while the previous grant application was rejected, the feedback was that it was a good project; DNCR simply did not have the funding to cover all the priorities. Commissioner DeHart stated that the Comp Plan did include what was thought to be needed as far as recreation, and asked if this study would take into account all the recommendations

provided from other organizations. Ms. Letavic explained this study would be a Township-wide population analysis by national standards to see what the Township has as far as active and passive recreation, and what it should have. If there are needs identified (ballfields, a bark park, etc.), those amenities could be placed on the Shireman tract as part of the master site development process to see what the construction costs would be. A motion was made by Vice President Truntz, seconded by Commissioner Paul, to authorize staff to resubmit the DCNR C2P2 Planning Grant application for the Township parks and the Richard L. Shireman Park. The motion was unanimously approved.

SOLICITOR'S REPORT:

Solicitor Henninger requested a brief executive session immediately upon conclusion of this evening's meeting in order to discuss inter-municipal matters.

MANAGER'S REPORT:

Mr. Lynch referenced Board authorization at the last meeting to have T3 Global Strategies conduct a flyover to assist in determining a defensible fee schedule for a potential stormwater management program. The Board had also asked that staff identify a source of funding for the project. The cost of the flyover and data analysis is \$125,450, and staff recommends this be drawn from the Capital Reserve Fund, with the idea that the money be returned to that fund once stormwater revenues become available. Mr. Lynch added that the flyover has already taken place. A motion was made by Commissioner Paul, seconded by Commissioner Davies, to approve transfer of \$125,450 from the Capital Reserve Fund to support gathering and analysis of data for possible use in a township stormwater management program, with the stipulation that this expenditure be reimbursed from stormwater revenues once established. The motion was unanimously approved.

Mr. Lynch referenced a letter pertinent to the recent audit for the Township and Municipal Authority. Indications are that it will be clean audit, and reports should be provided to the Board within the next two months. If so desired, the Board can invite the auditors to present the reports at a public meeting.

Mr. Lynch noted that Ms. Letavic had discussed with the Board last year the potential for an April tree planting in partnership with the Manda Conservancy and Londonderry Township.

This tree planting project is proposed for April 20 at the end of Fulling Mill Road, and would gain the Township credits toward Chesapeake Bay and MS4 goals. There have been some concerns expressed about the need for the planting at this location following a similar planting last year on the same tract. Ms. Letavic explained that Manada is receiving these 400 trees through a grant, and the thought is to plant them adjacent to the trees planted last year, on the highway side. Maintenance should be minimal and there are volunteers already signed up. Partnerships like this are beneficial to the Township, and trees plantings are looked on very favorably during DEP inspections. Vice President Truntz stated that 400 trees seems like a lot, and this is a nice flat property, even though it is in a floodplain. Commissioner DeHart agreed, and suggested other areas could perhaps be investigated. After discussion, the Board agreed it would like to see the trees planted on the perimeter. Ms. Letavic stated she will give the Commissioners a sketch plan showing where the trees were planted last year, and they can indicate where they would like to see these additional trees planted. A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the tree planting on the Fulling Mill Road property, subject to an acceptable planting plan. The motion was unanimously approved.

President Wilt read aloud the future meetings/events:

March 22	7 PM	Planning Commission Meeting
March 26	7 PM	Municipal Authority Meeting
March 28	7 PM	Zoning Hearing Board
March 30		Good Friday Holiday – Township Offices Closed
April 4	7 PM	Board of Commissioners Workshop Meeting

COMMITTEE REPORTS:

Public Safety Committee: Commissioner Paul – no report

Budget and Finance Committee: Commissioner Davies reported that he did have a preliminary discussion with Mr. Lynch about the possibility of lining up some pension board meetings, as these board have not met for some time. Mr. Lynch agreed it would be beneficial for the financial advisor to come in and provide both pension boards with an update on their portfolios.

Public Works Committee: Vice President Truntz reported that the Public Works Department has been working hard on snow removal. He added his understanding that Jason Wagner, President of the Athletic Association, recently met with PPL to work on the possibility of bringing power to a concession stand at Shope Gardens park. Vice President Truntz noted that as Fire

Department liaison, he would ask that Commissioner Davies, as Finance Chair, meet with the Fire Department in the near future to review their budget.

Community Development: Commissioner DeHart reported that tomorrow's Olmsted Recreation Board meeting has been cancelled.

Personnel Committee: President Wilt reported that as referenced earlier by Acting Chief Young, police hiring is underway.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to accept the resignation of Hayden Crick, Public Works Department operator, effective March 16, 2018. The motion was unanimously approved.

Solicitor Henninger referenced previous discussions with the Board regarding establishment of an irrevocable trust agreement for the Other Post-Employment Benefits' (OPEB) Investment Account. Staff is recommending that it be tabled at this time. He explained that there were two instances in the last week that may affect how this is looked at, specifically Mr. Fox's passing and Mr. Cricks' resignation. Solicitor Henninger suggested the Board wait to get the next calculation and see how it compares to the fund before making a decision to lock up some or all of this money. In response to a concern expressed by Commissioner DeHart, Solicitor Henninger explained the audit will probably say that the Township has an unfunded liability, but will also add there is money set aside in this account. He anticipated that there will not be a black mark against the Township. Commissioner DeHart stated his concern is looking to the future, and taking care of the obligation for these employee benefits. Vice President Truntz agreed that he shares this concern but would like to see the most recent numbers before locking up these funds. A motion was made by Commissioner Paul, seconded by Commissioner Davies, to table the irrevocable trust agreement for the Other Post-Employment Benefits' (OPEB) Investment Account. The motion was unanimously approved.

FINAL COMMENTS:

The Board expressed their extreme sorrow for the loss of long-time employee Rick Fox, and conveyed their condolences to his family. The Commissioners also passed on their thanks to the Public Works Department for the great job at snow removal during the last 24 hours.

Vice President Truntz referenced the executive session called for by Solicitor Henninger, and stated he would also like to discuss a personnel issue at that time.

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 8:17 P.M.

ATTEST:

Frank Lynch
Interim Manager

PLEASE PRINT NAME CLEARLY

MARCH 21, 2018 LEGISLATIVE MEETING

7:00 P.M.

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