

MINUTES
LEGISLATIVE MEETING – FEBUARY 20, 2019

The February 20, 2019 Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:25 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
- Jeff Vargo, Chief of Police
- Ann Hursh, Planning & Zoning Coordinator
- Andrew Kenworthy, HRG

Absent:

- Jean R. Arroyo, Secretary
- Peter R. Henninger, Solicitor

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

PUBLIC COMMENTS: None

APPROVAL OF MINUTES:

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve the Minutes of the February 6, 2019 Workshop Meeting. The motion was unanimously approved.

APPROVAL OF BILLS:

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve the payment of bills as presented on Warrant No. 2019-01. The motion was unanimously approved.

APPROVAL OF TREASURER'S REPORT:

A motion was made by Vic President Truntz, seconded by Commissioner Davies, to approve the Treasurer's Report for January 2019. The motion was unanimously approved.

POLICE DEPARTMENT REPORT:

Chief Vargo provided the summary of statistics for the Police Department for the month of January and reported that there were 993 calls for services. An audit of the evidence room was recently completed by the Chief County Detective. The two new officers, Officer Shea and Officer Weinoldt, are doing very well.

Chief Vargo explained that he had originally planned to have Jeff Bowman from the Highway Safety Council Network here tonight to give a brief presentation on the Aggressive Driving and Buckle-Up grants that he is pursuing. Mr. Bowman was not able to be here tonight due to the weather. Chief Vargo noted he will try to answer any questions about the grants to the best of his ability. In response to a question from President Wilt, Chief Vargo confirmed that Mr. Bowman has agreed to make himself available at another meeting, or even via phone conference. President Wilt asked when the programs will start. Chief Vargo explained the second phase begins very soon – March 6. If this deadline is missed, it can be pushed back to the third phase which begins later this summer. President Wilt asked Chief Vargo to brief the Board on the grants. Chief Vargo explained the Buckle-Up grant runs in two phases: Labor Day and around Thanksgiving. The Aggressive Driving grant runs in three phases. The first phase was already missed. The second phase starts in March, and the last phase is in the summer. Basically, these grants allow officers to do directed patrol traffic enforcement at selected locations determined to be areas having high levels of crashes and reports of aggressive driving. It is a proactive way of slowing people down and reducing traffic crashes. President Wilt inquired what is needed from the Board to get this phase started in March. Ms. McBride explained that she is seeking Board approval to work with Chief Vargo on applying for these two grants. She noted that this is not something they went out and found. She is familiar with these two grants from past job experience, and they came to the Township after looking at its accident history. Chief Vargo confirmed that quite honestly, it is not a list you want to be on. The Township was approached due to the high level of crashes and aggressive driving complaints. He added there are around 82 municipalities around the state on this list. In response to a

question from Commissioner DeHart, Chief Vargo confirmed that it includes the interstates and highways as well. He explained that this is basically overtime detail for the officers, and does include the requirement for some in-kind enforcement. In response to a question from Commissioner Davies, Chief Vargo stated that this is funded through PennDot. Commissioner Paul inquired how active the Township will be on Route 283 as far as police patrol. Chief Vargo explained his focus will be on the areas that he determines to be the best places. Focus is often near schools, major intersections, etc. They also prefer participation with the state police when feasible. Chief DeHart asked if there are any expectations as far as numbers of hours, citations issued, etc. Chief Vargo explained there is absolutely none. A dollar amount is given, and the expectation is to spend that dollar amount in enforcement. Vice President Truntz asked if the officers would be mandated to do overtime to participate in these grants. Chief Vargo explained that it would be strictly voluntary, and a way for some of the officers to make extra money.

A motion was made by President Wilt, seconded by Commissioner Paul, to authorize the Chief of Police and Township Manager to apply for the Buckle-Up Grant and the Aggressive Driving Grant (Phase 2). The motion was unanimously approved.

FIRE DEPARTMENT REPORT:

Fire Chief John Weikle presented statistics for the month of January, which included 52 calls with 28 responders. The average personnel per response was 8. Time and service was 23 hours and 49 minutes and 27 seconds.

The Fire Department met with the Airport Fire Department to try to resolve some of the issues discussed at the Board's workshop meeting. They did find out that Knox can key the cylinders at the Airport so that both Lower Swatara keys and HIA keys will work in the same box. Both chiefs are communicating and working together to get this done, and are also working on some mutual aid agreements. Chief Weikle explained that HIA will usually have two or three firefighters in that particular building for the Airport itself, and as many as five at the other end at the Air Guard. Normally, when there is an incident at the Airport, both of these companies go; the Lower Swatara Fire Department does not ordinarily respond unless there is a structural fire and they need structural engines.

Chief Weikle reported that the Police Department spearheaded a meeting with a young man and his little brother, and invited the family down at 7:30 A.M. on a Saturday. Chief Vargo was instrumental in getting the family and the police vehicles to the Fire Department. The young man toured the station and rode the fire truck, and was presented with an out-of-date/out-of-service helmet. The police officers went over and above by finding an old motorcycle helmet for the young man's brother.

Training is ongoing. The Department just completed update of its CPR and first aid training, and will be participating in a hazmat refresher class. An engines' company operations class will take place in April; outside companies are coming in as well. This is sort of a mirror of the rapid intervention class which was taken last year. There is criteria set for those riding the rescue truck, and there are classes coming up for basic and advanced vehicle rescue. Members that want to run on the heavy rescue will be required to take the testing. This is all building towards the Fire Department's goal of obtaining 100% certification.

ENGINEER'S REPORT:

Andrew Kenworthy, HGR, referenced his written report and highlighted the Rosedale Manor stormwater PennVest loan. There is a bit of urgency to wrap up the easements; HRG is working with Solicitor Henninger on getting these completed. A number of these will need to be acquired before the loan closing. A schedule of the Highland Street bridge work has been provided and a more detailed schedule will be forwarded as the project gets closer.

Commissioner DeHart referenced a new round of grants available in April, and suggested this be checked into so the Township is not missing out on any grant possibilities or scrambling to make application at the last minute. In reference to a question from Commissioner Davies, he noted there is no particular project that he has in mind but doesn't want to miss any opportunities. Commissioner Paul thanked Mr. Kenworthy for the written report, and stated he found it to be very helpful.

MANAGER'S REPORT:

RACP Grant (Shireman)

Ms. McBride stated that a few weeks ago, she received notice from Representative Mehaffie's office about grants available to the Township. The email she received stated there

are two projects in the Township: one is for a project involving Penn State and developing a train station a bit more. She noted her understanding is that project has been tabled. The second grant available is to develop a portion of the Shireman tract. Ms. McBride noted that she has submitted this grant, and tonight is asking the Board's approval to submit it. She explained that she submitted for a partial development of the Shireman tract. This, in keeping with the EIP and development of the recreation area, includes two softball fields. With that comes erosion and sedimentation control, stormwater management, land development, etc. The whole amount is about \$1,100,000. It would be 50% Township and 50% state match. Since this is not a budget item, Ms. McBride explained that if the project is pursued, it can probably be stretched out to the end of the year so that the costs will start hitting the Township next year. When she applied for the grant, she did check the unsecured funding block which is telling them the Township hasn't budgeted for this yet. Once the Township finds out if the grant is awarded, the Board can decide whether it wants to proceed with it or not.

Commissioner DeHart asked if this was the same grant applied for in 2017 and denied. Ms. McBride noted it could be; from her understanding these grants are not easy to get. Commissioner Paul commented that he thinks this is the same grant applied for previously, since the amount is the same. He stated that if the Township is fortunate enough to get this grant, it seems it is obligating itself to move ahead with the project. He stated it would seem like the Township would pursue the project if the grant is obtained, and asked if his understanding is correct. Ms. McBride added there are capital funds that can be utilized if it gets to that point. Commissioner Paul explained he knows there are not enough recreation funds to cover this, so the Township would need to come up with some funding source. Ms. McBride again explained that there are capital funds available. Commissioner Paul stated his point is that there will not be enough recreation funds, which is what these funds are for. President Wilt asked Commissioner Paul if he is not in favor of the grant application. Commissioner Paul clarified that he feels the Township should pursue any grants available, but wants to make sure that, if awarded, the Board pursues the project and doesn't say there is not enough money available. Commissioner Davies added that it could be said that the investment in property is indeed a capital investment. The fact that the money is not sitting in the appropriate fund doesn't daunt him from undertaking this if afforded the opportunity. Ms. McBride added that she did attempt to get the acquisition of the tract included in the matching funds, but was not successful.

A motion was made by Vice President Truntz, seconded by Commissioner Davies, to approve submission of a grant for partial development of the Shireman tract. The motion was unanimously approved.

EIP Phase II Grant

Ms. McBride reported the second grant she applied for was a single application grant as a result of the EIP. When the Township applied for the EIP, apparently it received a grant to pay for some or all of that undertaking. Since the Township was willing to do that, there are now other funds available. Ms. McBride explained the first application she submitted is for the new computer server, new integrated software package, and any training and consulting that goes along with that. The total amount of funds needed is \$218,100. What was asked for is a 2/3:1/3 match, which means the Township would pay about \$73,000. She added that she feels if the Township does get the grant, it will probably be a 50/50 one. A motion was made by Commissioner DeHart, seconded by Commissioner Davies, to approve the Phase II EIP grant for the new server, software package, and other related costs. The motion was unanimously approved. In response to a question from Commissioner DeHart, Ms. McBride stated she thinks the Township could know of the grant status by the end of this month or early March. She stated the new server is in, and up and running pretty well. She anticipated the software package will come sometime in March or early April. No formal training on the software package has been done yet.

Assistant Director of Public Works/MS4 Coordinator position

Ms. McBride requested Board approval to begin the search for an Assistant Director of Public Works/MS4 Coordinator. This position would initially be part public works and take over part of Ann Hursh's MS4 responsibilities, and then eventually take over Ms. Hursh's MS4 responsibilities. A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve advertisement for the position of Assistant Director of Public Works/MS4 Coordinator. The motion was unanimously approved.

Woodridge basketball court

Ms. McBride reported there are 20 townhouses divided up into three buildings; she sent out 23 letters for the 20 properties, since some are rentals and letters went to both the owner and the tenant. Basically, the letter states that the Township is considering putting in a basketball court in the area depicted, and the court would be contiguous to their property. It was noted that

it could be either a full court or half court and the courts would not be lit. Five responses were received, and all five were not in favor of a court. One conceded that a half court might be okay. Ms. McBride noted that five responses for twenty properties is a lot, and asked the Board for direction.

Commissioner Paul stated that it could possibly be flipped to the other side, but that would have to be looked into. Since this is by the baseball field, he suggested the Athletic Association be contacted to see how it uses the open space between these areas. It may get crowded with the kids warming up. Commissioner DeHart added that the Recreation Board should also be contacted. Ms. McBride noted that Mr. Lanman had expressed concern about the kids running to warm up across the parking lot to where the basketball court would be located. Commissioner Paul stated that he is not aware of any other site in Woodridge to put a court. Commissioner DeHart stated the original request was for a half-court, then the request was changed to a full-court. Commissioner DeHart and Commissioner Paul agreed the half-court may be the easiest option. Ms. Hursh stated the full-court can only fit where there is nothing behind the units now. President Wilt suggested the Woodridge Homeowner's Association be advised of the opinions of these residents and then discuss the request again. Ms. McBride agreed to send a letter to them.

Security system for administration building

Ms. McBride reported the security system for the building is in. Fobs have been assigned, and she and Mr. Lanman are meeting tomorrow to review things again. In response to a question from Commissioner DeHart, Ms. McBride confirmed that the security cameras are in.

Future Meeting Dates

President Wilt read aloud the list of future meeting dates:

Feb. 25	7 PM	Municipal Authority Mtg.
Feb. 28	7 PM	Planning Commission Mtg.
March 6	6 PM	Recreation Board Mtg. (may be rescheduled)
	6 PM	Two (2) Public Hearings:
		• Public Hearing on behalf of DHK Harrisburg, LLC regarding a text amendment to change a portion of the Jednota property from Residential Urban and Industrial Park Limited to Industrial Park.
		• Public Hearing on the Campus Heights III land Development Plan pertinent to vacate streets
	7 PM	Board of Commissioners Workshop Meeting

COMMITTEE REPORTS:

Public Safety Committee: Commissioner Paul referenced Chief Weikle's report, and also extended a special thank-you to officers Spencer Rios and Josh Mallott for being instrumental in this special event for the two young men. That is very good proactive thinking by the officers to get things accomplished. He also thanked HRG for providing a written report. Commissioner Paul noted he had recently attended a meeting of MARA. Lori Yeich from DCRN was in attendance to present some grant procedures, primarily for the Borough of Middletown as they plan to upgrade Hoffer Park and come up with funding to do so. Commissioner Paul added that there is a lot of good feedback from the Police Department's presence in the community, walking around, shaking hands, talking to residents, etc. Chief Vargo stated this is good, old fashioned police work, something he's always done and preaches to the officers. It has been well received by the officers and the public. As the weather gets nicer, the officers will be out more walking the neighborhoods at all hours of the day. Hopefully, they will also be using bicycles to patrol.

Budget and Finance Committee: Commissioner Davies – no report

Public Works Committee: Vice President Truntz reported the department is busy again with snow removal. The 2013 GMC dump truck has an issue that isn't covered under warranty, but the good news is that it was just a fuel injector issue and not a total engine rebuild. However, a fuel injector for a diesel truck costs around \$6,000. He stated the Township is extremely fortunate to have Township Mechanic Rodger Mason who has the ability to work on diesel trucks, which saves the Township a lot of money. Vice President Truntz reported that he was informed the salt supply is good.

Community Development: Commissioner DeHart thanked the Board for getting the MS4 position moving. He noted that the Director of MARA, Will Foster, has asked to attend the Board's March 20 meeting, since part of the MARA requirements is for him to visit each municipality once a year to provide an update. MARA recently held a sweetheart dance, which went well. Commissioner DeHart noted that the finalization of the Olmsted Recreation Board is very close, and the Township should be in a position to cut the final check for its share of expenses very shortly.

Personnel Committee: President Wilt – reiterated the thanks given to the Police Department and Fire Department for making two young men very happy. He also referenced the foot patrols of

the police officers, and stated that he was approached about these officers. People had thought there was an issue after seeing officers on foot, and were relieved to hear this was a new initiative and not necessarily some bad activity going on. He thanked Chief Vargo for this effort. Commissioner DeHart added that it is nice for the Police Department to be again fully staffed, and have the ability to do these kinds of things.

UNFINISHED BUSINESS:

Preliminary/Final Land Development Plan for Hershey Creamery

Ms. Hursh reported on 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, 106.27 acres, proposed 183,302 sf of building expansion involving a sanitary sewer pretreatment plant and associated site improvements. It is owned by Hershey Creamery Corporation and 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. The waivers requested -- §22-404 Preliminary Plan and §22-606 Curbs -- were approved by the Board of Commissioners at its November 20, 2018 legislative meeting.

Ms. Hursh reported that one of her comments was to add screening around the two residential homes on North Union Street, which they did. She noted that everything under her comments are administrative in nature, so she has no problem with the Board providing a conditional approval this evening. Brian Engle from Rettew Associates is here tonight representing the plan, and is filling in for the engineer who worked on the plan but could not get here tonight. Ms. Hursh added she did speak to the engineer today, and they have been in touch with HRG concerning some traffic comments, which they agreed to address. One of the big things that was previously holding up this plan was the sanitary sewer station that they want to put in there. Many of these comments have been addressed. Matt Cichy from HRG also indicated he has no problem with a conditional approval.

Commissioner Paul questioned if it would be appropriate to add just a general note on there about maintaining the right of way along North Union Street as far as grass cutting. He reminded the Board that this was mentioned to George Holder when he was at a previous Board meeting, and Mr. Holder did not have a problem with it. The more reminders that are put on

proper documents, the easier is it when questions arise. He added this is something the Township may also want to consider doing with some of these other projects like Jednota, Wilsbach Distributors, Inc. It may be good to add notes that they are responsible to maintain and cut the grass or weeds. Ms. Hursh agreed, and commented that it may be something to include in the Operations and Maintenance (O&M) Agreement. Mr. Engle stated that relative to this plan, he cannot confirm that they would object to including this note. However, if the Township has a grass and weed ordinance, this would certainly cover the concern. Commissioner Paul agreed, but stated that adding the note upfront would help. Mr. Engle stated that he cannot commit them to that, but added he doesn't feel they will have a problem with it as they will want their property to look nice and be good neighbors.

Ms. Hursh asked Mr. Kenworthy to address the traffic concerns. Mr. Kenworthy explained that essentially, some levels of service were getting close to needing signals. It was not very clear with the projections, so the thought was once the facility is open, a signal warrant analysis can be done. This would be based on volume of vehicles. If it is not warranted at that time, there could be an annual review for five years to determine if at that time signal warrants are met due to increased traffic. He stated that having this as a condition of the approval would be appropriate and the developer is in agreement to do this. Commissioner DeHart stated the study he read showed around 300 trucks and asked if that number stayed the same or dropped. He added it was thought to be a misprint. Mr. Kenworthy stated that he does not have the full report with him, but he does have the conclusions. The latest forwarded to HRG says that it will generate approximately 140 new trips during the a.m. peak hour and 152 new trips during the p.m. peak hour. He noted they tried to be conservative working with HRG and analyzed at different speed limits and such to try to drive the numbers to see if it could warrant putting in a signal. Even being ultra conservative, it did not trip the warrant. Mr. Kenworthy stated the client is agreeable to monitoring it for five years.

Commissioner DeHart asked if the client had talked about taking Vanilla Avenue out to North Union Street. Mr. Kenworthy stated he does not know the answer to this. Commissioner DeHart explained taking this the whole way out to North Union Street could help some of the problem by allowing them to jump on North Union Street when it is rebuilt instead of coming out on Fulling Mill Road.

In response to a question from Commissioner Davies, Ms. Hursh explained the Board had previously approved the two waivers associated with this plan -- §22-404 Preliminary Plan and §22-606 Curb – at its November 20, 2018 legislative meeting.

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to conditionally approve the Preliminary/Final Land Development Plan for Hershey Creamery, with the condition that all staff and engineering comments are addressed. The motion was unanimously approved.

NEW BUSINESS:

Improvement Guarantee Reductions

A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to approve Improvement Guarantee reduction #1 for Woodridge Phase II Section 9, File #PC2018-02 in the amount of \$198,958.00 from the original amount of \$374,914.00 leaving a balance of \$175,956.00. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve Improvement Guarantee reduction #2 for Maaco of Middletown Body Shop Expansion, File#PC2016-03 in the total amount of \$30,100.00 leaving a balance of \$0 and closing out the project. The motion was unanimously approved.

A motion was made by Commissioner DeHart, seconded by Commissioner Davies, to approve Improvement Guarantee reduction #1 for Fairfield Inn & Suites Hotel at HIA, File #PC2016-07 in the amount of \$240,818.00 from the original amount of \$268,310.00 leaving a balance of \$27,492.00. The motion was unanimously approved.

Requests for Funding

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve Request for Funding (DCIB 2015 loan) in the amount of \$5,001.38 to the Dauphin County Infrastructure Bank for the Highland Street Bridge Replacement Project. The motion was unanimously approved.

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve Request for Funding No. 8 (DCIB 2017 loan) in the amount of \$8,819.50 for the Lumber Street Culvert Replacement Project. The motion was unanimously approved.

Purchase of CLEAR computer software program

Chief Vargo stated he is asking the Board's approval to purchase the CLEAR computer software program, which he feels is an exceptional investigative tool that will benefit all the officers and citizens as well as provide a cost savings to the Township. He added that he has terminated the contract for the previous program, since it was not being used. In response to a question from Commissioner DeHart, Chief Vargo explained the cost for the previous program was about \$400. CLEAR is a bit more expensive, but money can be reallocated for this.

A motion was made by Vice President Truntz, seconded by Commissioner Paul, to approve the purchase of the CLEAR computer software program. The motion was unanimously approved.

Appointment to Community Policing Advisory Committee

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the appointment of Don Bailes to a three-year term on the Community Policing Advisory Committee. The motion was unanimously approved.

FINAL COMMENTS:

Commissioner DeHart thanked the Public Works crew and the Lower Swatara volunteer Fire Department, which both have been very busy the last few weeks. He also thanked Chief Vargo for his new initiatives, and bringing back old practices that work.

Commissioner Davies thanked the Public Works for being very responsive, especially during challenging weather like today's snow and ice. He also gave a hats off to the new Chief of Police. Residents are not accustomed to seeing police in the neighborhood. He referenced a lengthy Facebook posting from residents concerned about police presence until they understood it was just to get to know the neighbors. He added that it was nice to see the posters then warm up to the idea so quickly. Chief Vargo thanked the Board members for the acknowledgment but added that he would be remiss if he didn't give credit to the officers who are out in the snow, rain and cold weather at all hours to do this patrol.

Commissioner Paul remarked that he believes the Public Works Department is down a few employees. Ms. McBride agreed they are down two. Commissioner Paul explained this is putting a strain on the amount of time they can get to certain areas.

Vice President Truntz echoed the sentiments of the other Commissioners, and added they sometimes take for granted the great people they have here at the Township, who are very much appreciated. He also complimented the Press & Journal for the nice article acknowledging Bob Reid of Middletown, who is one of the giants in the community as far as community service.

President Wilt again offered his kudos to the Police Department and the Fire Departments.

ADJOURN:

Hearing no other comments, a motion was made by Vice President Truntz, seconded by Commissioner Davies, to adjourn the meeting. The motion was unanimously approved, and the meeting adjourned at 8:25 P.M.

ATTEST:

Elizabeth McBride, Township Manager

PLEASE **PRINT** NAME CLEARLY

FEBRUARY 20, 2019

PUBLIC HEARING - 6:30 P.M.

BOARD OF COMMISSIONERS LEGISLATIVE MEETING - 7 P.M.

Name/Organization	Address/Contact Information
Jason Wilhelm D+H	
Michael J. Murn ^{II} CNR	100 Pine St. Harrisburg, PA 17101
Dave Feist CNR	
Kathy Dreher D+H	
Elizabeth Mutak	9 Bangor Rd Middletown
Dan Schwab	
Brad Swidler	
Mike Conrad	
Scott Cooper	
Laura Hays	Press & Journal
Tim Kinkadee	2700 Water St. York, PA.
Dan Wagner	915 Charlton Rd
BRIAN ENGLE	RETTEW ASSOC.
Joan Berkey	Old Reliance Rd
Richard L. Woodhead	29 Donald Ave
Tracy Berntel	2 Berkley Dr
John Weirke	LSPD
Robert Appleby	Resident - 1491 Heritage Sq
Pam Wagner	Songman Dr.