

## MINUTES

### NON-LEGISLATIVE MEETING – JANUARY 6, 2020

The January 6, 2020 Non-Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 6:20 P.M. by President Jon G. Wilt.

The following officials were in attendance:

- Jon G. Wilt, President
- Todd F. Truntz, Vice President
- Ronald J. Paul, Assistant Secretary
- Michael J. Davies, Commissioner
- Christopher DeHart, Commissioner
- Betsy McBride, Township Manager
- Jean R. Arroyo, Township Secretary
- Peter R. Henninger, Solicitor
- Shawn Fabian, HRG
- Ann Hursh, Planning and Zoning Coordinator
- Lester Lanman, Public Works Director
- Jeff Vargo, Chief of Police

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:

Beth Malpass, 2047 Market St. Ext., distributed copies of an estimate for the repair of her home due to the water damage from the storm drain. She added that the estimate was emailed to Ms. McBride and Vice President Truntz earlier today. The good news is that the foundation is okay. However, the room on the back has to be taken down and completely rebuilt. She explained this will address the structure that had all the water damage as well as the cracks that are in the stairwell. This estimate does not address the backyard. Solicitor Henninger stated this is the first time the Board has seen the estimate, so his recommendation would be that the Board take this under advisement.

### APPROVAL OF MINUTES:

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve the Minutes of the December 18, 2019 Legislative Meeting. The motion was unanimously approved.

### PLANNING AND ZONING DEPARTMENT REPORT:

Ms. Hursh provided an update on current projects and tasks.

Mr. Fure continues daily inspections at Campus Heights and Hershey Creamery. Staff is working out some bugs in regards to utilization of the new Dallas Data/Caselle Systems Permit Program. The process of recodification review is continuing on schedule. Staff has received the final copies but have found a few mistakes. Once mistakes are revised, the next step will be to advertise for adoption of the Codified Ordinance.

The Zoning Hearing Board met on December 11 and heard requests from two applicants. DHK, Harrisburg, LLC had requested a Special Exception to exceed building height of 40 feet to 50 feet and a Variance to reduce the required number of parking spaces on the site. The application was approved. Also presented was a request from James Rowell, 135 Cockley Road, to allow an accessory apartment dwelling in the Residential-Agriculture zone and a Variance to allow the dwelling to be more than 30% of the total floor area and greater than 400 sf. This application was also approved.

The Planning Commission met on December 19 and heard a Special Exception request for Schoolhouse Partners, L.P. for Wilsbach for a Special Exception for building height to exceed 40 feet to a height of 50 feet. The Planning Commission recommended approval to the Zoning Hearing Board. Commissioner DeHart noted that when he was on the Planning Commission, the normal height was 35 feet. He asked if this was raised to 40 feet. Ms. Hursh explained that it is 35 feet, but it can be raised to 40 feet if certain criteria is met. She noted this is probably something that should be changed in the ordinance, since buildings seem to come in higher than 40 feet.

Revision to the Zoning Ordinance to clear up building setback issues has been added to the "to do list". Subdivision/Land Development reviews for 2018 totaled 7; there were 3 in 2019 and some of the big ones from last year are still ongoing.

Ms. Hursh referenced the listing of inspections and permits, and reported that Commercial/Industrial permits were up from 38 permits in 2018 to 43 permits in 2019. There were 40 zoning permits in 2018, and 59 in 2019.

#### PUBLIC WORKS DEPARTMENT REPORT:

Mr. Lanman reported that leaf collection ended with a little over 125 tons of leaves picked up for the season. Suez water main work continues in Rosedale Manor. Staff is adding the Township's storm water and sanitary sewer maps to the PA One Call system to comply with new regulations. This will be beneficial to the Township as well, due to some parts of the Township's system being located in Highspire Borough and Swatara Township.

Mr. Lanman stated that he and Ms. McBride are working with Matt Ashcroft from EHD to finalize paperwork for the Township's new liability insurance policy which will provide more coverage at a cheaper rate.

As Ms. Hursh mentioned, he is also working on transferring information to the new Caselle Systems Permit Program. Mr. Lanman reported that staff has been dealing with Verizon, who provides the Township's cell phone service and data plan, on the possibility of using its "One Talk" system which would replace the phone system in the building. The Board may be seeing quotes and more information on this item in the next two weeks. Commissioner DeHart asked if staff had looked at other vendors too, such as AT&T. He added he knows the Township uses Costars which does encourage making the vendors compete against each other. Mr. Lanman explained the Township's current system is through Mitel, and they claim to offer a similar program. This will be looked at for comparison purposes. Over a year ago, staff had also looked at Comcast for this type of system. Commissioner Davies asked if this is a voice-over protocol. Mr. Lanman confirmed it is. Commissioner Davies inquired if this will involve extensive new hardware. Mr. Lanman explained the only hardware will be in the phones. The phones for that system will be a purchase, and there will basically be a service to each phone.

An update was provided on the building's fire alarm system. There was a rather massive melt down of the system recently where it went off, and Johnson could not even shut the system down. This system needs replaced, and there is a Costars quote in hand after quoting multiple vendors. LowV Systems is the company being looked at, and it will be an open system. The cost quoted to replace the entire system is \$19,941, with the addition of demo which includes pulling all



the old wires out. Mr. Lanman noted some of this work can probably be done in-house once the panels are pulled down. He added that the base price of \$19,941 also includes the annual inspection, training, set-up, etc. After that, the cost is \$55/month for the daily testing and monitoring. Another advantage is that there are no phone lines needed for this the new system. Ms. McBride stated that there will be additional information provided to the Board at the January 15 meeting. Vice President Truntz asked if this item is included in the budget. Ms. McBride stated partially. Commissioner Davies asked if this includes the buildings on just this campus. Mr. Lanman confirmed that it is this building, including the police department, and the two public works garages out back.

Commissioner DeHart observed that Suez had the road closed around Mountain View Rd., and asked who regulates their signage. He noted it was not properly marked, and drivers couldn't tell the road was closed until they were right on top of it. He asked who polices that to make sure they have the right signage. Mr. Lanman stated he would assume the Police Department or PUC. Chief Vargo noted he is unsure of the answer. Commissioner DeHart suggested this be looked into, since it is a liability concern. Commissioner Davies added that he also drove through that neighborhood today, and agrees with Commissioner DeHart's assessment. Commissioner DeHart also reported that he had mentioned to Ms. McBride his concern on Highland Street, where there are concrete barriers but no signage. This could be a problem if someone comes around the corner, turns too hard, and hits one of the concrete barriers. He asked if the Township would be liable in this case. Vice President Truntz reported that they just put up signs today. Mr. Lanman added that he had asked Don Long of HRG that question last week, and was told the signage that was there was acceptable and legal. As Vice President Truntz stated, the contractor did put signage up today. There will be discussion on this tomorrow, since the Township will need to take signage down now that the new signage is up.

Commissioner Paul observed the stained ceiling tiles outside the Board Room, and asked the status of the repairs to the ceiling, the leaky roof, etc. Mr. Lanman clarified that it is not actually a leaky roof, but rather a leaky HVAC system. Staff has run into some procurement law issues, but is trying to get that replaced.

### REQUESTS FOR FUNDING:

A motion was made by President Wilt, seconded by Commissioner DeHart, to approve Request for Funding No. 24 (DCIB 2017 loan) in the amount of \$2,157.35 to the Dauphin County Infrastructure Bank for the Highland Street Bridge Replacement. The motion was unanimously approved.

A motion was made by Commissioner DeHart, seconded by President Wilt, to approve Request for Funding No. 25 (DCIB 2017 loan) in the amount of \$1,701.11 to the Dauphin County Infrastructure Bank for the Lumber Street Culvert Replacement. The motion was unanimously approved.

### MANAGER'S REPORT:

#### Electronic debit of utilities

Ms. McBride stated that at the last meeting, she had reported on a future request to allow the accounting department to use electronic debit of PPL and UGI invoices. The Board had expressed some concern about the safety of that feature. Staff went back to the bank, and was told the Township could set a dollar limit. Ms. McBride proposed a limit of \$1,200.00. On those rare occasions where the bill may be more than that, the bank would call the Township for approval. — She noted she will have more details at the January legislative meeting.

#### Verizon Wireless

Ms. McBride stated that Mr. Lanman had already adequately addressed this item.

#### Liability insurance

Matt Ashford, EHD, Insurance, will be in attendance of the January 15 meeting to discuss insurance coverages and the savings realized.

#### Civil Service Commission

The Police Civil Service Commission met earlier today, and will probably meet quarterly. It was a very good meeting, and bi-laws are nearly ready to be approved. Once they are formally approved, they will come before the Board of Commissioners for approval and then sent to the Pennsylvania Civil Service Commission. Commissioner DeHart asked that before the bi-laws come to the Board, the Commissioners have adequate time to review them.



### ENGINEER'S REPORT:

Shawn Fabian, HRG, referenced his written report and provided updates. Permits were received for the Bradford Avenue Residential Home Demolition project. Bid opening will be in February. The bid opening for the Greenfield Park Basin Retrofit and Riparian Buffer project was this morning. Award will appear on the Board's January 15 agenda. Grant close-out paperwork continues on the Old Reliance and Shope Gardens Parks Stormwater BMPs project. There will be an approval for payment on the January 15 agenda for the Rosedale Manor Stormwater project.

HRG is coordinating with Madison Smith, the Township's MS4 Supervisor, on GIS information and other MS4 items.

There is no update on the DCNR C2P2 Planning Grant – Township Comprehensive Recreation, Park and Open Space Plan. The final list for interviews is being compiled in order to finalize the report this month.

The PADEP Growing Greener Plus Application was completed and submitted ahead of the deadline. The PFBC Boating Facility Grant Application was also completed and submitted ahead of the deadline. The Fish and Boat contact person, Scott Bollinger, would like to do a site meeting sometime later this month. Commissioner DeHart asked if Mr. Bollinger has issues with the application. Mr. Fabian responded that he does not. He is a Township resident and would like to provide input, as he feels this is a very good idea.

A request was made for an extension on the RACP Grant for Richard L. Shireman Park Development since the Recreation, Park and Open Space Plan is being finalized now. The request was approved, with a new deadline of August 5, 2020. Solicitor Henninger added the Township also received approval to allow Mr. Wagner to maintain that property for the 2020 season.

Commissioner Paul asked if the Township is not 100% complete with the Old Reliance/Shopes Garden BMP project. Mr. Fabian explained that he just needs to pull together all the paperwork to close out the DCNR grant.

### SOLICITOR'S REPORT:

Solicitor Henninger updated the Board on the status of the PennVest approval of the transfer of the Rosedale portion of the system to the Municipal Authority so the stormwater fee implementation can move forward. Ms. McBride was contacted by RKL, the Township's auditors, who also happen to be the financial advisors for PennVest. They wanted to see a copy of the draft

Management Agreement, which was forwarded to them today. Solicitor Henninger noted he had explained to them that time is of the essence, since the budget is based on an April 1 implementation.

Solicitor Henninger thanked the Board for its confidence in allowing him to represent the Board 32 of the last 34 years. He noted it has been a pleasure, and he will not let the Board down. He also requested an executive session immediately upon conclusion of this evening's meeting for personnel matter.

#### GOOD AND WELFARE:

Commissioner DeHart congratulated his fellow commissioners on their swearing-in this evening and thanked the public for coming out.

Commissioner Davies stated that being sworn in by Judge Cherry was an honor and made it very special. He congratulated the officers on their re-election and stated he looks forward to working with everyone to achieve good things for the Township this coming year.

Commissioner Paul also expressed his congratulations to everyone, and stated they work hard and put in a lot of time to get the Township running in the right direction. He stated he appreciates their efforts and the opportunity to work with them.

Vice President Truntz thanked President Judge Cherry, who he considers a friend and a mentor, for taking time out of his busy schedule to be here. He also thanked everyone for their confidence in him and stated he looks forward to serving another four years. He also thanked everyone for attending the meeting.

President Wilt thanked everyone for coming out and reiterated that it was an honor to have President Judge Cherry do the swearing-in this evening. He added that he has known Judge Cherry for close to 25 years when he was District Attorney, and also helped work on his first campaign to be elected judge. President Wilt also congratulated his fellow Board members.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

Hearing no other comments, a motion was made by Commissioner Davies, seconded by Commissioner Paul, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 6:55 P.M.

ATTEST:

A handwritten signature in dark ink, appearing to read "JR Arroyo", written over a horizontal line.

Jean R. Arroyo  
Township Secretary



**JANUARY 6, 2020 REORGANIZATION MEETING AT 6:00 P.M.  
FOLLOWED BY WORKSHOP MEETING**

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