

MINUTES

NON-LEGISLATIVE MEETING – DECEMBER 6, 2017

The December 6, 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. The following officials were in attendance:

- Jon G. Wilt, President
- Laddie J. Springer, Vice President
- Michael J. Davies, Assistant Secretary
- Benjamin C. Hall, Commissioner
- Frank Lynch, Interim Manager
- Jean R. Arroyo, Secretary
- Peter R. Henninger, Solicitor
- Erin G. Letavic, HRG, Engineer
- Ann Hursh, Planning and Zoning Coordinator
- Lester Lanman, Public Works Director

Excused:

- Todd F. Truntz, Commissioner

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:

Stephanie Applegate, 113 Providence Circle, referenced a new gaming expansion law passed that authorizes the placement of “category 4” or “mini” casinos in Pennsylvania. She stated her understanding that municipalities have the right to opt out of having these mini casinos in their boundaries, but the deadline to do so is December 31 of this year. She asked if the Board is considering the opt out. She added that if the Township opts out, it can opt back in. However, if it doesn’t opt out now, it can never opt out. Solicitor Henninger stated he did bring this to the Board’s attention last month. If the Board is so inclined, a simple resolution is all that is needed. He agreed that if the Township opts out, it can change its mind in the future. However, this is the only opportunity for the Township to opt out, so action could be on the December 20 agenda

if so desired. In response to a question from Commissioner Hall, Ms. Applegate explained that she does not feel these mini casinos are prudent, as they compete with the Lottery which helps the senior citizens, and also compete with businesses that have small games of chance in their facilities. Solicitor Henninger agreed that the Fire Department will confirm that casinos have hurt bingo, which is a big fundraiser for many volunteer fire departments. However, municipalities that host a casino also get a significant inflow from the casino.

Marjie Hartz, 2142 North Union Street, noted that at the last meeting, the proposed budget was questioned in regards to the Executive category line item 401.470 General Expenses Education. Last year, the budgeted amount was \$650; the proposed amount for 2018 is \$36,114. Ms. Hartz asked for clarification. Commissioner Davies explained this amount was budgeted for unexpected expenses; this particular line was simply chosen as a placeholder. He added that there is always the possibility of unforeseen expenses, which could involve labor negotiations, so this line was chosen for that contingency.

John Weikle, Overlook Drive, referenced the comments about the negative impacts of casinos on organizations like fire departments and stated that in all fairness, the Gaming Control Board has allotted a lot of money to this Township, as well as other municipalities throughout Dauphin County, for things like debt payment and equipment purchases. Because of the Hollywood Casino, Dauphin County gets a very large chunk of money. There is, however, legislation before the House and Senate now to control or re-designate how that money is spent and possibly divide it among all 67 counties. While he is not supporting one in Lower Swatara Township, Mr. Weikle stated there are both pros and cons to casinos.

In response to a question from Commissioner Davies, Solicitor Henninger noted that the potential opt out of category 4 mini casinos would not affect the Airport in any manner.

PLANNING AND ZONING REPORT:

Ann Hursh, Planning and Zoning Coordinator, referenced the reports provided for permit activity during the month.

The Planning Commission met on November 16, 2017 and reviewed the Buddy's Run Subdivision Plan application for an 11-lot single-family detached dwelling subdivision plan to be located between Morgan Drive and Stoner Drive as submitted by BL Companies on behalf of Tim Clouser. The Planning Commission recommended that the plan be sent on to the Board of

Commissioners for approval with waiver requests, sidewalk deferral and conditions. The revisions were submitted yesterday, so it is anticipated the plan will appear on the December 20 legislative agenda.

The Zoning Hearing Board met on November 29, 2017 and took action on Docket #2017-07 – 250 Fulling Mill Road for Sunrise Holdings, Inc. The applicant requested a variance from 27-§1102 to permit a Truck and Trailer Service Center within the Industrial Park Zone and 27-§2402.15 to reduce the number of required parking spaces. The variances were approved. The applicant has indicated that the Land Development Plan will be submitted in the very near future.

Lower Swatara Township participated with CapCOG and other municipalities in October and had an informational stormwater ad run in the Patriot News. The Township also purchased a poster from Dauphin County Conservation District concerning how lawn fertilizing can harm the streams. The poster was hung up in the main lobby and at the Codes Department window. These items helped the Township conform to Minimum Control Measure (MCM #1) which requires Public Education and Outreach. Ms. Hursh added that she had attended a Best Management Practices (BMP) workshop on November 16, 2017.

The final Comprehensive Plan was delivered on November 9, 2017 and the Commissioners have been provided copies.

Ms. Hursh reported on upcoming projects. Two new land development projects were received for the December 28 Planning Commission meeting: (1) Stoneridge Lot 1 (Stoneridge Commerce Park) - Final Land Development Plan for the construction of a 24,000 sf warehouse and office and other site improvements, and (2) a proposed 7,576 sf building addition for H & S Bakery located at 2755 Spring Garden Drive. Ms. Hursh reported that she attended a pre-application meeting for a new building at 300 Capital Lane and tomorrow will be attending a pre-construction meeting for Enterprise.

Ms. Hursh noted that the code of ordinance binders will be updated for those who have them. Solicitor Henninger added that all the ordinances are also available on-line.

Ms. Hursh also informed the Board that she had received a phone call today from Sunoco Pipeline regarding an I-R “Inadvertent Return” incident right behind the Middle School. They sent photos of the incident and explained how it was taken care of. This will be included in the

Township's MS4 file. Ms. Hursh stated that in the past, there have been some other I-R occurrences that were not reported to the Township, so this recent notification is a good thing.

PUBLIC WORKS REPORT:

Lester Lanman, Public Works Director, referenced his written report of completed projects and those in process, and highlighted several items of interest. The Township has joined the PaWARN Network, which is a sharing network resource mainly for water and wastewater utilities. A training exercise was conducted today for a massive snow storm that hit the area. It went very well, and the Township ended up volunteering some chainsaws to Bradford City for its water plant. Mr. Lanman thanked Sergeant Tingle for letting him know about this program.

Proposals were obtained for the annual preventive maintenance contract for the emergency generator. Parts of the contract are not really applicable to the Township, since it does its own maintenance on the actual engine of the generator. Therefore, the preferred vendor will be contacted to see if it will cut that engine maintenance component from the proposal. The contract proposal received is \$3,200 for five years.

Leaf collection will most likely continue one more week or until the snow starts falling. Those two trucks will then be prepared for winter maintenance (plowing and salting). The Department has been involved in various training sessions, including a dry run of salt/cinder and snow plowing routes for all new staff and MS4 training. Commissioner Davies stated he is grateful for the extension of the leaf collection, and asked if this information has been posted. Mr. Lynch confirmed that Ms. Arroyo updated it on the Township's website and Face book page.

Mr. Lanman noted that the Board had previously requested he look at the road cut on Fulling Mill Road near Highspire Road. This is actually a state road, and PennDOT does have a street cut permit for the work. That street cut is pretty low and will catch the plow, as experienced in the dry run training. Mr. Lanman is working with PennDOT to get that brought up to grade in order to prevent any issues this winter.

Commissioner Davies questioned if Mr. Lanman is aware of the mangled street sign in the Turnpike Industrial Park. Mr. Lanman confirmed this sign is being replaced with a new one.

MANAGER'S REPORT:

Mr. Lynch stated that in front of the Board is a proposed budget amendment. The preliminary 2018 budget as advertised needs to be amended before final passage this evening to account for the December closing on the Shireman Tract. Essentially, the funds planned to be expended in 2018 will now be spent in 2017. Since \$374,000 was set aside in the 2018 budget to close on the tract, both 2018 revenues and expenditures must be decreased by an equal \$374,000. A motion was made by Commissioner Davies, seconded by Commissioner Hall to amend the proposed budget to account for the closing on the Shireman tract property as follows: decrease line 350 Intergovernmental Revenues & Grants by \$18,700; decrease line 390 Other Financing Sources by \$355,300, and show corresponding decrease of \$374,000 in expenditures under 450 Culture – Recreation. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Vice President Springer, to approve Ordinance No. 574, which appropriates specific sums estimated to be required for the specific purposes of the municipal government, hereinafter set forth, during fiscal year 2018. A roll call vote was taken with the following ballot tabulation: Commissioner Hall – aye, Commissioner Davies – aye, Vice President Springer – aye, President Wilt – aye. Ordinances No. 574 was approved by a 4 – 0 margin.

A motion was made by Vice President Springer, seconded by Commissioner Davies, to approve Ordinance No. 575 which fixes applicable tax rates for the year 2018. There are no rate increases proposed. A roll call vote was taken with the following ballot tabulation: Commissioner Hall – aye, Commissioner Davies – aye, Vice President Springer – aye, President Wilt – aye. Ordinances No. 575 was approved by a 4 – 0 margin.

Mr. Lynch reported that staff has reached an agreement with the current phone provider, EComm, to extend the current contract for one year. The system will be upgraded with no upfront costs to allow for enhanced functionality (auto attendant, direct dial, multi-party conference bridging, etc.). There will also be some savings realized in the monthly payments. This one-year extension will give the Township the time needed to fully research communication options that could generate even greater savings. A motion was made by Commissioner Hall, seconded by Commissioner Davies, to approve a one-year extension of the Township's contract with phone provider EComm. The motion was unanimously approved.

As per direction of the Board, staff solicited bids for auditing services for both the Township and the Municipal Authority. The RFP generated bids from three CPA firms – Boyer & Ritter of Camp Hill (current auditor), RKL of Lancaster, and Smith Elliott & Kearns of Carlisle. RKL's was the most competitive bid on the price front -- \$4,300 below the next lowest quote for the proposed three-year engagement. Solicitor Henninger has reviewed the RKL proposal. Staff after checking with other municipal clients served by RKL, recommends approval to execute an engagement letter with RKL to serve as auditor for the Township and Municipal Authority. A motion was made by Vice President Springer, seconded by Commissioner Hall, to approve award of a contract for auditing services to RKL of Lancaster. The motion was unanimously approved.

Mr. Lynch reported that Ann Hursh, Planning and Zoning Officer, and Chad Huggins, Municipal Authority Laborer, have successfully completed their six-month probationary periods.

ENGINEER'S REPORT:

Ms. Letavic reported that she will be providing regular updates in her monthly report on progress of the BT-NEWYO LLC/UPS Land Development Plan. This week, HRG, Township staff, and the Township solicitor met with the design team to finalize the traffic impact study scope, as required by PennDOT. She noted that any HOP or Penn-Dot related approval for the project will actually be in the Township's name.

An update was provided on the July 23, 2017 Storm GP-11s. Designs are under review by Township staff for three locations: Rosedale Avenue, Greenwood Drive/Lumber Street, and the 140 Fulling Mill Road tree planting stream crossing. The permits are due for submittal to DEP by the end of December in order to comply with the conditions of the emergency permit issued for Rosedale Avenue.

Progress continues on the Capital Improvements Plan – PENNVEST Funding for Stormwater Projects. Designs for Rosedale Manor drainage needs are complete and construction plans are being developed. Green infrastructure options will be incorporated into the design next, in conformance with the requirements of the PENNVEST program, and to support the Township's MS4 program.

Loan closing for the Dauphin County Infrastructure Bank Loan Application 2016 for Highland Street and Summit Ridge is scheduled for December. HGR will provide a scope in January for the project.

Ms. Letavic updated the Board on the Municipal Separate Storm Sewer System (MS4) Program. HRG is actively searching for funding for the approximate \$1.2 million necessary to fund the Township's Chesapeake Bay Pollutant Reduction Plan, which is required to be completed by 2023.

Ms. Letavic turned the floor over to her colleagues Ryan Hostetter and Raj Moola, to discuss the results of the pavement management plan.

PRESENTATION ON RESULTS OF PAVEMENT MANAGEMENT PLAN:

Ryan Hostettler, HRG Regional Transportation Manager, gave an overview through a PowerPoint presentation (see attached) of the Pavement Management Plan. A roadway pavement management plan (RPMP) provides a snapshot of existing pavement conditions using very detailed high-tech equipment and software. The goal of a RPMP is to apply the right treatment at the right time. Components of this plan include pavement age and maintenance history, traffic data, general roadway conditions (lengths, widths, and sections), and pavement condition index (indicator of pavement distress from cracks, potholes, ruts, weathering, etc.). This is all used to come up with a Pavement Condition Index (PCI) which rates the condition of the road by giving a numerical index between 0 (failed) and 100 (new).

A chart of the summary of existing pavement distresses that were recorded, as well as a graph of the existing PCI summary, was discussed. The Lower Swatara Township 2017 overall weighted average PCI is 76, slightly below the recommended target PCI of 78. Approximately 25% (11 miles) of the Township's roadways are at or below the critical PCI of 66. Roadways below this critical mark are significantly deteriorated and require major rehabilitation or reconstruction. Five different investment options were referenced, including Option 3, which budgets \$300,000 a year. This is basically what the Township is doing now. Option 5, approximately \$10,000,000 then annual maintenance costs, is what it would cost to bring all the roads in compliance with the PCI. Mr. Hostetter explained the recommendation of the study is Option 2, which is to budget \$575,000 a year to bring the roadway system to a 78 PCI. This amount was then used to develop a work plan which determines what kind of work to do, what roads to do it on and what year to do it in. There are different types of maintenance and rehab work: stopgap (filling potholes), local preventative maintenance (crack sealing, patching), global preventative maintenance (tar and chip), and major corrective (reconstruction and major overlays). A GIS based work plan then shows the type and

location of the work. Since this plan is a living document, it is also recommended to budget for an annual update of this RPMP database when roadway improvements are performed, and then reanalyze and generate a new PCI and Work Plan for the subsequent year based on the established budget. Then, every five to ten years, it is recommended to do another full scan of the Township roadway systems again to help calibrate the system. The third part of the recommendation is to improve subsurface and roadside drainage, since existing pavement distress is indicative of poor subsurface roadway drainage and substandard pavement widths.

Mr. Hostetter explained that this was just a brief summary. The final plan will be submitted to the Township shortly. Ms. Letavic added that the staff will be able to use this plan several ways on an ongoing basis. It will be very useful for long term budgeting, and will help staff prioritize projects on an annual basis.

SOLICITOR'S REPORT:

Solicitor Henninger referenced some tables he had provided to the Board from HRG relative to the sanitary sewer rate studies performed this past year at the request of the Municipal Authority. The study is a result of concerns raised during the 2017 budget process about insufficient revenue to cover the expenses, leaving the Municipal Authority out of money in a couple years. Solicitor Henninger provided a history of the rate increases, the last of which occurred in February of 2012. He explained that the Municipal Authority deals with expenses associated with pump stations, force mains, etc. In addition, the new part of the sewer system is now 30 years old and there are ongoing maintenance issues. There is about \$2,500,000 of capital expenditures that should be taken care of over the next five years or so to keep the system in good shape. This doesn't take into account what could happen with the agreements for treatment charges with Derry Township, Highspire Borough, and Suez (Middletown). Although the Municipal Authority has \$1,500,000 in reserve at the beginning of this year, that could be gone within three years if the Township does not do anything with the current rates. After looking at many tables, the recommendation from the Municipal Authority is to institute an increase from the current \$44.75 per EDU to \$50.00 per EDU effective April 1. Subsequent increases of \$2.50 a month would become effective in January of 2019, 2020, 2021 and 2022. The effective rate in January of 2022 would be \$60.00 per EDU. Projections show that this should get the Municipal Authority back to a balanced cash flow by 2020 and then start building its reserves again to \$1,500,000. In summary, the Board is being asked to act on the

Municipal Authority recommendation that the Board of Commissioners adopt an ordinance to increase monthly sewer rate to \$50.00 per EDU effective April 1, 2018 with additional increases in the amount of \$2.50 per EDU effective January 1, 2019, January 1, 2020, January 1, 2021 and January 1, 2022. This plan for rate increases would be detailed in letters to the users. A motion was made by Commissioner Hall, seconded by Commissioner Davies, to approve authorization to prepare and advertise an ordinance increasing monthly sewer rates to \$50.00 per EDU effective April 1, 2018 with additional increases in the amount of \$2.50 per EDU effective January 1, 2019, January 1, 2020, January 1, 2021 and January 2022. In response to a question Commissioner Davies regarding the timing for the refunding of the sewer bonds, Solicitor Henninger explained that the refinancing will be done when the rates hit the appropriate threshold for savings. The motion was unanimously approved.

As mentioned earlier by Ms. Letavic, December 19 will be the closing on the Dauphin County Infrastructure Bank loan for the Highland Street and Summit Ridge culverts.

Solicitor Henninger referenced discussion regarding The Pond on Fulling Mill Road, and the issue regarding ownership of the roads and the developer's desire to have them dedicated to and owned by the Township. After meeting with the staff, the developer was asked to provide the Township with a proposal on how staff comments and concerns would be satisfied. It is hoped that something will be back to report on by the next meeting.

Solicitor Henninger announced that the Board had met in executive session yesterday evening at 6:00 P.M. to discuss personnel issues.

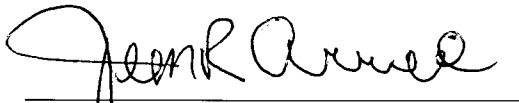
FINAL COMMENTS:

The Commissioners thanked the public for their attendance this evening, and congratulated Ann Hursh and Chad Huggins on successful completion of their probationary periods. Commissioner Hall thanked Ms. Applegate for her comments tonight, and challenged her to get others in her age group to attend meetings and get involved with community issues.

ADJOURN:

Hearing no other business, a motion was made by Vice President Springer, seconded by Commissioner Hall, to adjourn the meeting. The motion was unanimously approved, and the meeting adjourned at 8:15 P.M.

ATTEST:



Jean R. Arroyo
Township Secretary

PLEASE PRINT NAME CLEARLY
DECEMBER 6, 2017 WORKSHOP MTG.

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HRG

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Roadway Pavement Management Plan

Lower Swatara Township

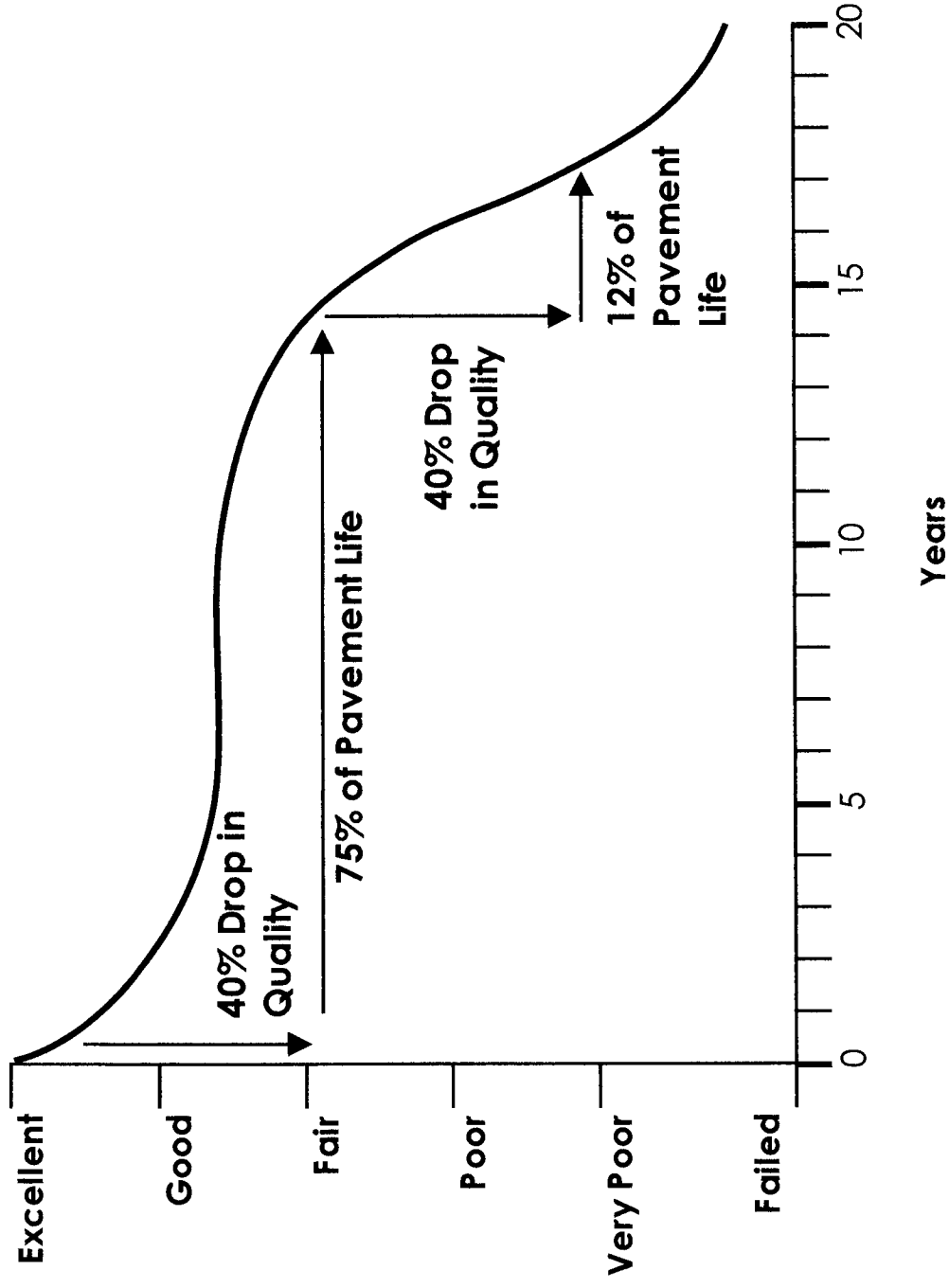
November 29, 2017



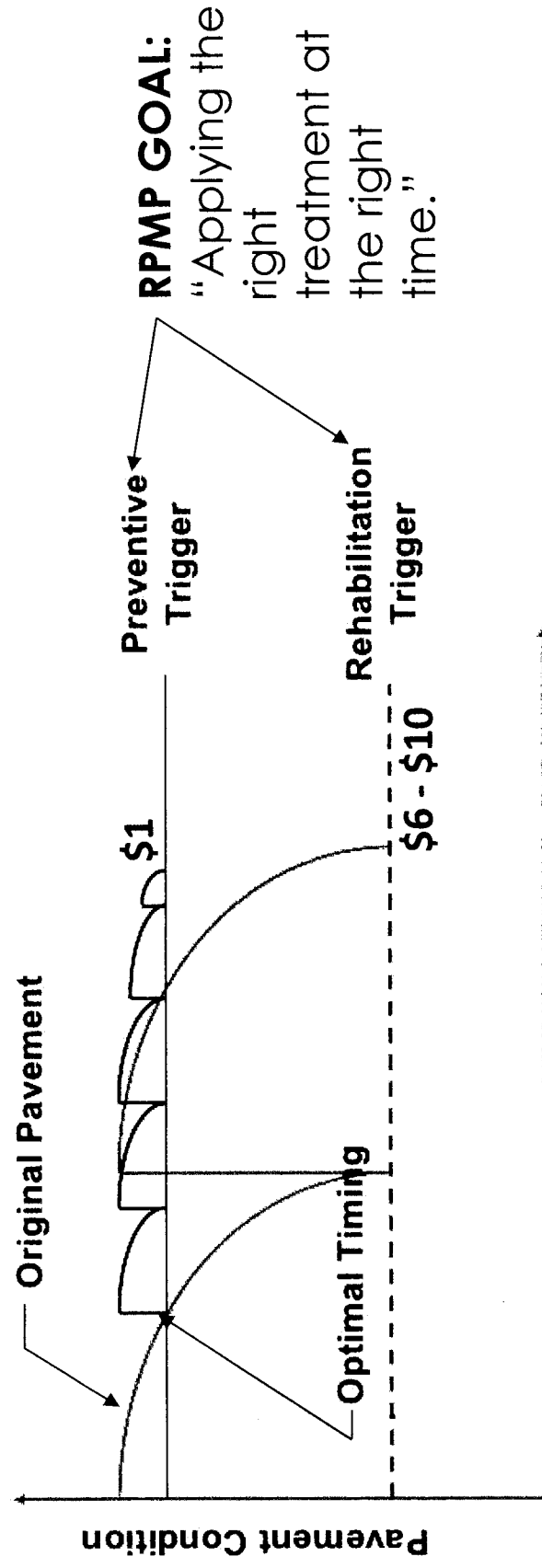
Roadway Pavement Management Plan (RPMP) Benefits

- Provides a collective snapshot of existing pavement conditions.
- Provides a menu of treatment options in relation to Lower Swatara Township's (Township's) budgetary constraints.
- Educates Township staff, board members, and constituents regarding long-term planning for M&R projects.
- Reinforces that a well-maintained highway system enhances safety, mobility, and pavement conditions.
- Extends pavement life cycle leading to overall cost savings.

Typical Pavement Deterioration Curve



Typical Cost of Preservation vs. Rehabilitation



RPMP Data Collection Components

- Pavement age and maintenance history.
- Traffic data.
- General roadway characteristics (length, widths and sections).
- Pavement Condition Index (indicator of pavement distress from cracks, potholes, ruts, weathering, etc.).

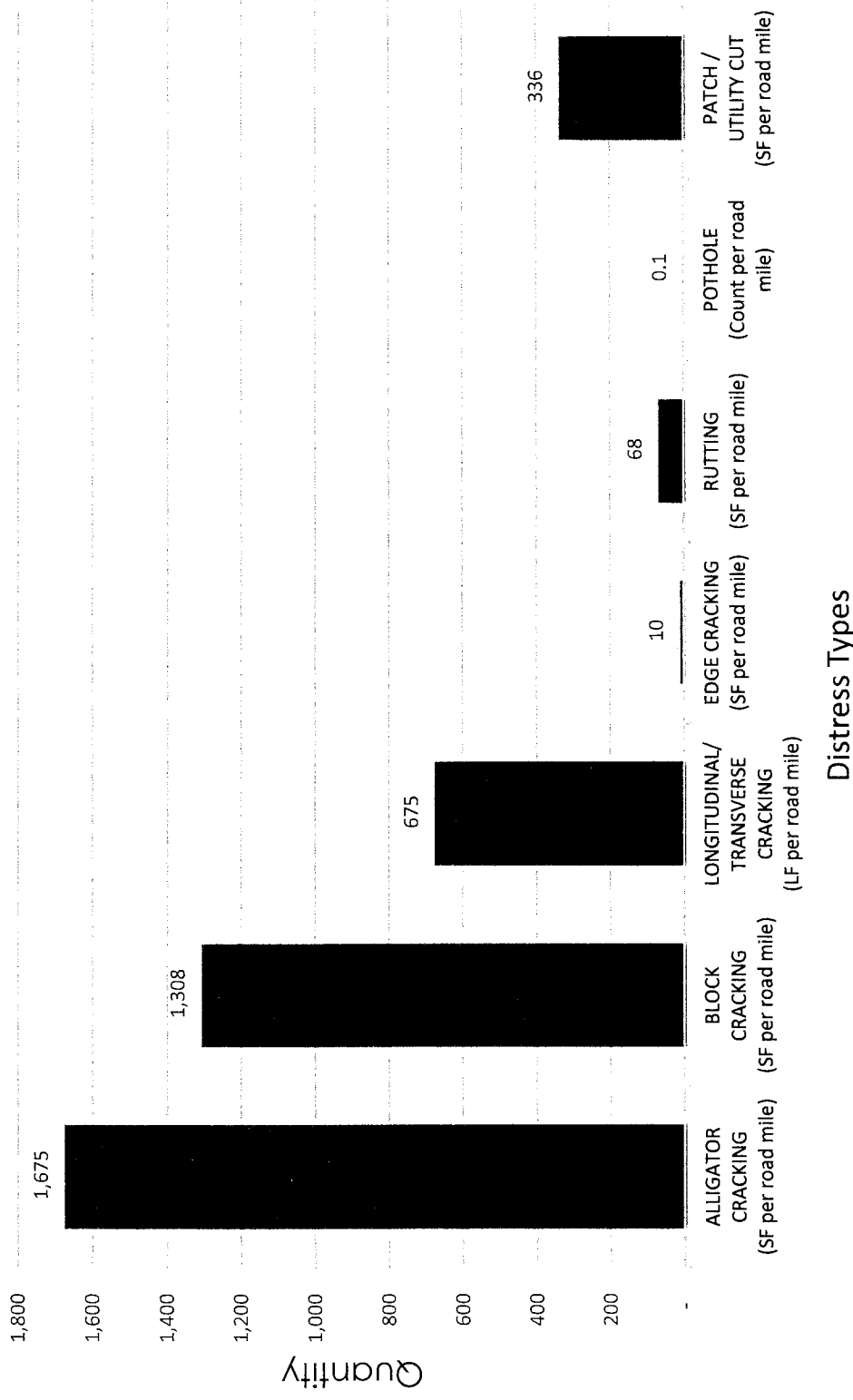
Pavement Condition Index (PCI)

- The Pavement Condition Index (PCI) is a numerical index between 0 (failed) and 100 (new).
- PCI is widely used in transportation engineering to statistically measure pavement deterioration.
- PCI survey process and calculation methods have been standardized by ASTM for roadways.

Condition	PCI Range	General Maintenance and Rehabilitation Approach
Good	86 - 100	Minor maintenance to prolong condition
Satisfactory	71 - 85	Routine maintenance to prolong condition or resurfacing
Fair	56 - 70	Resurfacing or minor rehabilitation / recycling required
Poor	41 - 55	Major rehabilitation / recycling required
Very Poor	26 - 40	Major rehabilitation / recycling or reconstruction required
Serious	11 - 25	Reconstruction required
Failed	0 - 10	Roadway has failed and requires reconstruction

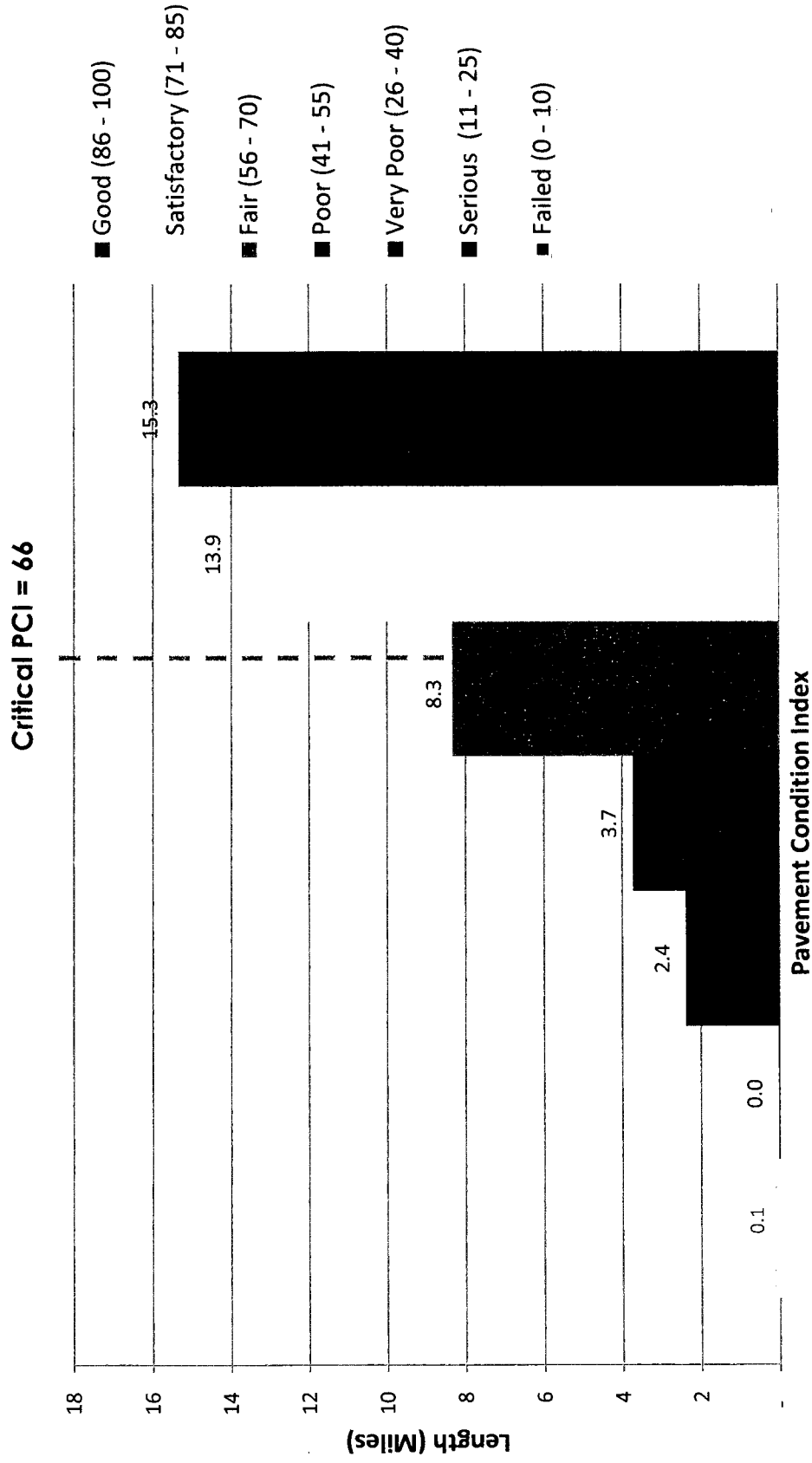
Existing Pavement Distress Summary

(Quantity Per Road Mile)



In addition to the above distresses, 29% of the Township's roadway system is weathered.

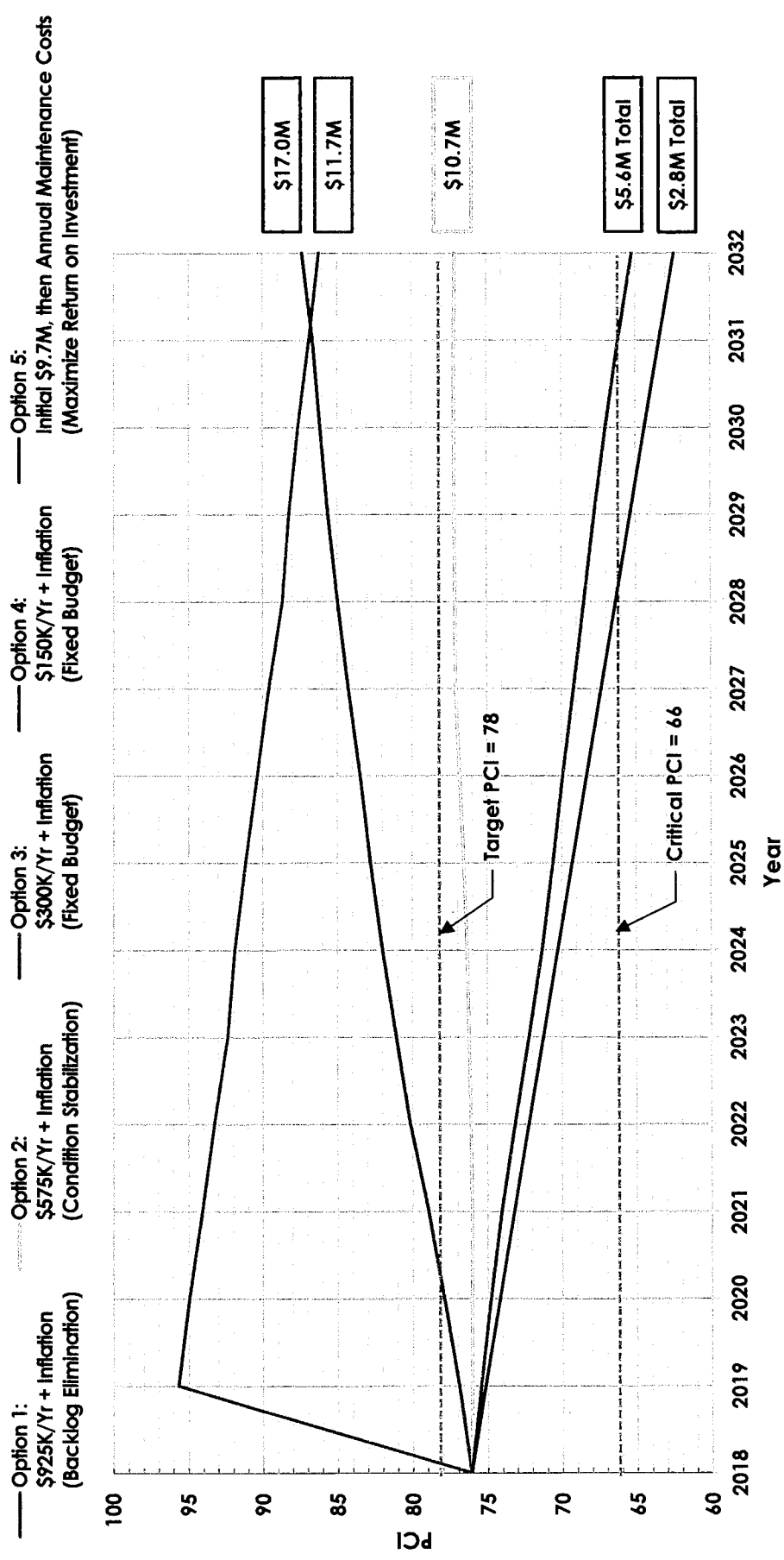
Existing PCI Summary



Pavement Condition Deterioration

- The Lower Swatara Township 2017 overall weighted average PCI is 76, slightly below the recommended target PCI of 78.
- **Approximately 25% (11 miles) of the Township's roadways are at or below the critical PCI of 66.**
- Roadways below the critical PCI are significantly deteriorated and require major rehabilitation or reconstruction.

Projected Return on Investment



Recommendations

1. Increase Annual RPMP Investment

- While the overall Township PCI is 76, approximately 25% of Township roads are below the critical PCI of 66.
- Township should increase RPMP annual investment budget in order to, at a minimum, maintain the current overall PCI. Option #2: \$575K/year + Inflation meets this goal.

Pavement Management Work Plan

Components:

- Pavement Treatment Techniques
- Annual Budget
- Prioritized Year of Action by Road Branch and Section
- Work plan example:

Road Name	Stopgap Funded	Localized Preventive Funded	Global Preventive Funded	Major Corrective Funded	2018 Total
LAMPLIGHT CIR	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
LONGVIEW DR	\$ 2,000	\$ -	\$ 6,000	\$ -	\$ 8,000
LUMBER ST	\$ -	\$ 3,000	\$ -	\$ 54,000	\$ 57,000



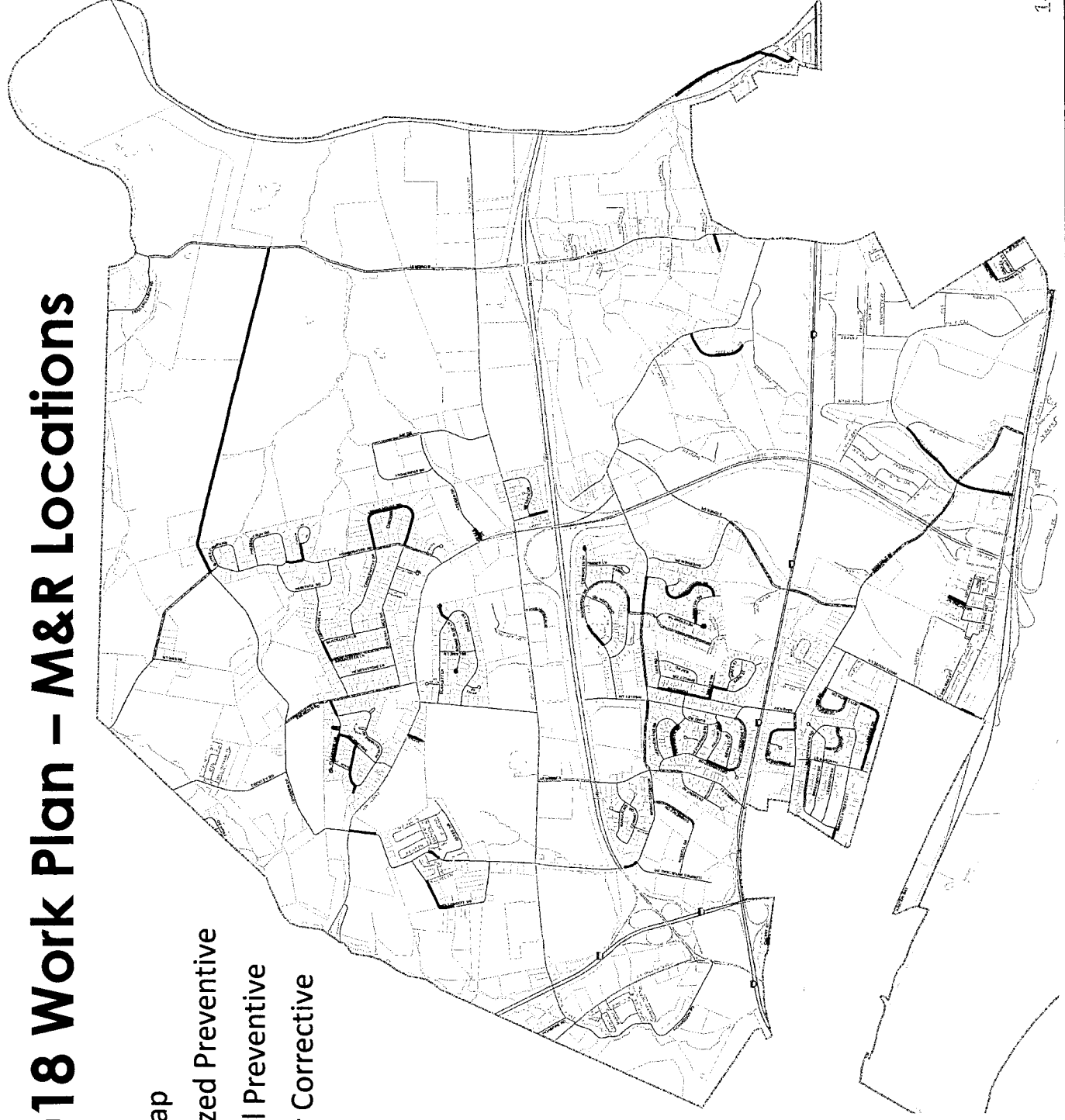
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2018 Work Plan Summary

Maintenance and Rehabilitation (M&R) Type			Funding
Stopgap			\$ 12,000
Localized Preventive Maintenance			\$ 133,000
Global Preventive Maintenance			\$ 206,000
Major Corrective			\$ 156,000
Total			\$ 507,000

2018 Work Plan – M&R Locations

- Stopgap
- Localized Preventive
- Global Preventive
- Major Corrective



Recommendations (continued)

2. RPMP Implementation

- **Annually**- Update RPMP database when roadway M&R improvements are performed. Re-analyze and generate a new PCI and Work Plan for the subsequent year based on the established budget.
- **Every 5 to 10 years**- Re-measure Township roadways system via Laser Crack Measurements to establish 99% accurate PCI baseline whereby effectiveness of the RPMP can be further evaluated.

Recommendations (continued)

3. Improve Subsurface and/or Roadside Drainage

- Existing Pavement Distress is indicative of poor subsurface roadside drainage and substandard pavement widths.
- **Where practical**, the following should be considered:
 - a. Clean and regrade existing roadside swales and ditches.
 - b. Install new roadside swales, ditches, and/or pavement base drain in areas that exhibit poor subsurface and/or roadside drainage.
 - c. Increase cross slope.
 - d. Install center and edge line striping.
 - e. Improved shoulders on narrow roads.



QUESTIONS?

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