

## MINUTES

### LEGISLATIVE MEETING – MARCH 15, 2017

The March 15, 2017 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 called for the pledge of allegiance and a moment of silence.

Roll call was taken with the following officials in attendance:

- Jon G. Wilt, President
- Laddie J. Springer, Vice President
- Michael J. Davies, Assistant Secretary
- Todd F. Truntz, Commissioner
- Benjamin C. Hall, Commissioner
- Terry L. Kauffman, Interim Manager
- Frank E. Williamson, Public Safety Director/Assistant Manager
- Jean R. Arroyo, Secretary
- Robert S. Greene, Planning and Zoning Coordinator
- Peter R. Henninger, Solicitor
- Erin G. Letavic, HRG, Engineer

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

President Wilt welcomed everyone to the meeting, and turned the floor over to Solicitor Henninger. Solicitor Henninger announced that prior to this meeting, at 6:30 P.M., the Board had met in executive session with himself, the Interim Manager, and the Assistant Manager. Purpose of the executive session was to discuss a real estate matter and personnel issues.

President Wilt noted that there would be a special presentation prior to opening the floor for public comments.

#### PRESENTATION BY PA CHIEFS OF POLICE ACCREDITATION PROGRAM MANAGER:

Richard Hammon, PA Chiefs of Police Accreditation Program Manager, presented the Lower Swatara Police Department with its third Accreditation Award. He explained that a reaccreditation is not something that is rubber stamped; the Police Department must work very hard to keep this standard. The Department must show compliance with over 130 applicable standards and that it has maintained that compliance in each of the three years between assessments. Mr. Hammon applauded the Lower Swatara Police Department for its efforts.

Mr. Williamson asked Officer Jason Heckendorn and Sergeant Scott Young to come forward, and presented each officer with a Director's Certificate of Recognition.

Mr. Williamson explained that with changes in personnel, the Department was a bit behind in getting the accreditation process started. Sergeant Young, who was Officer in Charge at the time, coordinated an extension with the PA Chief of Police for the Department's reaccreditation. He then worked with newly appointed accreditation manager Jason Heckendorn to ensure that the department was reaccredited within the six months. Sergeant Young's efforts to ensure the agency maintained accredited status shows a high dedication to duty and commitment to the community to provide the best in police services. Officer Heckendorn, who had been appointed the Department's Accreditation Manager in June of 2016, had not been through accreditation training but was trained by the former accreditation manager; he picked it up very quickly and guided the Department through the process. Due to his tenacity, the Police Department had a successful on-site assessment. Officer Heckendorn's efforts to ensure the agency maintained its accredited status shows a high dedication to duty and commitment to the community to provide the best in police services. Mr. Williamson thanked the Board for allowing the Police Department to continue in the accreditation process, which does hold the Lower Swatara Township Police Department to a higher standard.

Commissioner Truntz thanked Mr. Williamson and the officers who picked things up mid-stream and worked very hard to make it happen. He stated that he is very proud of the Lower Swatara Police Department and appreciates its efforts.

#### PUBLIC COMMENTS:

Fire Chief Weikle apologized to the Board for not having the Fire Department award ready for presentation this evening. The fire departments had a rough time of it last weekend, and the gentleman who is making this special award was on both of the recent fire calls. Chief Weikle anticipated the award will be ready for presentation at the April 5 Board meeting. Chief Weikle added that the Fire Department had housed the EMS for the first time during the recent snow storm. It worked out very well, and both staffs enjoyed the comradery. He noted that they are all looking forward to the EMS being housed at the fire station on a permanent basis.

#### APPROVAL OF MINUTES:

A motion was made by Vice President Springer, seconded by Commissioner Truntz, to approve the Minutes of the February 15, 2017 Legislative Meeting. The motion was unanimously approved.

A motion was made by Commissioner Truntz, seconded by Commissioner Hall, to approve the Minutes of the March 1, 2017 Public Hearing. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Commissioner Hall, to approve the Minutes of the March 1, 2017 Workshop Meeting. The motion was unanimously approved.

#### APPROVAL OF BILLS:

A motion was made by Commissioner Truntz, seconded by Commissioner Davies, to approve the payment of bills as presented on Warrant No. 2017-02. The motion was unanimously approved.

#### APPROVAL OF TREASURER'S REPORT:

A motion was made by Vice President Springer, seconded by Commissioner Davies, to approve the Treasurer's Report for February 2017. The motion was unanimously approved.

#### PUBLIC SAFETY DIRECTOR'S REPORT:

Frank Williamson, Public Safety Director, provided the Board with the monthly report. For the month of February, the Police Department responded to 11 Part 1 crimes (23 year to date which is an increase of 10 over last year). There were 25 Part 2 crimes (45 year to date which is an increase of 13 over last year). For the month of February, the Police Department responded to 565 calls for service. There were 40 investigations, 22 total arrests, 67 traffic citations, 8 non traffic citations and 75 warnings.

In February, the Fire Department ran 33 calls for service (81 year to date) with 245 personnel responding, which is an average of 8 per call. Incidents for the month were as follows: 3 fire incidents, 5 rescues, 2 hazardous conditions, 3 service calls, 18 good intent calls, and 2 false alarms.

Life Lion EMS responded to 113 calls in February (243 year to date); 71 of those were in the Township. Mr. Williamson noted that there were 990 calls for service in 2016; 7 of those were heroin overdoses and 16 other overdoses. The Police Department had Narcan for only one of those incidents. The Department did have two uses of Narcan so far this year.

#### ENGINEER'S REPORT:

Ms. Letavic reported that the Richardson Road Bridge project is still on schedule, with final completion slated for June 1, 2017.

The MS 4 Program was discussed. Ms. Letavic reported that the tree planting partners (Derry Township Municipal Authority, Lower Swatara Township, Londonderry Township, Manada Conservancy, Penn State Extension, and HRG) met last week to discuss logistics for the tree planting on April 21, 2017. The time of event is yet to be determined. The number of trees is also being determined according to the available budget. Manada Conservancy, Londonderry Township, Lower Swatara Township and HRG have committed to donating cash to the project. Derry Township Municipal Authority is providing volunteers and fertilizer for the plantings. Londonderry Township staff will be training Lower Swatara staff on the proper preparation for the project, and long-term maintenance as the buffer becomes established.

The next item was the Stormwater Feasibility Study. HRG has developed a scope of work to complete a funding feasibility study for staff review. It was scoped to include a review of the existing stormwater infrastructure, problem identification, regulatory requirement costs, assessment of the current level of stormwater services, and an impervious area analysis. That information will be used to calculate how much revenue is needed to adequately cover the stormwater program and infrastructure needs. The revenue needs will be used to calculate finance options, including tax increase(s), loan/bond issues, and a stormwater fee. Those values will be compared to the pros and cons of the option within the Township's current administrative capabilities. This will be on the April workshop agenda for discussion.

Ms. Letavic reported that HRG has developed a scope of work for staff review for the Pavement Management Plan. It includes a scan of the current local road system, processing of the data, and recommendations regarding maintenance and reconstruction projects in the Township's future according to the actual deterioration of the streets and traffic service expected to be maintained. Coincidentally, Brian Emberg, Senior Vice President at HRG, will be presenting

a workshop for CAPCOG hosted right here at Lower Swatara Township on March 30 at 8:00 A.M. She encouraged the Commissioners to attend, if available, this presentation on the methods and advantages of this approach.

Commissioner Davies referenced the stormwater feasibility study and asked what period of time the Township is trying to get a “snapshot” of. Ms. Letavic explained that the Capital Improvement Plan put together basically has a five year horizon that has been budgeted for fairly well, with some contingencies. If consideration is given to implementing a fee, the discussion would be on how far the Board wants to plan for, considering administrative costs and the aging infrastructure component, which is a significant one. Ms. Letavic stated that she can see this being a 30-year program.

Commissioner Hall asked if the study will show what is critical and what is not. Ms. Letavic agreed that it will. He also asked if pricing will be included. Ms. Letavic confirmed that it will also be included for both plans. Information will be provided to the Board prior to the workshop meeting. Commissioner Hall inquired if this will help with the MS4 program. Ms. Letavic responded that it absolutely will.

Vice President Springer referenced the capital improvement plan that was presented awhile back, and asked if this was going to be incorporated into the pavement management plan. Ms. Letavic explained that it will all be built upon. In the past, there was not a complete analyses done of the Township’s infrastructure, but rather focus on identifying the known pain points. Plans are to take a more comprehensive look. Commissioner Truntz asked the time frame of the study. Ms. Letavic stated that both will be done by fall, so the Township has good budget numbers for 2018.

SOLICITOR’S REPORT: No report

MANAGER’S REPORT:

Mr. Williamson reported on the recent snow event, which totaled about 16 – 20 inches of snow from Monday night continuing through Tuesday, along with high winds. He stated that the planning showed there was some room for tweaking, but overall the roads are in good shape. Everything was pretty much open four to six hours after the main snow event. Staff is now answering complaints and concerns and will make adjustments accordingly. Mr. Williamson did

caution the public that there are four crews out right now handling drifting snow, but it may come to the point where they can't keep up with the drifting and will need to close some sections of Longview Drive. Mr. Williamson explained that vehicles keep getting stuck out there, and the 30 mph gusts are expected to continue through Friday. The Board will be kept apprised of the status. President Wilt asked if detour signs will be placed if the road is closed. He stated that the Township cannot bar people from getting back to their homes. Mr. Williamson explained the problem is that cars keep getting stuck back there. The crew is doing its best, but they are fighting a losing battle right now. Commissioner Hall asked if the Police Department could knock on doors and let the homeowners back there know this is a critical situation and ask them to stay inside. Mr. Williamson agreed that could certainly be done, but the problem is those who are already out and trying to get back home.

Mr. Kauffman provided an update on the new trash/recycling contract, and stated that most everyone should have a new container/cart at this point. He noted that many of the residents asked to exchange the 96 gallon trash cart for a smaller size. The question that keeps coming up is if customers on the regular quarterly billing can chose not to use a cart but simply put bags out to the curb. Mr. Kauffman noted the answer is yes, but with a caveat. He anticipated this will be a temporary process, because the haulers are going to automatic pickup which requires a cart with an arm. For now, however, if residents are so inclined, they can just put four bags out each week. Again, he encouraged the use of the carts because it will likely be mandatory at some point in time, perhaps within the next year or two. Vice President Springer stated that he would have to disagree with that statement. The Township entered into a five-year agreement with Lebanon Farms, so residents will have the option to just put out bags during that period. He stated that this was an important issue to him during the contract discussions since he feels that residents who just want to put bags out, him being one of those residents, should have that option. Solicitor Henninger confirmed that the contract language does permit this, and added that Lebanon Farms is not as far along in the mechanization process as some of the other haulers. Mr. Kauffman added that overall, the process is going well considering the change of haulers, carts, and collection days. Lebanon Farms has been very responsive to concerns and questions and very accommodating to requests.

President Wilt read aloud the list of future meetings:

March 21	7 PM	Zoning Hearing Board (Capital Valley, LP)
March 22	7 PM	Municipal Authority Mtg.
March 23	7 PM	Planning Commission Mtg.
March 30	8 AM	COG Stormwater Training (Pavement Management)
April 5	7 PM	Board of Commissioners Workshop

#### COMMITTEE REPORTS:

Public Safety Committee – Vice President Springer – no report

Budget and Finance Committee --- Commissioner Davies – no report

Public Works Committee – Commissioner Truntz -- reported that as mentioned earlier by Mr. Williamson, there is a lot of wet and heavy snow which strained the equipment and made the plowing job more time consuming for the crew. Everyone involved in the cleanup is working hard and doing their best to clear the roads. Commissioner Truntz explained that storms like this are not common, and having more equipment and assets comes with a price, and is probably not a wise investment due to the frequency of these types of snows.

Community Development --- Commissioner Hall – no report

Personnel Committee – President Wilt – no report

#### UNFINISHED BUSINESS:

The Board tabled the Final Land Development Plan for Middletown Home Access Driveway/Parking Revisions, File # 2013-01 prepared by Schlouch, Inc. and submitted by Middletown Home. The initial Plan submitted was due to expire on May 29, 2013. Time extensions were granted by the Board of Commissioners on May 15, 2013, August 21, 2013, November 20, 2013, February 19, 2014, May 21, 2014, October 15, 2014, January 21, 2015, May 18, 2015, August 19, 2015, November 18, 2015, February 17, 2016, May 18, 2016, August 17, 2016, November 16, 2016 and February 15, 2017. The plan is due to expire on May 17, 2017.

The Board tabled the Final Subdivision Plan for William's Manor, File #2016-01, a 26 lot subdivision located along Lumber Street for Rhodes Development Group, Inc., submitted by R.J. Fisher Engineering & Assoc., Inc. The plan was recommended for approval by the Planning Commission on April 28, 2016 with conditions. The plan was due to expire on July 27, 2016.

The Board granted a time extension on July 20, 2016, October 19, 2016, and January 18, 2017. The plan is due to expire on April 15, 2017.

NEW BUSINESS:

A motion was made by Commissioner Hall, seconded by Commissioner Truntz, to approve Ordinance No. 569. This ordinance amends the Code Enforcement Code in order to appoint the UCC Joint Board of Appeals of the Capital Region Council of Governments to hear all appeals, interpretations and requests for modifications with regards to the building and structure technical codes of the Township, and amends the Property Maintenance Code by appointing the Board of Commissioners of Lower Swatara Township as the Board of Appeals with regards to the Property Maintenance Code of the Township. A roll call vote was taken with the following tabulation: Commissioner Hall – aye, Commissioner Truntz – aye, Commissioner Davies – aye, Vice President Springer – aye, President Wilt – aye. Ordinance No. 569 was unanimously approved.

A motion was made by Commissioner Davies, seconded by Vice President Springer, to approve Resolution No. 2017-R-7. This resolution establishes a Capital Asset Policy for the Township. The motion was unanimously approved.

A motion was made by Vice President Springer, seconded by Commissioner Hall, to approve a five-year lease with Quality Digital Office Technology for a copier for the Public Works Department. The motion was approved by a 4 – 1 margin, with Commissioner Truntz dissenting.

A motion was made by Commissioner Davies, seconded by Commissioner Hall, to approve a lease with Cintas for the leasing of Public Works/Municipal Authority employee uniforms. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Commissioner Truntz, to approve advertisement for the positions of Laborer and Planning and Zoning Coordinator. The motion was unanimously approved.

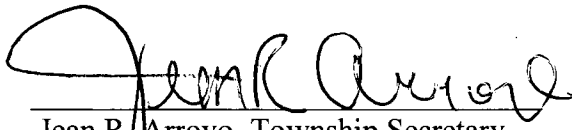


FINAL COMMENTS:

The Board thanked the public for coming out tonight. Thanks were also given to Chief Weikle for the hospitality shown to the EMS, to the Police Department for achieving its reaccreditation, and to the Public Works Department for its hard work during the snow storm.

Hearing no other comments, a motion was made by Commissioner Hall, seconded by Commissioner Davies, to adjourn the meeting. The motion was unanimously approved, and the meeting adjourned at 7:40 P.M.

ATTEST:



Jean R. Arroyo, Township Secretary

**PLEASE PRINT NAME CLEARLY**

**March 15, 2017 Legislative Mtg. – 7:00 P.M.**

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