

MINUTES

REORGANIZATION/WORKSHOP MEETING -- JANUARY 2, 2018

The Reorganization/Workshop Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by Solicitor Peter R. Henninger. Solicitor Henninger then turned the floor over to Judge Ed Marsico, who presented the oath of office to Commissioner-elect Chris DeHart, Commissioner-elect Ronald J. Paul, and Tax Collector-elect Julie A. Wilt.

Roll call was then taken by Solicitor Henninger. The following officials were in attendance:

- Jon G. Wilt, Commissioner
- Todd F. Truntz, Commissioner
- Michael J. Davies, Commissioner
- Ronald J. Paul, Commissioner
- Christopher DeHart, Commissioner
- Frank Lynch, Interim Manager
- Jean R. Arroyo, Secretary
- Peter R. Henninger, Solicitor
- Ann Hursh, Planning and Zoning Coordinator
- Scott A. Young, Officer in Charge
- Lester Lanman, Public Works Director

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

Solicitor Henninger called for nominations for President of the Board. A motion was made by Commissioner Davies to nominate Jon G. Wilt as President. Hearing no other nominations, the nominations were closed and the motion to appoint Jon G. Wilt as President was approved by a 3 – 2 margin, with Commissioner Paul and Commissioner DeHart dissenting. The gavel was then turned over to President Wilt.

President Wilt called for nominations for Vice President of the Board, and made a motion to nominate Todd F. Truntz as Vice President. The motion was seconded by Commissioner Davies, and unanimously approved.

President Wilt called for nominations for Township Secretary. A motion was made by Vice President Truntz, seconded by Commissioner Davies, to nominate Jean R. Arroyo as Township Secretary. The motion was unanimously approved.

Solicitor Henninger noted the next agenda item is appointment of an Assistant Secretary. He explained that there are two appointments tonight that need to be made by resolution: the Assistant Secretary and a member of the Zoning Hearing Board. Resolution 2018-R-1 will appoint an Assistant Secretary. A motion was made by Vice President Truntz, seconded by Commissioner Davies, to nominate Ronald J. Paul as Assistant Secretary. The motion was unanimously approved. A motion was then made by Commissioner Davies, seconded by Commissioner DeHart, to approve Resolution No. 2018-R-1, which elects Jean R. Arroyo as Township Secretary and appoints Ronald J. Paul as Assistant Township Secretary. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to reappoint Herbert, Rowland & Grubic as Township Engineer. The motion was unanimously approved.

A motion was made by Vice President Truntz, seconded by President Wilt, to reappoint Peter R. Henninger, Jones & Henninger, P.C., as Township Solicitor. The motion was unanimously approved.

A motion was made by Commissioner Paul, seconded by Commissioner Davies, to appoint RKL, LLP as Township Auditor. The motion was unanimously approved. Solicitor Henninger added he had reviewed the engagement letters and had suggested changes, which were made. The letters are now ready for signature.

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to approve the reappointment of Keystone Collections Group as Earned Income Tax Collector. The motion was unanimously approved.

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve the reappointment of Mid Penn Bank as Township Depository. The motion was unanimously approved.

A motion was made by Vice President Truntz, seconded by Commissioner Davies, to approve the reappointment of Powell, Rogers & Speaks as Lower Swatara Township delinquent tax collector for Act 511 taxes for the year 2010 and prior. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve the reappointment of Berkheimer Tax Administrator as delinquent tax collector for Act 511 taxes for the year 2011 – 2017. The motion was unanimously approved.

The Board acknowledged confirmation of the list of Special Fire Police for the year 2018: Captain Henry Pickel, Lieutenant Dave Rhine, Jake Dohmen, Jodie Frazier, and Jackie Leonard.

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the appointment of Julie Wilt as Township Treasurer. The motion was approved by a 4 – 0 margin, with President Wilt abstaining.

A motion was made by Commissioner Paul, seconded by Commissioner Davies, to approve an Agreement with Julie Wilt, an elected tax collector for Lower Swatara Township; Lower Swatara Township, a first class township existing under the laws of the Commonwealth of Pennsylvania; Janis Creason, elected treasurer of Dauphin County; and Dauphin County, a third class county under the laws of the Commonwealth of Pennsylvania whereby the Township Treasurer appoints County and the Office of the County Treasurer to act as agent and depository for Township for the purpose of receiving and collecting all taxes levied upon real estate by Township and County. The motion was approved by a 4 – 0 margin, with President Wilt abstaining.

A motion was made by Vice President Truntz, seconded by Commissioner Davies, to appoint the following individuals to two-year terms on the Pension Advisory Boards – Non-Uniform Pension Advisory Board: Jean Arroyo, Stephen Severin, Jon Wilt, Todd Truntz, Timothy Noll. Police Pension Advisory Board: Daniel Tingle, Ryan Gartland, Michael Davies, Chris DeHart, Timothy Noll. The motion was unanimously approved.

A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to appoint the following individuals to three-year terms on the Community Policing Advisory Committee: James Kazakavage, Darlene Stoudt. The motion was unanimously approved. President Wilt added that there is still a one-year unexpired term which will need to be filled due to the resignation of one of the committee members.

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to appoint the following individuals to four-year terms on the Planning Commission: Eric Breon, Jim Young. Commissioner Paul commented that he would have appreciated having some background information about the applicants; in this particular case, he is not familiar with Mr. Young. Vice President Truntz explained that Mr. Young is an attorney who lives in the Twelve Oaks development and has some experience with zoning. The motion was unanimously approved.

A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to appoint the following individual to a five-year term on the Zoning Hearing Board: Joel Bechtel. The

motion was unanimously approved. Solicitor Henninger added that as mentioned earlier, this appointment also needs to be made by resolution. A motion was made by Vice President Truntz, seconded by Commissioner DeHart, to approve Resolution No. 2018-R-2, which appoints Joel Bechtel to a five year term on the Zoning Hearing Board. The motion was unanimously approved.

A motion was made by Vice President Truntz, seconded by Commissioner Davies, to appoint the following individual to a six year term as Vacancy Board Chairman: Roseanne Placey Sunajko. The motion was unanimously approved.

President Wilt reported that there is a five year term that needs filled on the Civil Service Commission. Unfortunately, the candidate that was intended to be nominated tonight was found to be ineligible due to a possible conflict of interest. The Board will need to pursue finding another candidate for this position.

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to appoint the following individual to a five-year term on the Municipal Authority: Frank Popp. The motion was unanimously approved.

President Wilt made the following President's Appointments:

Public Works Committee (Chair and Vice Chair)	Truntz/Paul
Budget & Finance Committee (Chair and Vice Chair)	Davies/Paul
Public Safety Committee (Chair and Vice Chair)	Paul/Wilt
Community Development Committee (Chair and Vice Chair)	DeHart/Paul
Personnel Committee (Chair and Vice Chair)	Wilt/Davies
Building Committee (Chair and Vice Chair)	Truntz/Paul
Commissioner-liaison to EMS	Wilt
Commissioner-liaison to EMA	Davies
Commissioner-liaison to Fire Department	Truntz
Commissioner-liaisons to Olmsted Regional Rec. Bd. (2)	DeHart/Paul
Commissioner-liaisons to Middletown School Board (2)	Davies/Truntz
Commissioner-liaison to Municipal Authority	Truntz
Commissioner-liaison to MS4/water quality	DeHart
Commissioner-liaison to Dauphin Co. Area Agency on Aging:	DeHart

Commissioner-liaison to PSU Harrisburg Advisory Board	Wilt
Delegate to Capital Region Council of Governments (COG)	Frank Lynch
Alternate to Capital Region Council of Governments (COG)	Lester Lanman

With the official reorganization complete, President Wilt opened the workshop meeting.

PLANNING AND ZONING REPORT:

Ann Hursh, Planning and Zoning Coordinator, referenced a request from the Harrisburg Regional Chamber for a Zoning/Land Use Compliance letter for a proposed natural gas extension pipe (12" direct bury) from I-76 through Penn State Harrisburg to ArcelorMittal Steel in Steelton. This request is to satisfy one requirement to apply for funding through DCED to eliminate UGI interrupting gas service to the mill during high demand times. The last interruption of service cost the mill nearly 6 million dollars in repairs. Once funding is approved, the project would take six to twelve months for completion. The project may begin in early to mid-2018. Ms. Hursh explained that since the gas line would be an underground line, no zoning or Comprehensive Plan issues exist. The Board expressed no objection to having Ms. Hursh draft the compliance letter.

Ms. Hursh updated the Board on opportunities for tree plantings and riparian buffers, which are part of the Township's MS4 requirements. The riparian buffer tree planting opportunity has come about through the Manada Conservancy, which may get up to 500 trees to plant in various municipalities. These are a portion of the 10,000 trees that the Chesapeake Bay Foundation hopes to acquire. The Manada Conservancy would like to know if Lower Swatara is interested in some of the trees. The Fulling Mill site was used last year, but other areas along the creek could be also be used. Dauphin County Conservation District also is applying for a DCNR Grant and is looking for interested municipalities. Commissioner DeHart asked if there is a set number of trees that the Township would need to take. Ms. Hursch responded there is not. The Manada Conservancy will be getting a number of trees and will farm them out between the municipalities desiring them. Commissioner DeHart also questioned the areas of placement, and asked if the site at the end of Fulling Mill Road would be used again. Ms. Hursh agreed this site is a possibility, but Ms. Letavic is also looking at other areas. Commissioner DeHart reminded the Board that it may be able to use the properties purchased in the Jednota Flats and Vine Street areas. Ms. Hursh added that while there is no guarantee that the Township will get the trees, it does need to indicate where it plans to place them. With the two potential opportunities and the amount of trees involved, it is likely that

the Township will be approved for some trees. Commissioner DeHart asked if the Township will have to do the planting anyway, even if the grant is not awarded, in order to meet MS4 requirements. Ms. Hursh explained that the Township does not have to do tree plantings. It could do other projects to meet MS4 requirements, such as retrofitting for detention areas or installation of rain gardens. Vice President Truntz asked if the tree plantings provide a substantial compliance component for MS4. Ms. Hursh stated that this is an opportunity to get something for free and have volunteers do the planting, so it shows the Township is using available opportunities to comply with MS4 requirements. Commissioner DeHart noted his concern is that the areas of the tree plantings must be maintained for many years, so there could be costs to the Township. Vice President Truntz agreed with Commissioner DeHart. Since there were trees planted on the Fulling Mill Road property last year, the Township may want to look at other areas rather than totally forest that one property. Commissioner Davies again suggested the possibility of using the flood mitigation properties.

Ms. Hursh referenced the reports provided for permit activity during the month. She also reviewed end-of-year numbers, which are up from last year.

The Planning Commission met on December 28, 2017 and tabled the plan for Stoneridge Lot 1 Final Land Development Plan, a plan to construct a 24,000 sf warehouse/office and associated site facilities on a 3.25 acre lot as submitted by Allen Smith of Conewago Contractors, Inc. The Planning Commission also reviewed the Final Land Development Plan for the SBC PA Building Expansion, 2755 Spring Garden Drive, a plan to construct a 7,576 sf warehouse addition on the 2.8 acre lot as submitted by SBC Pennsylvania Properties, LP. This plan was recommended for approval with conditions.

There was no December Zoning Hearing Board. The next meeting is scheduled for January 24, but may be cancelled if no new applications are received.

PUBLIC WORKS DEPARTMENT:

Lester Lanman, Public Works Director, referenced his monthly report and highlighted several items of interest. He reported that a lot of progress was made at Market Street with the storm right of way. Barricades are in place to try to channel the water away from the backyard of a resident, and large stones were placed due to the wash-out from the rains. PA PERCS, the new traffic signal contractor, was in town today and began making necessary repairs to signals.

Mr. Lanman added that he is also working on getting a quote for replacing all the error lights they find. Apparently, it is cheaper to replace them all at once. An update was provided on the purchase of a street sweeper. Mr. Lanman reported that he received the final quotes and is looking at an Elgin demo sweeper. While it has a few miles on it, it has a lot of extra options and will save the Township about \$8,900. Thanks was given to James Craft & Son for coming to the office today and working on the heating system; the outside lobby area was 44 degrees. This contract just renewed, but staff will be looking at it over the next months, as well as the dumpster contract.

Saturday's storm necessitated salting and plowing. The Township has purchased all the salt it is required to purchase in order to fulfil its contract with COSTARS. It can now purchase additional salt from CAPCOG, which is about \$5/ton cheaper. Commissioner Paul asked if this was a good snow to train employees. Mr. Lanman confirmed that it was very good for training. All the new road crew employees were able to get some time behind the wheel plowing. Although it was a bit slow due to the training, it worked out quite well.

Mr. Lanman reported that he is working with PennDOT to update the ECMS and EPS systems with current information for permitting and construction activities and to put it into his name. He is also working with PennDOT to update the inspection station information in order for Township mechanic Rodger Mason to perform the vehicle inspections.

As the Board is aware, Cummins power systems was contracted for maintenance and repair of the emergency generator for the Township building. The maintenance schedule visit will occur in June, since it was just serviced by their tech.

Commissioner Truntz referenced the poor condition of the salt shed, as verified by a study, and asked how it is holding up. Mr. Lanman responded that he and HRG are keeping an eye out on things, but there does not seem to be any further deterioration over the last few months. He agreed it is definitely an issue.

Commissioner DeHart referenced the possible purchase of a used street sweeper, and asked if it would include all the maintenance records. Mr. Lanman explained that the sweeper is actually a brand new sweeper, only two months old, that was used as a demo. Commissioner DeHart also asked if the staff could check out Lumber Street at Delmont Avenue during the next rainstorm. Water is not draining correctly in this area, and is backing up into yards. Mr. Lanman agreed to keep this area on the radar.

MANAGER'S REPORT:

Frank Lynch, Interim Manager, reported that in advance of interviews for the police officer positions, the Township must convene a meeting of its Civil Service Commission to get the commission's approval on disqualification letters and to certify the interview list. This meeting is scheduled for next Thursday at 2:30 P.M. in the Police Chief's office. However, it was learned that a member of the committee, Edward Mentzer, has passed away. Mr. Lynch added there was a candidate in mind for his replacement tonight, but it was just found that the candidate is unable to serve because of a potential conflict. It is hoped that the meeting will still be able to be held with the two present members and the alternate member, Paul Yoder. Mr. Lynch explained that the Township cannot proceed with the hiring process until the Civil Service Commission meets and selects a Chair.

President Wilt stated the Board will work on filling the position. OIC Young added that he is also searching for someone to fill this vacancy. President Wilt asked Solicitor Henninger if the Board would need to make this appointment at a public meeting. Solicitor Henninger confirmed that is correct. The Board can hold a public meeting to appoint someone but must advertise that meeting 24-hours in advance. Hopefully, Mr. Yoder's schedule will allow him to attend as alternate, making a quorum. Solicitor Henninger added that he is not sure about the Civil Service rules and regulations, but the Board could make a motion tonight to authorize a member or members of the Civil Service Commission to appear at their meeting by phone. A motion was made by Vice President Truntz, seconded by Commissioner DeHart, to authorize a member (s) of the Civil Service Commission to appear by phone at their meeting, provided it is permissible under the regulations. The motion was unanimously approved.

SOLICITOR'S REPORT:

Solicitor Henninger reminded the Board that the proposed ordinance with regards to the increase of sanitary sewer rates will appear on the January 17 agenda. In addition, the Board will hold a Public Hearing that same evening at 6:45 P.M. to hear public comment on the Campus Heights 3 rezoning request.

Solicitor Henninger reported that closing on the Shireman Farm occurred on December 21. In conjunction with this, he filed an application for exemption from real estate taxes on that parcel;

real estate taxes on that parcel have been less than \$60/year. A sign – “Richard L. Shireman Memorial Park” -- was placed on the property and photos were taken of it and submitted as part of the application to the Dauphin County Board of Assessment Appeals.

An update was provided on the Dickerson appeal of a decision made by the Township’s Zoning Hearing Board. There was a notice from the Judge to schedule the oral argument on January 18. Unfortunately, the Solicitor for the Zoning Hearing Board is out of town during that time, so the court has been asked to reschedule the hearing.

Solicitor Henninger thanked the Board for the vote of confidence by reappointing him, and noted that he will continue to do his best for the Township.

Commissioner DeHart questioned the proposed sewer rate ordinance which automatically sets up increases. He asked if the Board will have to approve each increase at the scheduled time. Solicitor Henninger explained that it will not. However, if the Board decides not to do the approved increases as per the schedule, it would need to enact an ordinance to change that schedule. Solicitor Henninger added that historically, the Township has also sent out reminder letters to the residents prior to each scheduled increase. Commissioner DeHart stated that while he doesn’t like a rate increase either, he feels the scheduled increases helps residents plan ahead while allowing the Authority to manage its costs

PUBLIC COMMENTS: None

FINAL COMMENTS:

Commissioner Davies welcomed the new Commissioners and the returning staff.

Commissioner Paul stated he is glad to be back here, and is looking forward to working with everyone. He recommended that the Board consider approving the legislative minutes at the workshop meetings in order for residents to have quicker access to them on-line. Solicitor Henninger confirmed that there is no issue with doing so.

Vice President Truntz welcomed Commissioner Paul and Commissioner DeHart, and thanked Judge Ed Marsico for swearing-in the new officials. He added that Judge Marsico is a super person and the only negative thing about him being elected Judge is the loss of a great District Attorney. Vice President Truntz thanked everyone for coming out tonight, and requested an executive session immediately upon conclusion of this meeting for a personnel matter.

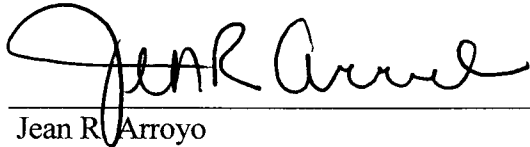
Commissioner DeHart wished everyone a happy new year and gave a shout-out to the Police Department for its involvement in the shooting in Harrisburg and to the Fire Department which has been very busy the last several weeks.

President Wilt thanked Judge Marsico and the public for coming out tonight. He welcomed Commissioner Paul and Commissioner DeHart to the Board, and expressed hopes that everyone can work together for the good of the Township.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

With no further business to discuss, a motion was made by Vice President Truntz, seconded by Commissioner Paul, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 7:59 P.M.

ATTEST:

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

Jean R. Arroyo
Recording Secretary

PLEASE PRINT NAME CLEARLY
JANUARY 2, 2018 REORGANIZATION/WORKSHOP MTG.

Name/Organization	Address/Contact Information
Julie Wilt	Resident
Joan DeHart	1506 Old Reliance Rd
Nicole Taylor	1385 Pheasant Run Rd
CHET HARTZ	2142 N. UNION ST
Tracy Bechtel	2 Berkley Dr
Kendra Riley	
Jonathan Miller	
Mike Williams	
Sheila Weaver	
DAN MAGARD	1315 PHEASANT RUN RD
Nancy Olesse	N. Union Street
Janice Paul	