

## MINUTES

### NON-LEGISLATIVE MEETING – FEBRUARY 1, 2017

The February 1, 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
- Erin G. Letavic, HRG
- Robert S. Greene, Planning and Zoning Coordinator
- Daniel L. Wagner, Public Works Director

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

President Wilt welcomed everyone to the meeting and announced that State Representative Tom Mehaffie is here tonight to make a special presentation. Representative Mehaffie presented the Board with a flag and a citation stating that the flag was flown over the State Capital on January 9, 2017. He also offered his assistance to the Township and its citizens in any way possible. He noted that it looks to be a very tough year budget-wise for the state.

In response to a question from Dennis Fausey, Representative Mehaffie stated that he will see what he can do to accommodate his request for a new flag at Memorial Field and can perhaps even dedicate it during Opening Day.

## PUBLIC COMMENTS:

Chris DeHart, Old Reliance Road, expressed concern with the intersection on North Union Street southbound at Fulling Mill Road, specifically at the signal designating “right turn on red”. The site distance is very short due to the growth of the trees on the old Bindley Western property. Mr. Williamson agreed to look into this.

Jason Wagner, 521 Constitution Drive, stated that he is here as both a resident and as President of the Lower Swatara Township Athletic Association. Also here this evening are several individuals who are key parts of the Association. He expressed his appreciation for all the support that the Township Board and staff have provided to the Association, and stressed that his comments tonight should not be taken negatively. However, he stated that the Athletic Association is a growing organization and continues to have facility capacity concerns. The opportunity to acquire the 32-acre Shireman tract for recreational purposes is one that he would encourage the Board to capitalize on; it is sorely needed and will help provide space for the 250+ kids that play here in the Township. Mr. Wagner added that the Lower Swatara Township Athletic Association will be celebrating its 50<sup>th</sup> anniversary this year, and it will be a celebration for the entire community.

Mr. Fausey agreed that it is his dream to see this 32-acre tract, if acquired, turned into a complex of mixed uses – ballfields, various courts, a dog park, pavilions, walking trails, etc. He added that the Athletic Association is willing to help with the funding that it will take to do this project.

Colleen Artell, 1878 O’Hara Lane, stated that she has been involved with the Athletic Association in various capacities over the past few years and has always been pleased to see how the community supports the organization. She agreed that the fields are overflowing right now, and added that these types of activities are an avenue to keep the kids on the straight and narrow. Ms. Artell expressed her strong support for acquisition of this land.

The Board discussed the Shireman tract acquisition. Commissioner Truntz stated that while the Township did not do a full feasibility study, it did have HRG examine the property to make sure it was basically suitable for recreational needs. Ms. Letavic added that it was surveyed, and DCNR did feel the project was one worth funding. There is, however, no hard and fast plan at this point in time. She noted that she is looking forward to seeing the results of the Peer-to-Peer Study that the Township participated in last year with the School District

relative to shared athletic facilities. Commissioner Truntz commented that he had heard from a variety of members of the community echoing the sentiments that more recreation land is needed. The previous Township manager had also reached out to local land owners looking for suitable spaces for recreation, and there simply were not any. Mrs. Shireman offered a good price, and about 50% of it would be paid through a grant. Commissioner Truntz added that the other property discussed, the land at the end of Fulling Mill Road Mill Road, is FEMA land and cannot be developed. He stated that he is personally in favor of proceeding with the next step to acquire the Shireman tract. Even if the tract ends up not being feasible for fields or a complex, it could be developed for picnic grounds, hiking trails, a dog park, etc. Commissioner Hall agreed there is a dire need for ballfields and space for family-friendly functions. Vice President Springer concurred, and asked Ms. Letavic if there is grant money out there to look at all the existing parks and prioritize what the next steps should be. Ms. Letavic confirmed that this is correct. A motion was made by Commissioner Truntz, seconded by Commissioner Hall, to move forward with the acquisition of the Shireman property. The motion was unanimously approved. In response to a question from Commissioner Davies, Ms. Letavic noted that the availability of sewer and water to that tract would be part of the study.

#### PLANNING AND ZONING REPORT:

Mr. Greene referenced the monthly reports on inspections and permits. He noted that the January 26 Planning Commission Meeting was cancelled. The Zoning Hearing Board held a continued hearing on January 26 to act on a decision for the F. Lee Dickerson zoning variance request, Docket #2016-02. The request was denied by a 3 – 0 margin.

Mr. Greene noted that a report on the Township's draft Comprehensive Plan was received from the Borough of Middletown following the 45-day public comment period. The report has been submitted to the Township Planning Commission and to Michelle Brummer, Gannett Fleming. Mr. Greene reminded the Board that it should consider setting a date to hold a public hearing with anticipation of moving this plan forward.

An update was provided on the codification of the Township ordinances. The 2017 budget does include the costs to have a recodification done. Before the Board is a memo pertinent to a proposal from General Code. Solicitor Henninger reported that the proposal from General Code is \$15,300, so the Township is required to obtain two more telephonic quotes.

Mr. Williamson stated action on this item may be ready for the February 15 agenda, provided the additional quote(s) are received in time.

Staff is currently working on a draft fee schedule resolution for updating the codes, planning and zoning permits and application fees that will fall in line with the projected 2017 budget revenues. Solicitor Henninger will be provided the draft resolution for review, and this resolution may also appear on the February 15 agenda for formal approval.

Mr. Greene reported that he will be attending two code training seminars sponsored by the PA Construction Codes Academy on February 7 (Fire Alarm Systems) and February 28 (Accessibility for Type A & B Residential Units).

Mr. Greene referenced a request to draft a new ordinance to allow the Township to appoint the Capital Region Council of Government's Code Hearing Board as the Township's Code Hearing Board. He noted that from his experience, this is quite common for municipalities. Mr. Williamson explained that he will be looking for action from the Board to allow Solicitor Henninger to draft the ordinance. President Wilt suggested action on this be taken tonight. A motion was made by Commissioner Truntz, seconded by Commissioner Hall, authorizing preparation and advertisement of an ordinance amending the building codes to provide for the ability to use the Capital Region Council of Government's Board of Appeals. The motion was unanimously approved.

Vice President Springer asked if the Board needs a motion to advertise for a Public Hearing on the Comprehensive Plan. Solicitor Henninger agreed that this is the next step. A motion was made by Vice President Springer, seconded by Commissioner Davies, to schedule a Public Hearing on the Comprehensive Plan for March 1 at 6:00 P.M. The motion was unanimously approved.

Solicitor Henninger stated that if the Board is amending the building codes section, it may want to take advantage of any other changes that are needed right now, prior to preparation and advertisement of the ordinance. Don Fure, Building Code Official, suggested the property maintenance section in regards to appeals does need some revision. After further discussion, Solicitor Henninger suggested this not be included right now, since it warrants further discussion.

## PUBLIC WORKS REPORT:

Mr. Wagner reported the Department has been able to get a lot of projects completed due to the mild winter. Jobs include cleaning and inspecting inlets, updating signs, pothole repairs, entering the sign information into the GIS program, vehicle/equipment maintenance and repairs, building maintenance and repairs, and odd jobs at the parks. The Department is planning to put in a window at the upper concession stand at Little Hollywood; this will be started within a day or two. The storm pipe work at Woodridge Park will be addressed within a week if weather cooperates. The Department will be assisting the Middletown Area School District tomorrow in expanding its salt storage. Mr. Wagner noted that the Township took delivery of 200 ton of salt. He also reported that the Tiger mower is currently out for bid on Municibid.

Mr. Wagner reported that he will attend a preconstruction meeting on Friday with Suez for the project at the end of Powderhorn Road, at the intersection of Route 441. The water line will be extended around the corner. The water line will then be brought down Strites Road. Suez sent out letters today to the residents on Strites Road about this upcoming project. Mr. Wagner added that he has drafted a follow-up letter from the Township which would encourage the residents on Strites Road to take advantage of this opportunity to hook-in.

Mr. Wagner added that he is gathering all 2016 documentation for organization and filing pertinent to the MS4 program. He is also looking into the possibility of getting another employee licensed with a pesticide license for applications at the parks. In addition, he and Mr. Lanman are reviewing and commenting on the plans for the Penn Vest project that were submitted to the Township from HRG.

Thanks was given to the Middletown Borough for allowing the Department to use its chipper for some work.

The dumpster will be available to Township residents on February 4 from 8:00 A.M. to noon.

Commissioner Hall asked the condition of the salt shed at the old fire station. Mr. Wagner responded that it will get through this year, but something will need to be done with it within the next two to three years.

### MANAGER'S REPORT:

Mr. Williamson reported on a memo prepared by the Township's consultant for financial services, Allison Burke of the firm Zelenkofske Axelrod LLC, regarding the possible consolidation of bank accounts from over 20 accounts to a total of 11 accounts. It was noted that consolidation will also increase the Township's interest earnings at Mid Penn Bank about 20 basis points, or about \$1,623/month. Ms. Burke reviewed the accounts, and explained which ones need to be maintained as separate accounts and which ones can be consolidated. She referenced the Tax Account, and stated that if the Board desires, it can eliminate this account and consolidate it into the General Fund. The Board was agreeable to this particular consolidation. Mr. Williamson noted that formal action on the consolidation of accounts will appear on the February 15 agenda.

Mr. Williamson reported on the Early Intervention Plan – Request for Proposal. President Wilt and he had signed the grant documents, and they were dropped off at DCED. The next step will be advertising a RFP for the financing/planning review services authorized by Phase 1. He referenced a draft of the request for a \$50,000 grant towards performing Phase 1. Authorization to advertise the Request for Proposals will appear on the next agenda for Board approval.

Mr. Williamson reported that the budget includes funds for an access control and video surveillance system. If the Board concurs, authorization for Advertisement for a Request for Proposals will be appear on the February 15 agenda. Mr. Williamson reported that he had spoken to two vendors so far, and the project should be under the budgeted amount of \$75,000. The project will include access cards or key fobs, and surveillance cameras in the parking areas. Commissioner Davies suggested that the Township ask the vendors whether or not there is any type of security to keep the fobs from being cloned. He stated that it has come to his attention that this is relatively easy to do now depending on the technology built into the fob.

Mr. Williamson reported that there will be a disbursement request for the DCIB loan for the Richardson Road bridge project appearing on the next agenda. This will be payment request #11 for engineering.

As Mr. Wagner previously reported, the Tiger mower is out on Municibid as well as a Dodge Charger police vehicle. Approval of the bids for sale of both pieces should be ready for the February 15 agenda.

The engagement letter from the auditors has been received and can be signed by President Wilt this evening.

As previously authorized by the Board, the certificate of deposit has been reinvested with Mid Penn Bank at a 1.05% interest rate.

Mr. Williamson reported that at the next meeting, he will be requesting Board approval to allow him to sign a lease with Phillips for a replacement copier for the administrative department. The cost is \$188/month, which is significantly less than what is being paid at present time.

Mr. Kauffman updated the Board on the employee reviews. As of Monday, he and Mr. Williamson and the department supervisors have reviewed performance reviews for all employees. In the next ten days, the supervisors will be meeting with individual employees. Mr. Kauffman commended the staff for its input, and noted that in reality, many of these employees have been put in these positions without much training. This is being remedied through some inexpensive training, and the employees are embracing the opportunity.

Mr. Kauffman requested a brief executive session immediately upon conclusion of tonight's meeting in order to discuss a personnel matter and a real estate matter.

#### ENGINEER'S REPORT:

HRG recently met with the Manada Conservancy, the Londonderry Township MS4 Coordinator, and the Assistant Township Manager to discuss a cooperative MS4 project to be completed in 2017. Discussed was the idea of a tree planting project for a portion of the 140 Fulling Mill Road property, sponsored through a grant by Suez. HRG will complete a sketch of the tree planting with the goal to minimize maintenance by providing mowing lanes. Manada is soliciting assistance from Penn State and Troegs Brewing Company. If the project is approved by the Township and volunteers are available, the project will occur on or around Earth Day, which is April 22. This project would be the first public involvement MS4 project by the Township in a few years. The Board confirmed that it would like to participate, and agreed upon the date of Friday, April 21. A motion was made by Commissioner Davies, seconded by Commissioner Hall, to participate in a tree planting project for a portion of the 140 Fulling Mill Road property on Friday, April 21 in coordination with Manada Conservancy. The motion was unanimously approved. Commissioner Davies stated that he would be willing to participate, and added that students from the Middletown Area School District may also be willing to assist. Mr. Williamson stated that there is an Eagle Scout who was interested in a park signage project for Old Reliance and Shopes

Gardens parks. Staff will reach out to him to see if he is interested in changing his project to help out with signage and manpower for this planting.

Ms. Letavic reported that staff is noticing and documenting illicit discharges fairly frequently lately. She commended the staff for owning the MS4 program by noticing problems and doing something about them.

HGR continues to work with Township staff on the design reviews, curbing feasibility, and NPDES/E&S permit submittals for the Capital Improvement Plan – PENNVEST Funding for Stormwater Projects. Ms. Letavic explained that they are looking at the feasibility of curbing in Rosedale, which will not be cheap. There is slant curbing there now; traditional upright curbing would be more consistent with the rest of the development and would be beneficial in a number of ways, include longevity.

HRG met with the zoning officer and solicitor to discuss final corrections to the zoning map. The map is being updated and will be provided to the Township in digital and paper formats for future use.

The DEP stormwater grant program is open again this year (maximum \$200,000 project). The Township applied last year for a bioswale to be installed along Strites Road but was not approved. Suez has provided updated waterline installation plans, and its alignment conflicts with the Township's original design. Therefore, last year's project is not recommended to be resubmitted as is. The Township could opt to apply for grant funding for smaller BMPs in other places in the Township – even on the municipal building campus. However, application is due March 2, which does not allow much time to come up with a new idea and put together a design and cost estimate. The Board agreed not to pursue application this year.

SOLICITOR'S REPORT: No report

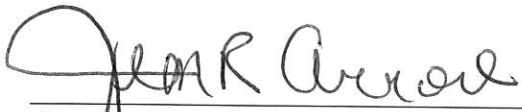
FINAL COMMENTS:

The Commissioners thanked the public for their attendance and input tonight.

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 8:35 P.M.

ATTEST:

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

Jean R. Arroyo  
Township Secretary

# PLEASE **PRINT** NAME CLEARLY

February 1, 2017 Workshop Meeting - 7:00 P.M.

Name/Organization	Address
Jason Wagner / LSTAA	521 Constitution Drive
Denny Ivasey LSTAA	1781 Mountain View Rd.
Ruth Shrewiner	Truguenier Dr.
Norem Foye	
Colleen Artell LSTAA	1878 Ohara Ln Middletown
Bruce + Joanne Harker	1134 Spruce Rd Middletown
Ronald Paul	Richard Ave.
Chris Kahler	9 Heatherland Rd.
Ashlee Snyder - LSTAA	1208 Overlook Rd. Middletown
Tim / Sherry Santoro	Union St.
Nancy Avolese	1451 N. Union
Chris DENNIS	2411 BELLEVUE
N Pendergrass	BRIARCREEK Ln
John Weikle	Overlook
Linda Mohrffie	921 Ebenzer Rd
Michelle Wagner	644 Longview Dr.
Tom McChaffie	State Ref 106