

## MINUTES

### NON-LEGISLATIVE MEETING – JANUARY 4, 2017

The January 4, 2017 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. 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
- Frank E. Williamson, Jr., Public Safety Director/Assistant Manager
- Terry L. Kauffman, Interim Manager
- Jean R. Arroyo, Secretary
- Peter R. Henninger, Solicitor
- Robert S. Greene, Planning and Zoning Coordinator
- Daniel L. Wagner, Public Works Director

Absent: Erin G. Letavic, HRG

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

President Wilt welcomed everyone to the meeting and opened the floor for public comments.

PUBLIC COMMENTS:      None

#### PRESIDENT'S APPOINTMENTS:

President Wilt noted there have been a few changes to the committee assignments that were listed on the agenda that was posted last week. These changes are reflected on the agenda in front of the Board and public this evening. President Wilt read the list aloud:

Public Safety Committee Chairman & Vice Chairman	Commissioners Springer/Wilt
Public Works Committee Chairman & Vice Chairman	Commissioners Truntz/Hall
Budget & Finance Chairman & Vice Chairman	Commissioners Davies/Springer
Community Development Chairman & Vice Chairman	Commissioners Hall/Springer
Personnel Chairman & Vice Chairman	Commissioners Wilt/Springer
Building Committee Chairman & Vice Chairman	Commissioners Truntz/Springer
Commissioner liaison to EMS	Commissioner Wilt
Commissioner liaison to EMA	Commissioner Davis
Commissioner liaison to Fire Dept.	Commissioner Davies
Commissioner liaisons to Olmsted Rec. Board (2)	Commissioners Springer/Hall
Commissioner liaisons to Middletown School Board (2)	Commissioners Davies/Truntz
Commissioner liaison to Municipal Authority	Commissioner Truntz
Commissioner liaison to Dauphin Co. Agency on Aging	Commissioner Hall
Delegate to COG	Frank Williamson
Alternate to COG	Daniel Wagner
Commissioner liaison to MS4/water quality	Commissioner Hall
Commissioner representative to Penn State Advisory Board	Commissioner Wilt

#### COMMISSION/BOARD/AUTHORITY APPOINTMENTS:

A motion was made by Vice President Springer, seconded by Commissioner Davies, to reappoint Jason Wagner to a five-year term on the Zoning Hearing Board. The motion was unanimously approved.

A motion was made by Commissioner Hall, seconded by Commissioner Truntz, to appoint Stephen Artman to a four-year term on the Zoning Hearing Board. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Vice President Springer, to appoint Jon Strite to a three-year term on the Zoning Hearing Board. The motion was unanimously approved.

President Wilt reported that there are two individuals interested in serving on the Planning Commission. Letters of interest were submitted by Chris DeHart and Dennis Fausey. A motion was made by Commissioner Hall, seconded by Commissioner Truntz, to appoint Dennis Fausey to a four-year term on the Planning Commission. The motion was unanimously approved.

A motion was made by Commissioner Truntz, seconded by Commissioner Hall, to reappoint Daniel Magaro to a five-year term on the Municipal Authority. The motion was unanimously approved.

President Wilt noted that there is a vacancy on the Civil Service Commission as a result of the resignation of Thomas Shank. The Board is looking at individuals who have expressed interest in this position; it will be filled at a future meeting.

President Wilt also reported that the Board is holding off on filling the two Code Hearing Board vacancies; one of the vacancies is due to Commissioner Hall's appointment to the Board of Commissioners and the other is due to an expired term. Mr. Williamson explained that in conversations with Don Fure and the Codes Department, it was agreed that it is tough to get the technical expertise that is needed for a Code Hearing Board. Staff is looking at municipalities that are currently using the Capital Region Council of Governments (CAP COG) Code Hearing Board and will bring back its findings to the Board. Mr. Williamson stated that it is probably very beneficial to move in that direction. In response to a question from Commissioner Truntz, Mr. Williamson stated it will not cost the Township anything, except for the fee it pays to the COG on an annual basis. Solicitor Henninger agreed that when getting into building codes, fire codes, electrical codes, etc., it is important to have specialized members who have that technical background, which is difficult.

A motion was then made by Commissioner Truntz, seconded by Commissioner Davies, to approve Resolution No. 2017-R-1 providing for the reappointment of Jason Wagner and Daniel Magaro and the appointment of Dennis Fausey, Stephen Artman and Jon Strite to the boards, commission and authorities as previously approved. The motion was unanimously approved.

#### PLANNING AND ZONING REPORT:

Mr. Greene referenced the monthly reports on inspections and permits. The Planning Commission met on December 22 and discussed the Preliminary/Final Minor Land Development Plan for Select Medical HIA Hanger located at HIA. The project includes demolition of the existing building and construction of a new hanger building, parking and utilities. The Planning Commission recommended approval of waivers and approval of the plan conditioned on engineer and staff comments. Mr. Greene anticipated that this plan will be before the Board at the January legislative meeting. Also discussed was the Preliminary/Final Land Development Plan for Fairfield Inn and Suites Hotel located at HIA. The plan is for the construction of a four story hotel and suites to be located adjacent to and west of the existing parking garage. The

Planning Commission recommended approval of the waivers and approval of the plan subject to addressing conditions as outlined in the engineer and Township staff comments. This plan may also be before the Board at the January legislative meeting.

The Zoning Hearing Board is scheduled to hold a hearing on Thursday, January 5, for a variance request for Payco Building Supplies, 3146 Fulling Mill Road. The applicant is requesting a variance from Part 23 Signs, §27-2304.G(1) to allow two wall signs, each having an area of 476 sq. ft., which exceeds the 100 sq. ft. maximum area. The Zoning Hearing Board will be deliberating after the scheduled hearing to discuss the F. Lee Dickerson case, Docket #2016-02. Solicitor Henninger stated they will deliberate in private and no decision will be announced that evening. A written decision will be issued and announced in public; this will likely happen in January.

Mr. Greene referenced the Comprehensive Plan update, and noted that the 45 day public comment period has ended. Written comments that were submitted, including those of the Dauphin County Planning Commission, have been given to Michelle Brummer, Gannett Fleming, and the Board of Commissioners for review and consideration. The Board should consider setting a date to hold a public hearing with anticipation of moving the plan forward. Solicitor Henninger added there is no specific time period requirement for scheduling the hearing. The Board must, however, have at least one public hearing and may have more than one.

Mr. Greene reported that he will be attending the 2017 PA Decentralized Wastewater Conference & Trade Show on January 16 and January 17 at the Red Lion Hotel on Lindle Road. This will be two full days of conference training sessions and will provide 4 SEO PA DEP CE credits.

#### PUBLIC WORKS REPORT:

Mr. Wagner reported the Department has been busy cleaning and inspecting inlets, taking care of several small painting jobs, street sweeping, updating and replacing signs, entering all Township sign information into the GIS program, addressing several larger equipment repairs, and taking care of building maintenance and cleaning. The demo work continues at the Old Reliance playground. Leaf equipment was cleaned and all trucks were also cleaned before the first winter event.

Mr. Wagner informed the Board that he had an unexpected call this morning from Suez, who wanted to meet this afternoon. They plan to bring a water main line down Strites Road to meet up with its current facilities at the intersection of Longview Drive and Strites Road. At the meeting, plans were reviewed. Mr. Wagner added that he did request some fire hydrants throughout that stretch. 90% of the water line should be in the right of way. Suez expects the necessary approvals in the next several months and will then get final approval to bid the project. Mr. Wagner anticipated the project will start this spring. Commissioner Davies referenced the drainage project planned for Strites Road, and asked if there could be some coordination between the drainage and paving work. Mr. Wagner agreed that the original plan was to share costs. However, after discussions with Ms. Letavic and Ms. Shambaugh, it was agreed to drop the drainage project at this point. Staff did not feel piping was the right answer, and bioswales are expensive and create maintenance issues. Mr. Wagner explained that it was felt best to get the proper crown on the road and leave things as is. He added there are bigger projects to focus on right now. Commissioner Davies added that he knows there were a lot of concerns with the way the water comes down Longview Drive. Mr. Wagner agreed it is definitely not ideal, but fortunately there is not a problem with icing in the winter. Again, he noted the recommendation is to re-crown the road and let it as is. If the Board feels differently, he stated it would have to be moved on quickly. Commissioner Davies noted that he was unaware that the Township had decided not to proceed with the drainage project. Solicitor Henninger recalled this was a grant project, but had to be shovel ready; the Township was not shovel ready. Mr. Wagner agreed that the grant was not approved, so the whole expense would have to be undertaken by the Township. Vice President Springer asked that residents on Strites Road be given advance notice about the work. Mr. Wagner agreed that Suez will be sending out letters. He added that he had talked to Mr. Kauffman today about urging residents to take advantage of this now if they desire to hook up, since the Township hopes to pave the road in the future when funds become available. In conjunction with that project, Suez also has a second project which it already has permitting for, and that is at the other end of Powderhorn Road at Route 441. They need to make a connection point at Powderhorn Road around the corner towards Kreider Drive. This work should happen come spring.

The pipe for the Woodridge Park has been ordered; there is the need to put four sections of stormpipe in the park itself due to deterioration. Weather permitting, the Department will be working on that project.

Mr. Wagner reported that the Middletown Borough contacted him this morning to advise the Township that it has run out of room at its woody waste site. All Township and Borough leaves go the site; residents do not seem to consume much of these leaves for their gardens, flowerbeds, etc. Contact has been made with Zeager Brothers in Middletown to take it. Mr. Wagner explained that the Township has a cost sharing agreement with Middletown regarding use of the woody waste site, so there will probably be some minor trucking expenses involved. In response to a question from Commissioner Davies, Mr. Wagner confirmed that Township residents are also permitted to pick up mulch there. Commissioner Hall recalled receiving a letter about this, but cautioned that this could present a problem if it is untreated, since it may bring unwanted insects.

Mr. Wagner concluded his report by reminding the residents that the Township dumpster will be available on Saturday, January 7 from 8:00 A.M. to noon.

#### UPDATE ON NEW TRASH/RECYCLING CONTRACT:

Mr. Kauffman provided an update on the new trash/recycle vendor changeover. While it was an eventful two weeks, there were no real surprises. With the change in haulers, methods, days, and containers, there was naturally some confusion. Mr. Kauffman noted that Lebanon Farms Disposal had sent out letters regarding the new trash/recycling contract, and the information was also posted on the Township's website and published in the newspaper. Overall, the changeover is going well, although there were initially some issues with calls that Lebanon Farms should have handled being directed back to the Township. The Township staff has been busy fielding calls and reimbursing residents who still have bags from Penn Waste. Mr. Kauffman recapped questions about the increased trash/recycling bill, and provided some history. He explained that Penn Waste's contract in 2006 was at a rate of \$49.05/quarter. Penn Waste's contract in 2012 started out at a rate of \$50.25/quarter, but also had a series of increases due to increased charges at the Harrisburg Incinerator. The contract expired on December 31, 2016, and the Township was required by law to rebid it. Bids were advertised for a five year contract with two one year extensions possible. Bids were opened on November 15, 2016, and Penn Waste bid \$70.70/quarter while Lebanon Farms bid \$62.48/quarter. The net savings to a resident over the two bids is \$8.22/quarter or approximately \$164/year. In totality for the residents of Lower Swatara Township, that savings would be in excess of \$400,000. Mr. Kauffman stated that he feels the Township has done a good job at managing the costs. Since the 2006 original contract with Penn Waste and including the life of this new contract



ending in 2021, the average yearly cost increase is less than 2% per year. He reminded the residents that they will not see an increase in five years, and potentially seven years.

Commissioner Davies asked if there is a plan for distribution of the new carts.

Mr. Kauffman explained that the contract calls for them to be delivered by March 31, although he expects it will be a bit sooner.

President Wilt agreed that in the past, until the Harrisburg Incinerator was sold to the outfit in Lancaster County, the tipping fee increases which were imposed on the hauler were then passed on to the residents. With stabilization at the incinerator due to the sale, the costs are guaranteed with no increases. Residents can be assured the bill will be stable during the five years of the contract.

Commissioner Hall asked when Penn Waste will pick up its blue recycling containers.

Mr. Kauffman explained that residents will continue using them until Lebanon Farms delivers the new carts. Penn Waste will then make arrangements to pick up the blue ones.

Commissioner Truntz asked if Lebanon Farms will be a bit lenient during this first pick-up.

Mr. Kauffman anticipated it will be.

#### MANAGER'S REPORT:

Mr. Williamson reported that the approved 2017 budget included the purchase of a document management system for the Police Department, PowerDMS. This is the preferred vendor for the PA Chiefs of Police accreditation program. This system will allow the Department to issue and store written directives, orders, etc. via a web based, hosted system. Officers will no longer have to physically sign that they have read and understood an order; they will do so electronically after reading it on line. It is a hosted system which uses cloud technology to store the files off site. The Township does not have to buy a server or support the hardware at the Township office. The cost of the system is \$3,750 for the first year. Mr. Williamson asked that the Board consider moving forward with this purchase tonight. A motion was made by Commissioner Davies, seconded by Commissioner Hall, to approve the purchase agreement with PowerDMS for a police accreditation document management system at a cost not to exceed \$3,750. The motion was unanimously approved.

Mr. Williamson reported that the Township had budgeted \$47,000 in the Fire Company budget (411) to pay off the Chief's Command Vehicle, a Chevrolet Tahoe. The purpose is to pay down the Fire Company's debt, with the Township paying off the Chief's vehicle and potential

gaming money paying off \$193,000 remaining on Engine 59-1. The Fire Company had requested a payoff amount from its lender; the amount needed to clear the loan on the vehicle was \$43,280.32. This amount was accurate through December 30, 2016. The Fire Company has paid off the loan and is now seeking reimbursement from the Township, per the approved budget. Mr. Williamson noted that he is asking the Board's consideration tonight to approve the payment of \$43,280.32 to the Lower Swatara Fire Company for the payoff on the Chief's vehicle. A motion was made by Vice President Springer, seconded by Commissioner Hall, to approve the payment of \$43,280.32 to the Lower Swatara Fire Company for the payoff on the Chief's vehicle. The motion was unanimously approved.

Mr. Williamson stated with the recent appointment of Commissioner Hall, the Board needs to add him as a signatory on the bank accounts. A motion was made by Commissioner Truntz, seconded by Commissioner Davies, to add Commissioner Hall as a signatory on the Township bank accounts. The motion was unanimously approved.

Mr. Williamson noted that in front of the Board is a draft resolution which pertains to the changes made at the December 21 reorganization of the Board, at which time Commissioner Davies was appointed as Assistant Secretary. A motion was made by Commissioner Truntz, seconded by Commissioner Hall, to approve Resolution No. 2017-R-2, which elects Jean R. Arroyo as Township Secretary and appoints Michael J. Davies as Assistant Township Secretary. The motion was unanimously approved.

Mr. Williamson added that he will be seeking Board approval at the January legislative meeting to place two old pieces of Township equipment – a Tiger mower and a police car – on Municibid for sale.

Mr. Williamson stated that another item for formal action tonight pertains to contracted services of Allison Burke of the firm Zelenkofske Axelrod LLC. The Board approved these services in the budget, but will need to sign off on the agreement. A motion was made by Vice President Springer, seconded by Commissioner Hall, to approve signing off on the contract with Zelenkofske Axelrod LLC for financial consulting services for 2017 at a cost of \$63,960 as included in the 2017 budget document. The motion was unanimously approved.

ENGINEER'S REPORT:     None



SOLICITORS REPORT:     None

FINAL COMMENTS:

Commissioner Truntz noted that the Baseball Association, with the assistance of the Township, had installed a very nice scoreboard at Memoria Field. There was also an old flagpole there; American Legion Post 594 has graciously agreed to purchase a new flagpole but installation will be required. Commissioner Truntz asked if the Board would be willing to pick up the tab for this, perhaps through the parks and recreation fund. President Wilt asked the cost. Commissioner Truntz estimated that he is hearing numbers in the area of \$1,500. He stated that no action is needed tonight, but it is something for the Board to consider. President Wilt suggested that perhaps some businesses would like to contribute towards this expense. If not, the Township can certainly explore options. Solicitor Henninger added that the expense would be a legitimate one to come from the park and recreation fund.

Commissioner Truntz also expressed hopes that any grants that the Township may be eligible for are on the radar screen. For example, the Township was awarded a grant for the purchase of the Shireman parcel, and may be able to acquire grants to develop that or address other Township projects. Mr. Kauffman agreed, and noted that he and Mr. Williamson are attending a PennVest meeting next week to discuss funding options. There has also been discussion about a possible DCNR parks development grant. President Wilt agreed that is very important to pursue all available grant funding. Commissioner Truntz also wished everyone a happy new year, and thanked the public for their attendance this evening.

Commissioner Hall expressed hopes that everyone had a nice holiday. He also sent out thoughts to the family of Landon Weaver, the state police officer that was brutally murdered last week. Commissioner Hall remarked that the Township has a very good police force, and the community and police embrace each other. He asked that if someone sees something, they say something. The community must keep its eyes out and be vigilant, and stand behind the police officers who put their lives on the line on a daily basis.

Vice President Springer wished everyone a happy new year and thanked them for coming out tonight. He also congratulated Commissioner Hall on his appointment to the Board.

Solicitor Henninger also wished everyone a happy new year, and stated that he is looking forward to a successful 2017.

Commissioner Davies agreed that he is looking forward to a successful new year, and thanked Mr. Williamson and Mr. Kauffman for their efforts during the transition to the new trash/recycling hauler

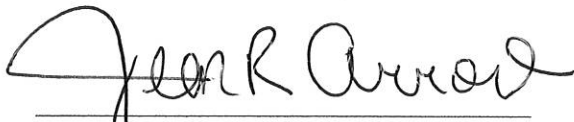
Mr. Williamson wished everyone a happy new year, and stated that he would like to credit the staff --- Ms. Arroyo, Ms. Bechtel, Ms. Condran, and Ms. McClain – for taking the calls and fielding off questions about the new contract.

President Wilt wished everyone a happy new year and thanked them for coming out. He also requested an executive session immediately upon conclusion of this evening's meeting for personnel matters.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

Hearing no other business, a motion was made by Vice President Springer, seconded by Commissioner Truntz, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 7:49 P.M.

ATTEST:

A handwritten signature in black ink, appearing to read "Jean R. Arroyo". The signature is fluid and cursive, with a large initial "J" and "A".

Jean R. Arroyo  
Township Secretary

**PLEASE PRINT NAME CLEARLY**

## January 4, 2017 Workshop Meeting

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